



# **Framework Safety Statement**

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## **FOREWORD**

Dear DCU Employees, Students and Authorised Visitors,

The President and Governing Authority of Dublin City University acknowledge our responsibilities under the Safety, Health and Welfare at Work Act, 2005 (hereafter referred to as 'the Act') and any regulations made there under. In accordance with the requirements of the Act, DCU is committed to providing and maintaining, in so far as is reasonably practicable, a safe and healthy work environment for all DCU employees and to meeting our responsibilities under the Act in relation to our students and authorised visitors.

In accordance with Section 20 of the Act, DCU has prepared this Framework Safety Statement outlining our policies on occupational health and safety matters and defining the necessary management structure and responsibilities for the implementation of these policies. This Framework Safety Statement's core objective is to protect campus users from potential injury and ill health arising from DCU's work activities. It is our programme in writing for managing health and safety on campus.

This document will be reviewed annually and updated as necessary in light of new legislation, employee feedback, university structural changes and practical experience. You are encouraged to provide feedback to the University on any aspect of this document and to suggest additions/amendments as appropriate.

Professor Brian McCraith

President – Dublin City University

Date: October 2017

## **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 and to ensure that non-employees present in the workplace are safe. The Act applies to employees in all types of work and embraces all the activities of Dublin City University (DCU).
- 1.2 Section 20 of the Act requires the University to prepare a written safety statement specifying the manner in which the safety, health and welfare at work of employees is to be secured and managed. In response to this requirement DCU has prepared a Framework Safety Statement outlining 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. The Framework Safety Statement deals with operations on all DCU campuses including DCU Glasnevin, DCU St Patrick's, DCU Alpha, DCU All Hallows and the Sport's Campuses.
- 1.3 Due to the size and complexity of the University structure and operations the framework safety statement cannot address the individual hazards and risks in the various schools/units/research centres/campus companies. Each school/unit/research centre/campus company is therefore required to have its own Local Safety Statement in place, documenting its hazards, risks, and protective and preventive measures taken and resources provided for ensuring a safe and healthy work environment.
- 1.4 In addition to the framework safety statement the University continually develops campus wide policies/procedures in areas of specific concern. The current policies/procedures are listed in Appendix 3 and are available on the Health and Safety Office web page <http://www.dcu.ie/safety>
- 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 all employees and students of DCU on the Health and Safety Office website.

## **2.0 Statement of Safety, Health and Welfare at Work Policy**

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

2.2 In particular DCU recognises its express responsibilities under Section 8 of the Act.

The employer's duties as set out in Section 8 of the Act are as follows:

- (1) Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.*
- (2) Without prejudice to the generality of subsection (1), the employer's duty extends, in particular, to the following:*
  - (a) managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;*
  - (b) managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk;*
  - (c) as regards the place of work concerned, ensuring, so far as is reasonably practicable—*
    - (i) the design, provision and maintenance of it in a condition that is safe and without risk to health,*
    - (ii) the design, provision and maintenance of safe means of access to and egress from it, and*
    - (iii) the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health;*
  - (d) ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent;*
  - (e) providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health;*
  - (f) providing and maintaining facilities and arrangements for the welfare of his or her employees at work;*
  - (g) providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees;*
  - (h) determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment under section 19 or when preparing a safety statement under section 20 and ensuring that the measures take account of changing circumstances and the general principles of prevention specified in Schedule 3;*
  - (i) having regard to the general principles of prevention in Schedule 3, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and*

*equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;*

*(j) preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger;*

*(k) reporting accidents and dangerous occurrences, as may be prescribed, to the Authority or to a person prescribed under section 33, as appropriate, and*

*(l) obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.*

2.3 DCU will provide the necessary resources, structures and procedures required to safeguard employees\* and visitors against the risks arising from activities in the workplace.

2.4 It is the strict duty of all employees\* 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.

2.5 Each employee\* and student is expected to make himself/herself familiar with the DCU Framework Safety Statement. The Framework Safety Statement is available on <http://www.dcu.ie/safety>. In addition employees and students must also be familiar with their Local School/Unit/Research Centre/Campus Company Safety Statement.

2.6 Employees\* who fail to cooperate with safety procedures are subject to the normal DCU disciplinary procedures.

*\* The SHWW Act 2005 definition of an employee reads 'a person who has entered into or works under a contract of employment and includes a fixed-term employee and a temporary employee..'. In the DCU context, postgraduate students who hold an employment contract issued by DCU HR Office are deemed to be employees of DCU.*

### **3.0 Health and Safety Management Structure and Responsibilities**

DCU Governing Authority is the highest authority in the University. The President is appointed by Governing Authority to oversee the management of the University. The 1997 Universities Act states "the chief officer (i.e. President) shall be subject to such policies as may be determined from time to time by the Governing Authority and shall be answerable to the Governing Authority for the efficient and effective management of the University".

### **3.1 DCU Governing Authority and President**

The President and the Governing Authority of the University, as the employer, have ultimate responsibility to ensure, so far as is reasonably practicable, the safety, health and welfare at work of employees, in compliance with the relevant provisions of the 2005 Safety, Health and Welfare at Work Act and other occupational safety legislation.

### **3.2 DCU Senior Management Group**

The Senior Management Group of the University consists of the President, Deputy President, Vice-President for Academic Affairs (Registrar), Chief Operations Officer, Vice President for Research and Innovation, Executive Director of Strategic and External Affairs, Director of Finance, Director of Human Resources and Executive Deans of Faculty. The DCU Senior Management Group is responsible for ensuring that due regard is given to Health and Safety in all operational decisions, all academic and administrative activities, maintenance and upkeep of premises and adaptation of buildings. They must understand their legal responsibilities and their roles in governing safety and health. They must also ensure that all members of Governing Authority have a clear understanding of the key safety and health issues for the University and are continually appraised of the risks likely to arise.

### **3.3 DCU Chief Operations Officer (COO)**

The Chief Operations Officer is responsible for the functional management of occupational health and safety matters in the University and is the Director of Safety.

The COO will advise Governing Authority, the President and the Senior Management Group on safety matters of importance generally and will advise, in particular, on the following:

- (i) Existing health and safety management arrangements, the Framework Safety Statement and Local Safety Statements.
- (ii) The Implementation of the safety policy, as outlined in the Framework Safety Statement, through the Heads of Departments and the Health and Safety Office.
- (iii) The allocation of resources to ensure that safety policy and plans can be properly delivered and sustained.

### **3.4 DCU Executive**

The University Executive is charged with the task of deciding on policy and strategy of the University. Accordingly, The Health and Safety Steering Group has been formed to advise Executive on safety, health and welfare at work issues and to develop policies in these areas. The DCU Executive is responsible for ensuring that Executive Deans, Directors, Heads of Schools, Units and Campus Companies and all members of

management implement and maintain compliance with the Framework Safety Statement and safety policies.

### 3.5 DCU Academic Structures

Under University structures, there are 5 Academic Faculties:

Business  
Engineering and Computing  
Science and Health  
Institute of Education  
Humanities and Social Sciences

Each Faculty consists of sub units, usually (but not exclusively) known as Schools. Research Centres or Institutes are also affiliated with Faculties.

(a) **Executive Deans of Faculty** are responsible for ensuring the implementation of University health and safety policies and procedures within their areas of authority.

Deans of Faculty may nominate faculty safety committees or advisers to assist in matters relating to the management of safety of individuals, buildings and/or equipment. This is recommended, particularly in larger faculties where standardisation of safety management practices is desirable.

(b) **School Heads / Directors of University Designated Research Centres (UDRCs) and National Research Centres (hereafter referred to as Research Centres)**, as part of their management function, are responsible for ensuring, so far as is reasonably practical, the health and safety of persons working, studying or visiting their school/centre. In particular, School/ Research Centre Heads are responsible for the following:

1. To ensure that the school/research centre has prepared a Local Safety Statement relevant to their operations which complies with Section 20 of the Safety, Health and Welfare at Work Act.
2. To ensure that the Local Safety Statement is reviewed at least annually and that the Health and Safety Steering Group is notified that the review has been completed and is provided with any updated document which may result from such a review.
3. To ensure that the topic of occupational health and safety/fire safety is a standing agenda item on all School/Unit/Research Centre staff meeting agendas.
4. To ensure that all hazards are identified, risks arising are quantified, and risk control measures are identified and implemented.

5. To ensure that regular safety inspections/audits are carried out to monitor compliance with the Local Safety Statement and legal requirements and to ensure appropriate follow-up action is taken.
  6. To investigate all accidents to staff/students/visitors in their area of responsibility and to complete the DCU Injury/Incident Report forms as appropriate.
  7. To ensure that the DCU Evacuation and First Aid Procedures are implemented and that sufficient Fire Wardens/First Aid personnel are available.
  8. To ensure that staff are appropriately trained and competent to carry out their duties safely and to ensure the attendance of staff at designated training courses as appropriate.
  9. To ensure that students are adequately trained and supervised in carrying out practical and experimental work. (Adequate level of supervision to be determined having regard to the age, level of experience and status (graduate/post graduate etc.) of the student).
  10. Based on risk assessment, to arrange for the provision of adequate and appropriate personal protective equipment for employees within the School/Research Centre.
  11. To notify the Estates Office of any health and/or safety issues arising within their area of operation requiring Estates Office action/input to resolve.
  12. To ensure that all contractors carrying out work in their area operate under the Estates Office Permit to Work system.
  13. Fire Safety Responsibilities;
    - (a) To promote general fire safety within their building.
    - (b) To ensure that staff attend fire safety awareness training arranged by the Health and Safety Officer / Fire Safety Officer.
    - (c) To ensure, in consultation with the Fire Safety Officer and other Heads who may have staff located in the building that a sufficient number of trained Fire Wardens is available within the building to respond to evacuation alarms.
    - (d) To ensure that all fire safety housekeeping inspections required under the DCU Building Fire Safety Register system are carried out (and the outcomes notified to the campus Fire Safety Officer).
    - (e) To receive reports of fire safety issues which may arise during the housekeeping inspections and to follow up with the appropriate parties (local area staff / Estates Office Helpdesk etc.) to ensure resolution.
    - (f) To escalate issues which cannot be resolved at local level to Deans / Senior Managers.
- (c) **Researchers / research supervisors** are responsible as far as practical for the safety of those post-doctoral research staff, technical staff, postgraduate and undergraduate students working under their direction. In particular the Principal Investigators are responsible for the following;
1. To ensure that the hazards associated with the research project have been identified and assessed in writing and that adequate control measures are in

place to minimise or eliminate the risk and that the results of the risk assessment are available to all in the research group or others who may be affected by the work of the group.

2. To ensure that members of the research group have received appropriate information and training to carry out tasks safely.
3. To ensure that potentially hazardous equipment associated with the project is inspected tested and maintained as necessary and records of inspection, test and maintenance are retained.
4. To ensure that all accidents and near misses are reported and investigated and corrective action is taken to prevent recurrence.
5. To ensure that hazardous waste is disposed of safely.

### **3.6 Non-Academic Structures**

**Directors/Heads of Units** have responsibility for the health and safety of persons working in or visiting their unit. Their general responsibilities include the following:

1. To ensure that the Unit 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 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 safety statement and legal requirements and to ensure appropriate follow 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. Based on risk assessment, to arrange for the provision of adequate and appropriate personal protective equipment for employees within the Unit.
10. 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.
11. To ensure that all contractors carrying out work in their area operate under the Estates Office Permit to Work system.
12. Fire Safety Responsibilities;

- (a) To promote general fire safety within their building.
- (b) To ensure that staff attend fire safety awareness training arranged by the Health and Safety Officer / Fire Safety Officer.
- (c) To ensure, in consultation with the Fire Safety Officer and other Heads who may have staff located in the building, that a sufficient number of trained Fire Wardens is available within the building to respond to evacuation alarms.
- (d) To ensure that all fire safety housekeeping inspections required under the DCU Building Fire Safety Register system are carried out (and the outcomes notified to the campus Fire Safety Officer).
- (e) To receive reports of fire safety issues which may arise during the housekeeping inspections and to follow up with the appropriate parties (local area staff / Estates Office Helpdesk etc.) to ensure resolution.
- (f) To escalate issues which cannot be resolved at local level to Deans / Senior Managers.

### **3.7 Campus Companies**

Within campus companies, the Board of each company has ultimate responsibility to ensure, so far as is reasonably practicable, the safety, health and welfare at work of employees. Day to day responsibility for health and safety matters rests with the Manager of each company. Their responsibilities are as for Directors/Heads of Unit.

#### **3.7.1 Campus Companies – Student Residences**

The Students Residences on the DCU All Hallows, Glasnevin and St. Patrick's Campuses are operated by Campus Residences DAC, a campus company. The Health and Safety Office liaises closely with the campus company to ensure appropriate emergency plans are in place for residents and that the risks associated with the activities that may impact on the safe operation of residential buildings are minimised or eliminated.

### **3.8 DCU Estates Office**

The Estates Office has a central role in Health and Safety Management on all campuses and is responsible for:

1. The maintenance of the common parts of all University buildings and grounds.
2. The direct management of the common parts of all University facilities and grounds.
3. The provision of fire detection and prevention measures.
4. The provision of security and porter services.
5. The provision of adequate cleaning services.
6. The management of external contractors engaged in any or all of the activities listed 1-5 to ensure in so far as is reasonably practical the safety, health and welfare of all campus users who may be affected by the works.

7. Ensuring that the University, as the 'Client' in construction projects, complies in particular with the Safety, Health and Welfare at Work (Construction) Regulations 2013.

Given those substantial functions, the Director of Estates is to be consulted on and actively engaged in University health and safety management, in terms of both the Estates Office's own operations and the health and safety requirements of other schools/units. The Director of Estates is a member of the DCU Health and Safety Steering Group.

### **3.9 Health and Safety Consultation**

In order to ensure effective consultation with staff and other campus users, DCU Executive has established two Health and Safety Consultation Groups to provide a formal structure for the highlighting and escalation of health and safety problems/issues that cannot be resolved locally to the Health & Safety Steering Group and DCU Senior Management. The Consultation Groups a) Glasnevin Campus and (b) St Patrick's/All Hallows Campuses consist of representatives from each faculty and each of the larger staff offices on that campus. Staff or students who wish to raise a safety concern should in the first instance contact their manager (either directly or through their area representative on the Health and Safety Consultation Group).

The Consultation Group members elect three of their number to be Safety Representatives for the University, two from the DCU Glasnevin Campus Consultation Group, and one from the combined St Patrick's and All Hallows Campuses Consultation Group. The nominated Safety Representatives are automatically appointed to the Health and Safety Steering Group to which the Health and Safety Consultation Groups report.

### **3.10 DCU and Campus Company Employees' Responsibilities \***

Section 13 of the Act sets out the general duties of employees, as follows:

*(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 Sections 3.1 - 3.6 above or in their Local School/Unit/Research Centre/Campus Company 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 DCU requires employees to immediately report to their Head of School/Unit/Research Centre/Campus Company 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 with DCU in the investigation of the accident and the completion of the Injury/Incident Report Form.

*\* The SHWW Act 2005 definition of an employee reads ‘a person who has entered into or works under a contract of employment and includes a fixed-term employee and a temporary employee..’. In the DCU context, postgraduate students who hold an employment contract issued by DCU HR Office are deemed to be employees of DCU.*

### **3.11 DCU Students’ Responsibilities**

DCU Students’ responsibilities are in accordance with Section 14 of the Act which states;  
*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.*

While in DCU students are therefore required

- (a) to take reasonable care to protect his or her safety & the safety of any other person who may be affected by the student’s acts or omissions.
- (b) to cooperate with safety systems and signage in place on campus.
- (c) to wear personal protective equipment as directed.
- (d) to comply with evacuation procedures and other safety procedures which may be in place in laboratories, workshops etc.
- (e) not to intentionally, recklessly or without reasonable cause interfere with or
- (f) misuse safety equipment.

In addition to the above legal requirements DCU requires all students to immediately report to their Head of School or Research Centre any accident resulting in loss or injury. The injured party is also required to co-operate with DCU in the investigation of the accident and the completion of the DCU Injury/Incident Report Form.

DCU students who fail to comply with safety procedures are subject to the normal DCU disciplinary code.

### **3.12 DCU Health and Safety Office**

The University Health and Safety Office, reporting to the Chief Operations Officer, is responsible for:

1. The provision of health and safety (including fire safety) advice and support to DCU President, Senior Management and all Faculties, Schools, Units and Campus Companies and employees.
2. The co-ordination of the University Health and Safety Steering Group and Health and Safety Consultation Group.
3. The development and implementation of University Emergency Plan in conjunction with DCU Senior Management.
4. The recording and analysis of injury/incident reports.
5. The sourcing and provision of specific health and safety training with campus wide application (e.g. fire warden, first aid, etc).
6. The updating / revision of the University Framework Safety Statement.
7. Based on quarterly feedback from Heads of School/Unit/Research Centres maintaining a web based register of Fire Wardens and First Aiders in all buildings on campus.
8. Submitting statutory reports to the Health and Safety Authority and any other relevant bodies.

### **3.13 Third Party Companies Based on DCU Campus**

Each company based on DCU campus is responsible for the management of the health and safety of their employees and for the safe maintenance of equipment and fixtures under their control. They are responsible for

- (1) providing DCU with a copy of their safety statement with risk assessments specific to their on-campus activities.
- (2) ensuring that they comply with DCU emergency and evacuation procedures where appropriate (shared buildings etc).
- (3) ensuring that they do not endanger campus users by their activities.
- (4) reporting all defects in DCU facilities or equipment to the University and immediately taking out of service any facility/equipment deemed unsafe until repair has been effected.

### **3.14 Visitors**

DCU campuses are open and accessible to members of the public.

University personnel who bring visitors on to campus are responsible for ensuring the visitors are aware of basic safety arrangements including action in the event of a fire. Where specific personal protective equipment or other control measures are required it is the responsibility of the host to ensure the visitors are made aware of these requirements. Visitors are expected to report accidents to their host.

The DCU Conference Office requires all conference/event organisers to ensure that appropriate announcements are made in relation to fire safety and emergency assistance.

Where visitors are alone or come on campus uninvited the following controls are used;

- Safety signage advising of hazards or restricted areas.
- Hazardous areas are locked and/or prohibition signage is erected.
- University staff encountering visitors in hazardous areas should ask them to leave and inform security if necessary.

Safety requirements are considered for all events run on campus and, where appropriate, an Event Management Plan is produced in consultation with the Health and Safety Officer for larger events.

## **4.0 Health and Safety Resources**

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

### **4.1 Time Resources**

The development and implementation of health and safety policies, procedures, risk assessments and inspection/audit systems places significant demands on staff members' time both centrally and at local level. In addition a considerable amount of time is devoted to providing and attending health and safety related training and to following up on incidents and injuries.

### **4.2 Financial Resources**

In balancing the competing demands on overall University finances, the University endeavours to provide the necessary financial resources to ensure, so far as is reasonably practical, the safety of all authorised campus users.

This includes;

- (a) Rectifying safety shortcomings in existing buildings by way of a phased programme of work prioritised in accordance with the level of risk and the resources available.
- (b) Engaging reputable contractors to maintain and service fire protection equipment and machinery and to maintain all buildings and equipment in a clean and safe condition.
- (c) Ensuring that all new buildings/refurbishments comply with relevant fire and health and safety standards from the outset.
- (d) Providing ongoing funding for competent health and safety advisors, both external and internal (H & S Office, Fire Safety Officer, Biological Safety Advisor, Radiation Protection Officer, Health Risk Management service, specialist consultants etc.).

- (e) Allocating to Faculties and Units, by way of their annual budgets, sufficient resources to ensure that health and safety issues can be tackled in a phased, prioritised fashion at local level.
- (f) Allocating an annual budgetary sum to the Health & Safety Office to support the implementation of various health and safety programs and projects across the campus.

### **4.3 Information Resources**

The Health and Safety Office retains a reference library of texts, literature, videos and other publications on health and safety matters. All staff can gain access to the information resources by contacting the Health & Safety Office. DCU Library Services also offers a number of health and safety journals and reference material.

## **5.0 Health and Safety Training**

Section 10 of the Safety, Health & Welfare at Work Act, 2005 requires that training in relation to employees' safety, health & welfare at work is provided to employees.

- (a) on recruitment*
- (b) in the event of transfer/change of tasks assigned*
- (c) on the introduction of new work equipment, systems of work or changes in existing equipment/systems*
- (d) on the introduction of new technology*

In addition any such training or instruction must be provided in a form, manner and, as appropriate, language that is likely to be understood by the affected employees.

### **5.1 Health and Safety Training Policy**

DCU recognises that the provision of relevant training and instruction by competent trainers is an important tool in the control of risks within the University.

The objective of safety training is to "help people to acquire the skills, knowledge and attitudes to make them competent in the health and safety aspects of their job". Health and safety training in DCU is designed to encompass the legal requirement of:

- eliminating the risks as far as possible that may exist for the safety, health and welfare of all persons employed by the University or by third parties, and where these risks cannot be eliminated to minimise them;
- complying with all relevant statutory safety requirements regulating the work activities executed from time to time and;
- providing information on hazards, risks, controls/arrangements and emergency procedures.

Also as specifically set out in the Act, in assigning an employee to a specific task, the University must take account of the employee's capabilities including any special needs requirements in relation to safety, health and welfare. Employees must not be put at risk by being given work that they do not have the competence to undertake. Therefore, the provision of appropriate training and instruction is an important element in the management of safety and a legal requirement in controlling many of the risks identified in the University i.e. the implementation of the safety statement. Training and instruction also serve to improve safety awareness and attitudes that are essential for effective safety management.

In addition to its statutory duty to employees as outlined above, the University also has a common law duty to all undergraduate and postgraduate students to provide such training as is necessary to enable the students to undertake their studies in a manner which, in so far as it is reasonably practicable, is safe and does not give rise to risks to health or expose the individual student or other persons to unacceptable levels of risk. The provision and extent of any necessary training is dependent upon

- (a) the nature of the academic discipline being pursued,
- (b) the experience and disposition of the students involved,
- (c) their familiarity with any equipment/substances to be utilised,
- (d) the environment/conditions where the activities may be discharged, and
- (e) the extent to which supervision is necessary and available.

Where training is deemed necessary it should adhere to established best practice and university norms.

Health and Safety training is provided centrally by the Health and Safety Office where campus wide risks are identified and the control measures implemented require that staff across a range of Schools and Units undergo training. Where identified risks and control measures are local to an individual School or Unit, training is organised locally.

## **5.2 Health and Safety Office Training**

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

- (1) Health and Safety Induction of all new employees and students including information on fire and emergency procedures (delivered in conjunction with HR scheduled New Employee Induction Training).
- (2) Manual Handling Training
- (3) Fire Safety Awareness Training
- (4) Fire Warden Training
- (5) First Aid Training
- (6) Office Ergonomics Training

- (7) Management Training in Health and Safety
- (8) Safety Representative Training
- (9) Out of Hours Policy Induction Training
- (10) Emergency Response Training
- (11) Risk Assessment & Control Training
- (12) Preparing and Updating Safety Statement Training
- (13) Other central training where risk assessment identifies specific campus needs

### **5.3 Specialist Health & Safety Training**

Where specialist individual training is required, staff are enrolled on external training courses e.g. Radiation Safety Officer training, Biological Safety Officer training etc.

### **5.4 Individual School / Unit Health and Safety Training**

Individual Schools and Units work in collaboration with the Health and Safety Office to identify local training needs, develop appropriate training materials and identify competent training providers. In-house courses developed in the past include Science Faculty Specific Training, Estates Contractor Induction Training and Engineering Schools Training. Training requirements (for staff and students) identified as necessary to control risks at local level must be documented in local safety statements.

### **5.5 Funding of Health and Safety Training**

Training courses outlined in paragraphs 5.2 & 5.3 above are funded centrally by the University through the Health and Safety Office. Local training, as identified in paragraph 5.4 is normally funded by the individual School / Unit. In certain circumstances, application for part funding of such courses may be made to the Health and Safety Office.

### **5.6 Health and Safety Training Records**

The Health and Safety Office retains participation and (where applicable) examination records of all staff involved in Health and Safety Office sponsored training. Records of School / Unit specific training is normally retained within the School / Unit. The Health and Safety Office retains all training records for a minimum 5 years or longer where required by specific regulation.

### **5.7 Attendance at Health and Safety Training**

All new employees are obliged to attend health and safety and manual handling training as part of the HR organized new staff Induction.

Where required by Head of School/Unit/Research Centre or by line managers, employees are required to attend training determined necessary to control risk and ensure health and safety at work.

## **6.0 Fire and Emergency Management**

### **6.1 Fire Safety Management**

DCU has implemented an ambitious fire safety management system across the Glasnevin campus since 2014. The system is composed of three strands;

#### **6.1.1 Development of Fire Safety Culture**

- (a) Fire safety awareness training is rolled out to all staff through the existing Faculty/School/Unit/Campus Company staff meeting schedule. Training is delivered by the Health and Safety Officer and/or the DCU Fire Officer. New staff are required to attend fire safety training as part of the probationary process.
- (b) Fire Safety / Health and Safety is a required agenda item on Faculty Management Board meetings and at School/Unit, Research Centre and Campus Company staff meetings. This ensures that management has documented ongoing oversight of issues which may arise.

#### **6.1.2 Fire Safety Policy and Performance Reporting**

Policy and performance issues (and performance measures) in relation to fire safety management on campus will be reported to DCU Executive via the Health and Safety Steering Group. Performance measures will include metrics such as attendance at fire awareness training, maintenance of Fire Safety Registers, compliance with 'agenda item' requirement (1(b) above). A report on Fire Safety Management on campus will be incorporated into the Annual Report of the Steering Group.

#### **6.1.3 Day to Day Fire Safety Management**

DCU recognises that fire safety issues can occur across any or all buildings on campus on a daily basis. The following system will ensure that issues which may arise are tackled in a proactive manner.

- (a) In order to ensure that housekeeping issues are managed appropriately, Heads and Deans will ensure that all areas under their control are inspected daily and issues identified during inspection are resolved. Daily/weekly inspection of final exits, common areas, fire alarm panels etc. will be undertaken centrally by the University.
- (b) Where resolution of issues identified through such inspections is not possible within an identified time frame the matter will be escalated to Deans / Senior Management.
- (c) In accordance with the Code of Practice, The Management of Fire Safety in Places of Assembly, a Fire Safety Register will be established for each building on campus -

records relating to fire prevention measures, daily housekeeping fire inspection results and fire incidents in that building will be recorded in the register.

- (d) DCU has appointed an overall campus Fire Safety Officer to coordinate the implementation of the fire safety management system. In particular the Fire Safety Officer will ensure that building Fire Registers are updated on an ongoing basis. The Fire Safety Officer will liaise with the Heads of School/Unit, and DCU Estates Maintenance Managers to complete this work.
- (e) DCU has worked with Dublin Fire Brigade to produce building floor plans identifying hazardous areas on the Glasnevin campus (known as pre-Fire plans). These campus and building plans are held in the Security Control Room (hard copy) and by the DCU Fire Safety Officer (soft copy).

It is intended that the fire safety management system in place on the Glasnevin Campus will be replicated on the DCU All Hallows and St. Patrick's Campuses in 2017/18.

## **6.2 Emergency Evacuation**

Fire Wardens are in place in all DCU Buildings to assist in the evacuation of staff and students. Fire/Emergency Drills are organised annually in the second week of Semester 1 by the Health and Safety Office in cooperation with the Estates Office and the local Fire Wardens. 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. Where the performance of a particular building in a fire drill falls short of the required standard, further drills will be carried out to confirm that required standard is reached.

The DCU Evacuation procedure is posted on the Health & Safety Website. A building by building listing of all trained Fire Wardens is also posted on the web. All Schools/Units/Campus Companies are required to ensure that they have sufficient trained Fire Wardens in place to provide for effective evacuation.

### **6.2.1 Personal Emergency Evacuation Plans**

The Disability and Learning Support Service, in consultation with the Fire Safety Officer works with students with self-evacuation difficulties to develop a Personal Emergency Evacuation Plan (PEEP) to assist them during emergency evacuations. The Plans may include provision for the use of designated refuge areas.

## **6.3 Fire Alarm System**

Each building is fitted with a fully addressable Fire Alarm System which is maintained by the Estates Office. All alarm activations are received in the DCU Security Control Room and are investigated by DCU Security personnel.

## **6.4 First Aid and Injury/Illness Management**

The Health and Safety Office has responsibility for the provision of occupational first aid training complying with the requirements of the Safety, Health & Welfare at Work (General Application) Regulations, 2007.

Trained occupational first aiders are available in all buildings 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.

A defibrillator is retained by DCU Security services and is available to all DCU First Aid personnel via the DCU emergency number (01-7005999).

The DCU First Aid Policy & Procedures, Injury / Incident Management Procedure and the Emergency Ambulance Assistance Procedure are posted on the Health and Safety Website. Names and contact details of first aiders in each building are posted at the entrance to the building. A building by building listing of all trained first aiders is also posted on the web.

All Schools/Research Centres/Units/Campus Companies are required to ensure that they have sufficient numbers of first aiders in place to provide for effective response to injuries/illnesses.

## **6.5 Major Emergency Management**

Emergencies other than fire may arise and in accordance with the requirement of the Safety, Health and Welfare at Work Act DCU has prepared an Emergency Management Plan. The Emergency Management Plan identifies University staff with specific responsibilities with respect to emergency management.

DCU has invested in a software application to support staff and students in the event of an emergency. The 'Safezone' App will be rolled out to all groups in 2017/18.

## **7.0 Hazard Identification, Risk Assessment and Control**

Section 19 of the Act requires that employers carry out identification of hazards and an assessment of risks posed by those hazards. Section 20 of the Act requires that safety statements be based on hazard identification and risk assessment. In addition a number of specific pieces of legislation require that risk assessment be carried out to establish appropriate control measures. These include;

*Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001*

*Safety, Health and Welfare at Work (Biological Agents) Regulations, 2013*

*Safety, Health and Welfare at Work (General Application) Regulations, 2007 (Manual Handling, Pregnant Employees, Work at Height & Display Screen Equipment Regs)*  
*Safety, Health & Welfare at Work (Construction) Regulations 2013*

The ultimate goal of hazard identification and risk assessment is to devise and implement appropriate controls to ensure in so far as is reasonably practicable, that the risk is reduced to an acceptable level.

In drawing up Local Safety Statements, each School / Unit / Research Centre / Campus Company must document the hazards identified, note the assessment of the risks associated with each hazard and devise and implement the control measures required to minimise the risks posed.

### **7.1 Definitions**

*Hazard is any substance, article, material or practice within a workplace which has the potential to cause harm to employees at work or visitors to that workplace.*

Hazards can be categorised as Physical, Chemical, Biological, Mechanical/Electrical, Environmental or Psychosocial.

*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.

### **7.2 Risk Assessment Methodologies**

The Health and Safety Office has developed 'Guidelines for Risk Assessment in DCU' to assist all areas of the University in meeting the requirements relating to risk assessment. It is recognized that, in addition to these guidelines, depending on the type of activity being undertaken (e.g. construction activity – method statements, chemical handling – risk assessment template, Students Union events – event management template) other formats of qualitative risk assessment are in use in DCU.

The outcome of qualitative risk assessment requires that the identified hazards be given a risk rating of 'high', 'medium', or 'low'. Semi quantitative risk assessment methods, which allow for relative rating of risks, are also in use in some areas of the University.

*Any existing risk control measures must be taken into account when assessing the risk arising from a particular identified hazard.*

### **7.3 Risk Control**

The outcome of the risk assessment process guides the identification of appropriate control measures. The goal is to reduce the risk arising from the specified hazards to 'as low as is reasonably practicable'. Selection of control measures is determined by;

1. The magnitude of the assessed risk.
2. The availability/feasibility of control options.
3. The cost of proposed controls and the level risk reduction achievable by their introduction.

Where a hazard persists and risk mitigation depends on specific control measures being implemented, the work activity must be routinely inspected to ensure that the control measure is being implemented and is effective. All final decisions on risk control must take into account the relevant legal requirements and industry codes of practice.

*Risk assessments are particularly important in the science, engineering and manual work areas. Activities requiring rigorous risk assessments with carefully documented and implemented controls include;*

- *the use of hazardous chemicals,*
- *the use of hazardous biological agents*
- *the use of hazardous machinery,*
- *field trips,*
- *science and engineering based practicals/demonstrations*
- *research projects that may expose researchers to hazards, including projects that require interaction with the public*
- *hazardous physical manipulations,*
- *maintenance of hazardous machinery,*
- *the manufacture of new hazardous substances or equipment etc.,*
- *work at height*
- *manual handling*

Where possible, controls and other safety measures identified in the risk assessment process must be put in place immediately. In other cases where the scale or cost prohibits immediate action, a programme of action must be planned by the relevant Head of School/Unit/Research Centre/Campus Company and put into effect and the relevant deadline listed in the safety statement. Depending on the risks involved, appropriate interim action must be taken i.e. if high, discontinuing the operation in the interim must be considered. The implementation of these arrangements must be reviewed at regular intervals.

Risk assessments for administration/classroom based Schools/Units can form part of generic departmental safety statements. [‘Guidelines for Risk Assessment in DCU’](#) provides further guidance on risk assessment.

When selecting risk control strategies the Principles of Prevention (SHWW Act 2005) must be considered.

The General Principles of Prevention are set out in order of preference as follows:

1. Avoid risks.

2. Evaluate unavoidable risks.
3. Combat risks at source.
4. Adapt work to the individual, especially the design of places of work
5. Adapt the place of work to technical progress.
6. Replace dangerous articles, substances, or systems of work by non-dangerous or less dangerous articles, substances, or systems
7. Use collective protective measures over individual measures
8. Develop an adequate prevention policy
9. Give appropriate training and instruction to employees.

#### **7.4 Unacceptable Risk**

Where the risk cannot be reduced to acceptable levels and finance is not available to implement appropriate controls, the Head of School /Unit/ Research Centre/Campus Company shall require that the activity cease or the area close.

### **8.0 Management of Contractors**

The scale and complexity of the campus necessitates the employment of a variety of external contractors, particularly in the areas of building maintenance, equipment installation, refurbishment and grounds maintenance. The Safety, Health & Welfare at Work Act requires the University, in so far as is reasonably practical, to ensure the safety, health and welfare of all campus users who may be affected by contractor works. To this end the Estates Office operates a mandatory Permit to Work system for all contractors incorporating a hot work permit system where necessary. All DCU Employees and Students must ensure that any contractors working on their behalf on campus do so under an Estates Office issued Permit to Work.

Details of the Permit to Work system are available on the Estates Office web page.

### **9.0 Bullying and Harassment**

#### **9.1 Definition**

The Health and Safety Authority/Report of the Task Force on the Prevention of Workplace Bullying, 2001 defines bullying as

*“repeated inappropriate behaviour, direct and indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but, as a once off incident, it is not considered to be bullying”.*

Bullying is a form of behaviour which is known to have serious consequences for the health and welfare of the recipient. Bullying is therefore regarded as a workplace risk, and is legislated for under the Safety, Health and Welfare at Work Act, 2005.

## **9.2 Policy**

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.

## **10. Work Related Stress**

Work Related Stress (WRS) is stress caused or made worse by work. It simply refers to when a person perceives the work environment in such a way that his or her reaction involves feelings of an inability to cope. Stress occurs when an individual perceives an imbalance between the demands placed on them on the one hand, and their ability to cope on the other.

DCU therefore seeks to ensure that staff health is not put at risk by excessive and sustained levels of stress. This is achieved through;

- Respect for the dignity of each member of staff
- Regular feedback and recognition of performance
- Clear goals for staff
- Staff input into decision making
- Consistent and fair management actions
- Availability of EAP support to all staff

The University recognises that from time to time staff may experience work related stress. It is aim to be proactive in the reduction / management of sources of stress. Staff who are subject to occupational stressors are encouraged to seek assistance from their own local management or from DCU Human Resources Department.

## **11. Out of Hours Work**

Out of hours working is defined as follows;

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

Lock up hours (no access to University teaching and research buildings) are

- 6pm Saturday – 9am Sunday
- 6pm Sunday – 7am Monday (similarly for bank holidays)

In addition the university may designate certain days during the Christmas and Easter periods as Lock Up days.

Dublin City University strongly recommends that, in the interest of health, safety and personal security, out of hours work should only be undertaken when absolutely necessary and no other alternatives are available. Where employees or postgraduate students need to undertake work out of hours they must adhere strictly to the DCU Out of Hours Policy. Unsupervised undergraduate student out of hours work is strictly prohibited.

## **12. Manual Handling**

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

*“transporting or supporting of a load by one or more employees and includes lifting, putting down, pushing, pulling, carrying or moving a load, which by reason of its characteristics or of unfavourable ergonomic conditions involves risks, particularly of back injury, to employees”.*

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

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

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

## **13. Health Risk Management (Occupational Health)**

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

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

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

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

## **14. Safety in Pregnancy**

As an academic institution, employees and students of Dublin City University may work with agents known or suspected to be hazardous to human reproduction. The University is committed to protecting the reproductive health of all employees and students and minimising risks to the unborn.

### **14.1 Risk Assessment**

In accordance with the Safety, Health & Welfare (Pregnant Employees) Regulations (Regulation 3) a pregnant employee must notify her Head of School / Unit / Research Centre of her condition *'as soon as is practicable after it occurs and, at the time of the notification, give to her employer or produce for her employer's inspection a medical or other appropriate certificate confirming her condition'*.

Pregnant employees must complete the Pregnant Employees Risk Assessment Form for submission to their 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 School/Unit and the employee to establish appropriate controls.

Where medical issues arise in relation to the pregnant employee's safety, the Health and Safety Office will refer the employee to the health risk management specialist service.

Pregnant students are also encouraged to inform DCU Registry of their condition such that appropriate risk assessment may be carried out in conjunction with the Health & Safety Office. Employees who are breastfeeding are also covered by the regulations and should also complete the risk assessment documentation.

## **14.2 Rest and Breastfeeding Facilities**

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

A further facility will be provided on the All Hallows/St. Pats Campus in the coming year.

## **15. Use of Display Screen Equipment (DSE)**

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

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

### **15.1 Supply of DSE User Office Chairs**

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

### **15.2 DSE User Eyesight Screening**

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

## **16. Work Equipment**

Staff responsible for purchasing work equipment and those responsible for supervising its use are required to ensure those using the equipment have sufficient information and training to do so safely. In the case of work equipment which is exposed to conditions causing deterioration liable to result in a danger to safety or health, personnel responsible must ensure periodic inspections and where appropriate testing is carried out and deterioration is detected and remedied in good time. The equipment must be maintained and a maintenance log kept.

The University will ensure thorough examinations are carried out on lifting equipment as required under the General Application Regulations.

Pressure systems including autoclaves, steam boilers, compressed air systems and pressurised plant and piping will have a regime in place for their management including periodic statutory examinations.

## **17. Electrical Safety**

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

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

## **18. Biological Agents**

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

## **19. Chemical Agents including carcinogens and mutagens.**

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

## **20. Smoking on Campus**

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

- (a) Main door of DCUBS.
- (b) Adjacent sliding entrance doors linking DCUBS and the building housing DCU Main Reception.
- (c) Area between the offices of Student Affairs, the International Office and Registry.
- (d) The covered area adjacent to ground floor offices in the School of Computing Building.
- (e) The doorway and covered walkway area adjacent to ground floor offices in the Science Block.
- (f) The area between the Helix Stage Door and the offices in the Street area of the Henry Grattan building which back onto the Helix.

A review of the St. Patrick's and All Hallows Campuses will be completed in 2017/18 with a view to identifying outdoor locations where a similar prohibition should apply.

### **20.1 Electronic Cigarettes**

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

## **21. Traffic Management on Campus**

Given the volume of pedestrian and vehicular traffic on campus, it is recognized that the risks associated with the movement of vehicles on campus must be carefully controlled. Controls such as road signage and markings are in place, and turning areas (designed to eliminate the need for larger vehicles to reverse) are available and way marked. In order to minimize the movement of vehicles on the pedestrian areas of the Glasnevin Campus, an Estates Office issued 'Mall Access Permit' is required. Work is continuing on developing formal traffic management procedures and site rules for vehicular traffic on the St Patrick's and All Hallows Campuses.

## **22. Driving for Work.**

The Health and Safety Authority states that driving for work includes any person who drives on a road as part of their work either in a company vehicle or their own vehicle and receives an allowance from their employer for miles driven. The Health and Safety Authority and the Road Safety Authority have produced guidance on Safe Driving for Work which staff are required to adhere to. The transport of dangerous substances in private vehicles is prohibited. Certain hazardous substances may be transported subject to risk assessment and appropriate controls being put in place.

## **23. Legionella Management**

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

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

## **24. Asbestos**

Asbestos containing materials were widely used in buildings up until 1999. When asbestos containing materials are damaged or disturbed asbestos fibres can be released into the air which if breathed in can cause serious and often fatal diseases including cancer. DCU adheres to the Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006 & 2010 and ensures that any work carried out on campus does not lead to the exposure of staff, students or contractors to asbestos fibres. When asbestos

containing materials are in good condition and left undisturbed it is unlikely that asbestos fibre will be released into the air and therefore the risk to health is extremely low. An asbestos survey is carried out prior to any demolition or maintenance work in areas where asbestos containing materials are likely to occur.

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

## **25. Radiation safety**

### **25.1 Radioisotopes**

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

### **25.2 Radon**

Exposure to natural radiation sources in the workplace is governed by the Radiological Protection Act 1991 (Ionising Radiation) Order 2000. According to the Health and Safety Authority (HSA), all indoor workplaces in High Radon Areas (where 10% or more of buildings will exceed the Reference Level) located at ground floor or basement level must be measured for radon. The DCU campuses are located in an area where between 1 to 5% of buildings will exceed the Reference Level of 200 bequerel per cubic metre (Bq/m<sup>3</sup>).

## **26. Child Protection**

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

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

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

## **27. Student Placement**

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

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

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

## **28. Injury / Incident Reporting and Investigation**

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

- (a) the death of any employed or self-employed person, which was caused by an accident during the course of their work.*
- (b) an injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays. (For example, if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable).*
- (c) a death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work. Deaths or injuries caused by normal medical treatment (e.g. surgery or medication) do not need to be reported.*
- (d) a road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.*

Specified 'dangerous occurrences' must also be reported.

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

### **28.1 DCU Injury/Incident Reporting Procedure**

For the purposes of internal accident reporting within the University, a DCU Injury/Illness Report Form is available in all Schools/Units/Campus Companies and from the Health and Safety Office. As soon as possible after any accident which occurs on University premises or as a result of University work activities, this form must be completed and immediately forwarded to the Health and Safety Office.

When an accident occurs within a specific School / Unit / Campus Company, the Head must complete the Injury/Illness Report Form. When an accident occurs in a common area e.g. in a theatre or on University grounds, the member of staff to whom the accident is reported must ensure that the report form is completed.

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

Incidents/Near Misses can be reported on-line via the Health and Safety Web Page.

### **28.2 Out of Pocket' Expenses**

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

## **29. Health and Safety Performance Monitoring**

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

- Accidents/dangerous occurrence records
- Attendance records for health and safety/fire safety training
- Emergency management exercises and fire evacuation
- Completed risk assessments
- Infra-structural improvements
- Safety projects completed

- Safety initiatives
- Compliance with specific health and safety policies
- Existence and currency of local safety statements
- Fire safety performance

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

## **30. Revision and Updating of Safety Statements**

### **30.1 Framework Safety Statement**

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

### **30.2 Local Safety Statements**

Local Safety Statements must similarly be reviewed at least annually by the Heads of Schools / Units / Campus Companies or more regularly where the changes or hazards dictate more frequent reviews. Confirmation that the annual safety statement review has been completed and any resulting updated safety statements must be forwarded by each School/Research Centre/Unit /Campus Company to the University Health and Safety Steering Group for reporting to DCU Executive. The Health and Safety Office provides training in developing and updating safety statements. This training is normally held in May/June of each year.

## **31. Communication of Safety Statements**

The University, in compliance with Section 20.3 of the Act, will bring the contents of the Framework Safety Statement to the attention of all employees following its amendment or, where no amendment is required, annually. Local Safety Statements must similarly be brought to the attention of relevant employees.

## **32. Legislative Compliance**

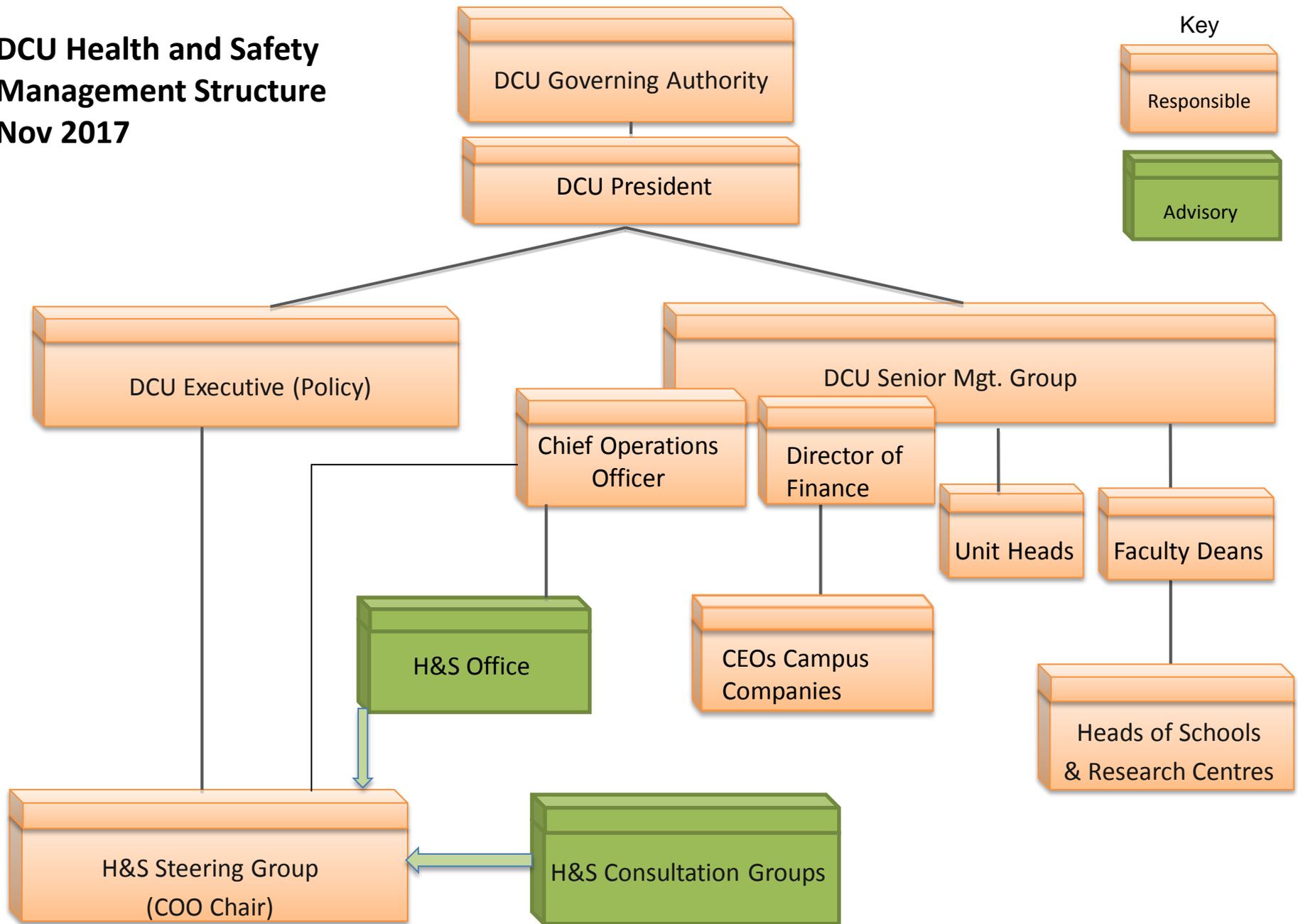
The Health and Safety Office maintains a register of health and safety legislation and guidance relevant to all operations in DCU. This is updated regularly and any changes in legislation that affect the University are communicated to the Health and Safety Steering Group and the Health and Safety Consultation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

The Health and Safety Officer advises on changes required to the Framework Safety Statement as a result of legislative changes as well as advising School Heads and Directors of Heads or Unit on the implications for their Local Safety Statements.

## **Appendix 1**

Diagrammatic Representation  
of  
Health and Safety Management Structure  
in  
Dublin City University

# DCU Health and Safety Management Structure Nov 2017



## **Appendix 2**

### **Health & Safety Structures in DCU**

- (a) DCU Health and Safety Consultation Group Terms of Reference
- (b) DCU Health and Safety Steering Group Terms of Reference

## **(a) DCU Health and Safety Consultation Group Terms of Reference**

In order to ensure effective consultation with staff and other campus users, DCU Executive has established two Health and Safety Consultation Groups to provide a formal structure for the highlighting and escalation of health and safety problems/issues that cannot be resolved locally to the Health & Safety Steering Group and DCU Senior Management. The Consultation Groups (a) Glasnevin Campus and (b) St Patrick's/All Hallows Campuses consist of representatives from each faculty and each of the larger staff offices on that campus. Staff or students who wish to raise a safety concern should in the first instance contact their manager (either directly or through their area representative on the Health and Safety Consultation Group).

**Membership:** commencing 2018 (3 year term)

### Typical Consultation Group Representation

- DCU Health & Safety Office (Chairperson)
- 2 x Representatives from each Faculty (ideally 1 x Academic, 1 x non-academic)
- 2 x Representatives from OVPLI (Ideally 1 x Registry/T&L, 1 x Student Support & Development/IBR)
- 1 x Representative from DCU Estates Office
- 1 x Representative from DCU Finance Office
- 1 x Representative from DCU Disability Office
- 1 x Representative from DCU President/Secretary Office
- 1 x Representative from DCU Students Union Executive
- 1 x Representative from DCU Postgraduate Students Grouping
- 1 x Representative from the DCU Human Resources Dept
- 1 x Representative from ISS
- 1 x Representative from DCU Library

### **Terms of Reference:**

To provide a formal mechanism for DCU staff to consult on safety, health and welfare at work issues in the University.

To provide a forum where unresolved local issues or ongoing problems are raised for the attention of University management and/or the Health and Safety Steering Group.

To elect 2 x Safety Representatives to the University Health and Safety Steering Group.

To meet quarterly (in advance of the Health and Safety Steering Group).

### **The Role of Health and Safety Consultation Group Members is as follows;**

- (1) to liaise with fellow staff of the Unit/Faculty regarding occupational health and safety issues,
- (2) to act as a conduit to bring health and safety issues raised by fellow staff to the attention of the Health and Safety Consultation Group and/or the Health and Safety Office,
- (3) to provide feedback to the Faculty/Unit from the Health and Safety Consultation Group / Health and Safety Office.

### **Note**

- (1) The role of Health and Safety Consultation Group Members is NOT to be responsible for occupational health and safety management within the Faculty/Unit (unless already included in their normal job description).
- (2) Consultation Group Members are not required to seek permission of Faculty / Unit Head to refer issues raised by staff to the Health and Safety Consultation Group / Health and Safety Office.

**In accordance with Section 27(3) of the Safety, Health and Welfare at Work Act 2005, DCU will ensure that no Health and Safety Consultation Group Member is penalised for carrying out activities appropriate to that role. In addition Group Members will be given time away from normal duties to enable them to acquire knowledge and training and to discharge their role.**

### **Requirements for the Role**

- Attend occupational health and safety training as appropriate.
- Be willing to interact with staff at local level to examine and seek resolution (through Health and Safety Office / Consultation Group etc.) to issues raised.
- Attend quarterly meetings of the Health and Safety Steering Group.
- Be willing to provide feedback to staff at local level following Group meetings.

## **(b) DCU Health and Safety Steering Group (Reporting to Executive) Terms of Reference**

To advise DCU Executive and Senior Management Group on the preparation and on-going review of the University's Safety Statement and on issues of Safety Policy.

To advise DCU Executive on best national and international practice in relation to health and safety in the workplace.

To oversee the formulation and review the implementation of Health and Safety Policies in DCU to ensure legal compliance.

To establish such specialist advisory groups as may be required to advise the Steering Group on action to be taken in specialist areas and to receive their reports.

To consider (where necessary) reports from Inspectors of statutory agencies charged with the enforcement of Health and Safety related legislation.

To monitor and review quarterly Injury/Incident data (collated by the Health and Safety Officer) on behalf of Executive.

To provide a report of quarterly meetings to Executive (via Chair) for subsequent circulation to Heads and Deans.

To receive policy input from the Health and Safety Consultation Group and to advise on matters referred to it by that Group.

To annually report to Executive and Governing Authority on the progress of implementation of Health, Safety and Welfare at Work matters in the University.

To oversee the development of a campus wide Emergency Plan for recommendation to DCU Executive. Upon adoption of the Plan by Executive, to monitor and report on it's implementation and ongoing maintenance.

To oversee the implementation of appropriate fire safety management systems on campus.

To establish annual priorities for the continuous improvement of health and safety performance on campus and to report on progress vis a vis the set priorities.

## Membership of Health and Safety Steering Group

<b>Chair</b> - Chief Operations Officer	<b>1</b>
<b>Secretary</b> - Health and Safety Manager	<b>1</b>
<b>Ex officio</b>	
Director of HR	<b>1</b>
Director of Estates	<b>1</b>
Senior Disability Officer	<b>1</b>
<b>Members</b>	
Faculty Dean**	<b>1</b>
2 x Representatives Higher Risk Faculties (FSH & Faculty Eng + Computing)	<b>2</b>
2 x Representatives Lower Risk Areas*	<b>2</b>
3 x Safety Representatives (elected by H&S Consultation Groups, 2 x DCUGL and 1 x DCUSPD/DCUAH)	<b>3</b>
<i>Capacity to co-opt up to 2 further 'expert' members on an as needed basis</i>	
<i>Recording Secretary (in attendance) – H&amp;S Office Admin Support</i>	
<b>Total Proposed Ongoing Membership</b> (increase of 3 on previous numbers)	<b>13</b>

**\*\* Nominated by President for 2 x year term**

**\*Senior staff nominated to provide representation from Faculties and Support/Service Units serve a 2 x year term and follow pre-determined rota – see below.**

**Term of office for members is 2 years, with a maximum of two terms per person normally applied.**

<b>Membership Rota</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
<b>Higher Risk Areas</b>						
Science & Health	Yes	Yes	Yes	Yes	Yes	Yes
Engineering/Computing	Yes	Yes	Yes	Yes	Yes	Yes
<b>Lower Risk Areas</b>						
Humanities/Oscail	Yes	Yes				Yes
DCUBS			Yes	Yes		
Institute of Education						
Library				Yes	Yes	
Finance	Yes					
ISS		Yes	Yes			
Registry					Yes	Yes

## **Appendix 3**

### **Listing of Current Policies and Procedures**

Emergency Evacuation Procedure

First Aid Policy and Procedures

Injury/Incident Management Policy and Procedure

Emergency Ambulance Procedure

Policy to Promote Respect and Protect Dignity

Policy and Procedures for Lone/Out of Hours Work

DCU Mothers' Room – Policy and Procedures

Vaccination Policy and Procedures

Blood Borne Virus Policy

Fire Safety Management Policy

## **Appendix 4**

### **Listing of Health and Safety Related Legislation Currently Applicable to DCU**

*Safety, Health and Welfare at Work Act, 2005*

*Public Health (Tobacco) Act 2002 and Public Health (Tobacco) (Amendment) Act 2004*

*Fire Services Act, 1981 and amendments introduced under Licensing of Indoor Events Act 2003*

*Safety, Health and Welfare at Work (General Application) Regulations, 2007*

*EC (Protection of Outside Workers from Ionising Radiation) Regulations, 1994*

*Safety, Health and Welfare at Work (Biological Agents) Regulations, 2013*

*Tobacco (Health Promotion and Protection) Regulations, 1995*

*The Radiological Protection Act (Ionising Radiation), Order 2000*

*Safety, Health and Welfare at Work (Carcinogens) Regulations, 2001*

*Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001*

*Safety, Health and Welfare at Work (Confined Spaces) Regulations 2001*

*Safety, Health and Welfare at Work (Construction) Regulations 2013*