



**SAFETY STATEMENT**

**OF**

**COURTBRAK**

**ACCOMMODATION**

**COURTBRAK AVENUE**

**LIMERICK**

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## **SECTION 1**

### **AIMS AND SCOPE OF THE STATEMENT**

## **DOCUMENT CONTROL**

The Safety Statement for Mary Immaculate College was revised in December 2014, after a review by the Health and Safety Officer. The current version of this document is Revision 7, and the Safety Statement complies with all Safety, Health and Welfare legislation relevant to the operations of the College.

## **REVISION HISTORY**

<b>Revision</b>	<b>Issue Date</b>	<b>Section</b>	<b>Description</b>	<b>Author</b>
Rev 1	15.07 05	All	First Issue	John Coady
Rev 2	20.01.10	All	Update	Caroline Duffy
Rev 3	01.09.11	All	Update	Caroline Duffy
Rev 4	02.09.12	All	Update	Caroline Duffy
Rev 5	02.09.13	All	Update	Caroline Duffy
Rev 6	01.09.14	All	Update	Caroline Duffy
Rev 7	15.01.15	All	Update	Caroline Duffy

## **SECTION 1**

### **AIMS AND SCOPE OF THE STATEMENT**



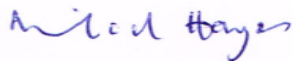
## 1.0 STATEMENT OF INTENT

In compliance with the Safety, Health and Welfare at Work Act 2005 and all related Regulations, standards and Codes of Practice, Mary Immaculate College will endeavour to secure the health and safety of every employee, student, contractor and visitor using College property in so far as is reasonably possible. The College is committed to providing;

- 1 A safe place of work.
- 2 Safe means of access and egress
- 3 Safe plant and machinery
- 4 Safe systems of work.
- 5 Information, training, instruction and supervision.
- 6 Suitable protective clothing and equipment where hazards cannot be eliminated.
- 7 A Safety Statement and Emergency Plans
- 8 Welfare facilities.
- 9 A competent person to advise and assist in securing the safety, health and welfare of employees and students.

All employees, students and visitors are asked to co-operate with College management to achieve a healthy and safe workplace for all. Each employee is legally obliged under the terms of the act to take reasonable care of their health and shall not endanger the safety of others by their actions or omissions. Employees are asked to read this document carefully and understand their role in health and safety in the College. This statement shall be reviewed annually and changes shall be made at any time in the light of experience and developments at the College or changes in legal requirements. Suggestions from staff, students and visitors are welcomed and encouraged so that this statement can be continuously improved.

Signed:



Date:

23.01.15

Prof. Michael A. Hayes

College President

## **1.1 INTRODUCTION**

Courtbrack Accommodation was built in 1996 and is the property of Mary Immaculate College who use it to provide off campus accommodation. There is room in the accommodation for approximately ninety six students and there are seven employees employed in the complex. During the academic year students of the College use the facilities of Courtbrack Accommodation on a full time basis. During the summer months the residents may be students or visitors on long or short stays. Residents with Special Needs are accommodated on the ground floor of block F.

The building is divided into three blocks that are of three storeys high. Each floor of each block has room for fourteen residents divided into two corridors. On the ground floor there is a large kitchen and dining area provided for the residents and this is open from 7am until 12pm. Beside the kitchen area is a T.V. room open to residents on a twenty four basis. The offices, reception area, store rooms etc are also located on the ground floor.

During the day employees of Courtbrack Accommodation carry out housekeeping and administrative duties while at night time there is one employee employed to carry out security and other tasks. All of the residents have a swipe card to enter the building during the day and night. Cameras are located at various external locations of the building to help provide extra security for the residents

There are numerous fire extinguishers located throughout the building. There are six exits from the building all at the front leading to the assembly point. There are smoke detectors located throughout the building, emergency lighting is provided and the alarm is set at a high decibel for safety. A fire safety document detailing fire actions is given to all long stay residents of Courtbrack Accommodation. There are a minimum of two fire drills each year with one fire warden assigned to each corridor. Other fire safety measures in the building include 12 Break Glass units and fire blankets in the kitchen. There are three first aid boxes in the building and a number of employees trained in first aid.

In accordance with the Safety, Health and Welfare at Work Act 2005, Courtbrack Accommodation carried out a review of the hazards and a risk assessment of the building and grounds in Courtbrack Avenue. This Safety Statement was prepared by a Health and Safety consultant with the Manager and the Safety Representative at Courtbrack Accommodation in April 2005 and has been further updated and revised by the College Health & Safety Officer.

To comply with the Safety and Health and Welfare at Work Act 2005, the College will update this Safety Statement for Courtbrack Accommodation on a yearly basis.

## **1.2 AIMS OF THIS SAFETY STATEMENT:**

The aims of this Safety Statement are to:

- 1 involve the management of Courtbrack Accommodation in the maintenance of safety
- 2 stimulate the necessary action to meet statutory duties
- 3 identify the hazards and outline the necessary actions to be taken
- 4 identify and outline clearly health and safety responsibilities
- 5 establish a systematic follow-through on problems
- 6 ensure resources are assigned to health and safety
- 7 gain commitment from all relevant personnel involved to ensure safety.

To ensure that all regulations and safety legislation are adhered to, up-dated and acted upon promptly, the management of Mary Immaculate College and Courtbrack Accommodation wish to take the following approach:

- 1 safe people**
- 2 safe systems of work and procedures.**
- 3 safe place**
- 4 safe equipment**

### **1.3 SAFE PEOPLE APPROACH**

- a) training of employees in safe methods
- b) ensuring appropriate safety skills are available
- c) providing policies and procedures that govern health and safety
- d) providing adequate and competent supervision
- e) resistance to unsafe behaviour
- f) providing information regarding safety and welfare issues
- g) compliance with legislation
- h) reduction or elimination of hazards as far as reasonably practicable.

### **1.4 SAFE SYSTEMS APPROACH**

- a) procedures to be followed in health and safety matters
- b) adherence to safe methods for all employees, students, visitors etc
- c) appropriate working environment- lighting, heating, etc.

### **1.5 SAFE PLACE APPROACH**

- a) access and egress within the building, parking and the area around the building
- b) safe construction and design of the workplace with good overall layout
- c) emergency procedures for evacuation and fire drills.

### **1.6 SAFE PLANT APPROACH**

- a) equipment is suitable for the jobs being undertaken
- b) good ergonomic detail with adherence to safety specifications
- c) maintenance procedures carried out and records kept.

When compiling this Safety Statement the Safety, Health and Welfare at Work (General Application) Regulations 2007 were taken into account. These duties refer to employer duties, duty to co-operate, to provide for the financial cost of health and safety undertakings, to provide protective and preventative services, ensure emergency and

evacuation duties are undertaken, carry out a risk assessment, ensure appropriate training for employees in safe methods, provide information and a consultation process for employees, provide health surveillance with the purpose of protecting the health of all employees.

## **1.7 MARY IMMACULATE COLLEGE AND COMPLIANCE WITH LEGISLATION**

1. Best Practice in a hostel type accommodation
2. HSA guidelines
3. Acts of the Oireachtas including the Safety, Health and Welfare At Work Act 2005
4. Codes of practice
5. Any advice/directive given by competent persons.

As identified in the above the Health and Safety Officer will review and up-date this Safety Statement on an annual basis. If a change occurs that affects this statement it will be updated without delay.

When compiling this Safety Statement note was taken of the following pieces of legislation that affect the workplace

- 1 Safety, Health and Welfare at Work Act 2005
- 2 Safety, Health and Welfare at Work General Application Regulations 2007
- 3 Safety, Health and Welfare at Work (Construction) Regulations of 2001
- 4 Safety, Health and Welfare at Work (Construction) Regulations 2006
- 5 Safety, Health and Welfare at Work (Chemical Agents) Regulations 2006
- 6 Fire Services Act 1981
- 7 Working Time Act of 1997 and 2001
- 8 Public Health Tobacco Act 2002
- 9 Public Health Tobacco (Amendment) Act 2002
- 10 Safety, Health and Welfare at Work (Control of Noise at Work Regulations ) 2006

## **1.8 SAFETY OBJECTIVES**

### **1.8.1. General duties**

Courtbrack Accommodation will ensure that necessary measures are taken to protect the health and safety of all employees, residents, visitors and contractors on the off campus accommodation on Courtbrack Avenue.

### **1.8.2. Cooperation**

Courtbrack Accommodation will seek the cooperation of residents, contractors and visitors when on the Campus in all health and safety matters and carry out any instruction or precaution pertinent to the work place.

### **1.8.3 Financial Cost**

No employee will be expected to carry any cost or expense arising from any health or safety issue at the accommodation.

### **1.8.4 Other Personnel**

Courtbrack Accommodation will ensure that at all times the safety and health of residents, contractors and visitors will be protected and all legal obligations will be fulfilled e.g. contractors may be asked to provide Safety Statements or Method Statements.

### **1.8.5 Layout, design and maintenance**

As far as is reasonable and practicable the design and layout of all buildings and equipment will take into account relevant safety considerations. A systematic maintenance programme of the buildings and equipment will be put in place and up-to-date records kept of all maintenance work.

### **1.8.6 Training**

Where appropriate Mary Immaculate College and Courtbrack Accommodation will provide training in hazard identification and health and safety matters to all appropriate personnel and this training will identify the approach an employee/resident/visitor should take when assessing the risks.

### **1.8.7 Risk assessment**

On an ongoing basis a risk assessment will be carried out by a competent person and any appropriate steps required will be taken to reduce or eliminate risks and protect the safety and health of the employees, residents, visitors etc.

### **1.8.8 Fire protection and evacuation**

Courtbrack Accommodation will carry out the appropriate emergency evacuations and fire drills and have a plan in place for such events.

### **1.8.9. Reporting of accidents and incidents**

All accidents and incidents (near misses) will be reported and recorded in the accident logbook. This data will allow for the analysis of the number, type and source of accidents and will enable staff to take preventative measures.

### **1.8.10 Personal Protective Equipment**

Where a risk requires personal protective equipment to be provided Courtbrack Accommodation will ensure that the appropriate equipment is made available, ensure its correct use and provide adequate training in its use where appropriate.

### **1.8.11 Information**

Disclosure will be made of general safety and health information to all employees on any specific risks that may arise.

### **1.8.12 Employees' duties**

All employees will be informed of their duties regarding health and safety under the Safety Statement

Safety, Health and Welfare at Work Act 2005. Courtbrack Accommodation will encourage its employees and residents to take part in health and safety issues by sharing ideas, discussions and participation.

#### **1.8.13 Health surveillance**

Any issues affecting the health and safety of employees and others will be identified as early as possible and the appropriate steps taken at the earliest opportunity by Courtbrack Accommodation.

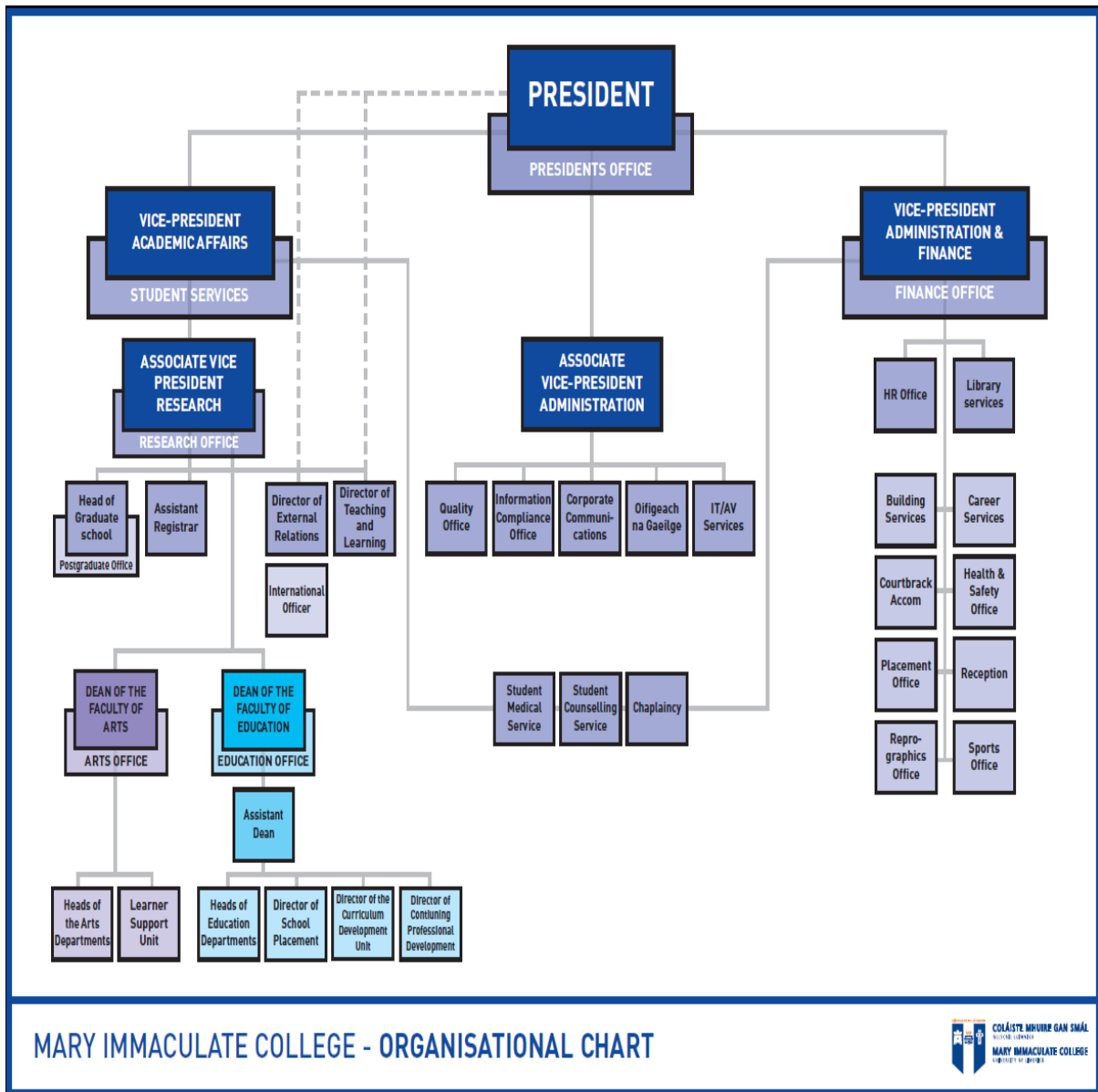


## **SECTION 2**

### **ASSIGNMENT OF RESPONSIBILITIES**

## 2.1 General Duties and Responsibilities:

Sections 8 to 23 of the Safety, Health and Welfare at Work Act 2005 sets out the duties imposed upon the various parties that are likely to be involved in safety at Courtbrack Accommodation. The complex is committed to ensuring, in so far as is reasonably practicable, that the elements contained within the above sections are implemented.



## **2.2 General Duties of Employers**

Courtbrack Accommodation is committed to ensuring, in so far as is reasonably practicable, that in particular the following measures will be implemented within the workplace to enhance the safety, health and welfare of all employees.

This will include

- 1 Safe place of work
- 2 Safe access and egress
- 3 Safe equipment
- 4 Safe systems of work
- 5 Information, training, instruction and supervision
- 6 Suitable protective clothing and equipment if required
- 7 A Safety Statement and Evacuation Plan
- 8 Welfare facilities
- 9 A competent person to advise and assist in securing the safety health and welfare of employees

All of the above will be dealt with in detail in Section Three of this document.

## **2.3 Trustees and Governing Body**

The Trustees and Governing Body have a responsibility to ensure that Courtbrack Accommodation complies with Health and Safety Regulations and good practice.

## **2.4 The College President** (on behalf of the Governing Body of Mary Immaculate College)

The College President has overall responsibility for health and safety within Courtbrack Accommodation and for the implementation, monitoring, auditing and reviewing of the arrangements for the safety and health of all. Some of the main responsibilities of the College President may include

- Understanding the main requirements of the legislation
- Allocating the necessary resources for health and safety
- Ensuring the organisational structure is in place to manage health and safety
- Ensuring equal importance is applied to health and safety as to other business functions

## **2.5 Health and Safety Officer**

Duties of the Health and Safety Officer under the Safety, Health and Welfare at Work 2005 Act may include the following but are not limited to these:

- Provide leadership, direction and responsibility for all safety and welfare activities within Courtbrack Accommodation
- Make management aware of any new or impending legislation and give advice on the implementation of safety policies.
- Ensure that all employees are informed of safety issues that may affect them
- Ensure that suitable and sufficient training is provided to employees
- Where an accident/incident occurs ensure that the reporting takes place and the follow-up investigation and action to prevent a reoccurrence is effected.
- Provide assistance to the manager and employees in relation to safety issues that may arise and the preparation of safe systems
- Take responsibility in the reviewing and revising of policies
- Organise risk assessments from time to time of any new system of work that may be deemed a hazard
- Where necessary get the help of a competent internal or external person to assist in auditing/advising on safety matters
- Ensure that fire and emergency procedures are in place and are documented
- Carry out safety audits on a regular basis and report findings.

## **2.6 Responsibilities of the Manager and Supervisor**

Courtbrack Accommodation safety policy includes Codes of Practice and Courtbrack

Accommodation rules as approved by the College President and Governing Body.

The Manager and Supervisor have the following health and safety responsibilities at Courtbrack Accommodation but are not limited to these

- As far as reasonably practicable ensure the safety, health and welfare of all employees and residents by providing a safe place to work and safe accommodation
- Ensure that a safe system of work is in place
- Ensure equipment is maintained in a safe condition
- Ensure that within their area of responsibility, the safety policy is disseminated, understood and implemented and is in compliance with the Safety, Health and Welfare at Work Act 2005, the (General Applications) Regulations 2007 and appropriate Codes of Practice
- To provide training, instruction, supervision and information to ensure the safety of all in the workplace
- To critically assess the hazards and eliminate or control these and where this is not practicable provide personal protection equipment
- To make an input to safety policy review as the need arises
- When an incident or accident occurs, report the occurrence in an accident log form and take the necessary action to prevent a reoccurrence
- When a specific hazard is identified, that the risk be assessed and measures of control acted upon
- To promote a safety culture within Courtbrack Accommodation
- Ensure that equipment is inspected on a regular basis and defective equipment is taken out of use
- Ensure that all staff are familiar with fire and emergency procedures

## **2.7 Employee Responsibility**

Under the requirements of the Safety, Health and Welfare at Work Act 2005 Act all Courtbrack Accommodation staff must take responsibility for their own safety, health and welfare and for that of residents, visitors and any other persons who may be affected by their actions or omissions while at work. Employees have the following duties to

- Work in accordance with College procedures
- Take reasonable care of their own safety and health or that of any other persons that may be affected by their acts or omissions while at work
- Report defective equipment and dangerous situations
- Notify the Manager/Supervisor/Health and Safety Officer of any known hazards, defective equipment etc, in their area of work
- Comply with management requests and instructions
- Refrain from using damaged equipment or misuse equipment
- Participate in training sessions organised for staff
- Use the correct equipment for the job and ensure that the equipment is kept in good condition
- Only carry out tasks which they feel competent to carry out and refrain from tasks that requires unreasonably high risks
- Ensure that they have access to the Courtbrack Accommodation Safety Statement. Employees are obliged to be familiar with the Safety Statement and sign the relevant documentation each year stating the Safety Statement has been brought to their attention
- Wear and use protective equipment where such has been provided and deemed necessary
- Employees are required to ensure that they are not under the influence of an intoxicant to the extent that they endanger their own or others health and safety (some employees may at a future date be asked to submit to reasonable and appropriate tests in accordance with guidelines to be issued by the Health and Safety Authority. Where employees are involved in high risk activities such as using machinery, working at heights, they may come under the scope of the Act).

## **2.8 Safety Representative**

Courtbrack Accommodation will work with the Safety Representative of Courtbrack Accommodation in the maintenance of safety standards at the complex. The Safety Representative should

- Have a working knowledge and understanding of the Courtbrack Accommodation Safety Statement and Statutory Regulations
- Be involved in consultation in maintaining safety standards in the workplace and make representations as required at safety meetings
- Allocate time to periodically inspect the workplace and report immediately any hazardous conditions to those responsible. The Safety Representative should keep records of all such inspections and hazards
- Acquire the information, training and knowledge to fulfil the functions outlined and to prevent accidents. He/She shall attend safety talks, seminars, courses etc. This is without loss of remuneration
- Investigate accidents and dangerous occurrences and complaints of potential hazards and if required issue a report/recommendations on prevention measures
- Co-operate with the Health and Safety Officer, Inspectors and Insurance Personnel in any accident investigation
- Foster safety awareness in the work place, promote safe working practices and provide information and advice on safety and health to all personnel
- Have a detailed knowledge of emergency procedures in case of accidents or fire and ensure they are maintained and updated
- Get information from safety inspectors on health and safety issues affecting employees
- Accompany an Inspector on any visit to Courtbrack Accommodation.

## **2.9 Sub-Contractors and Self Employed Persons**

Including:

1. Maintenance Contractors
3. Electrical Contractors
4. Landscapers
5. Security
6. Other (Suppliers)

To comply fully with the requirements and specifications of Courtbrack Accommodation's Safety Policy, Safety Statement and Codes of Practice. College Subcontractors and self employed persons must be familiar with the Courtbrack Accommodation Safety Policy and have a number of responsibilities. They should

- Provide their Safety Statement or a Method Statement for the work being carried out when requested to do so
- Bring to the attention of Courtbrack Accommodation and anyone else who may be affected, any process or use of material that may endanger health and safety while at work
- Shall co-operate in providing and maintaining a safe place of work for their own employees, residents and visitors to Courtbrack Accommodation
- Ensure that their employees are competent in carrying out the tasks and wear the appropriate personal protective equipment
- Have a duty to report any defects in the plant and equipment, place of work or system of work without delay
- Only use safe and approved equipment
- Ensure that all persons engaged by them whether employees or other contractors are familiar with the Courtbrack Accommodation Safety Policy
- Depending on the nature of the work may be requested to participate in a 'permit to work' system.

## **2.10 Health and Safety Committee Members**

The Health and Safety Committee is one of the vehicles used by the College to promote Health and Safety on campus. The Committee meet on a two monthly basis. The names and contact details of the Health and Safety Committee members are available on the Health and Safety Notice Board and on the health and safety section of the College website.

Committee members are required to:



- Review unsafe work practices in the College
- Make suggestions on methods of improving the health and safety of all employees' students etc
- Discuss issues recorded in the accident and incident report forms, ensuring appropriate follow up action has taken place
- Give help to the College Management in the formulation of safety policies and procedures
- Ask for more details from managers on specific safety issues
- Organise and conduct safety audits
- Make submissions and requests to management on Health and Safety matters that effect employees

### **List of Health and Safety Committee Members**

The following categories of staff are included in the Composition of the Health and Safety Committee:

Director of Human Resources

Health and Safety Officer

Buildings Maintenance Manager

Students Union Manager

Students Union President

\* Two members of the Academic Staff

\* Two members of the Administration and Services Staff

College Nurse

**Note:** One member of these groups combined, denoted by \* will perform the role of Safety Representative

### **2.11 Residents and Visitors**

While not employed by Courtbrack Accommodation, residents and visitors are an integral part of the work of Courtbrack Accommodation and have a responsibility to ensure that they comply with all safety requirements and policies when in the

complex. Residents and visitors are expected to:

- Take reasonable care for their own safety and the safety of those around them
- Abide by safety notices and warning signs where posted
- Comply with fire safety procedures i.e. alarms, evacuation drills and notices
- Never interfere with any of the Courtbrack Accommodation services such as water, electricity etc
- Comply fully with Courtbrack Accommodation Health and Safety Policy.

## **2.12 THIRD PARTY COMPANIES BASED ON CAMPUS**

Each company based on the College campus is responsible for the management of the health and safety of their employees and for the safe upkeep and maintenance of all equipment and fixtures under their control.

Each company based on the College campus must:

- (1) provide a copy of their safety statement specific to the work they conduct on College premises to the College Health and Safety Officer.
- (2) ensure that their work and work practices comply with all relevant fire, and Health and Safety Legislation.
- (3) ensure that their employees are made aware of College emergency and evacuation procedures.
- (4) ensure that all defects regarding College facilities or equipment are reported to the Buildings Maintenance Office and any facility/equipment deemed unsafe are immediately take out of service until repairs have been completed.

## **SECTION 3**

### **THE ARRANGEMENTS FOR SECURING SAFETY**

## **3.1 Arrangements for Securing Safety**

In compliance with legal requirements Courtbrack Accommodation will endeavour to secure the safety, health and welfare of employees, residents, and visitors by the adoption of the following principles:

**Safe People**

**Safe Procedures**

**Safe Place**

**Safe Plant**

The following sections will detail the manner in which safety will be secured and managed.

## **3.2 SAFE PEOPLE**

### **3.2.1 First Aid**

The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 7, Chapter 2, regulations 163 - 166, places a duty on the College and Courtbrack Accommodation to make adequate provision for first-aid equipment and appropriately trained occupational first-aiders. **John Randles** has received training in Occupational First Aid and Courtbrack Accommodation will continue to review the requirement for trained first aid personnel. Other members of staff and residents have received basic first aid training and are competent in first aid.

Courtbrack Accommodation holds three first aid boxes to deal with issues that may arise. Two of these are held at reception and one is held in the kitchen. The Manager checks these at regular intervals to ensure the contents are in compliance with the H.S.A. guidelines.

The College has an active training program providing FETAC Level 5 training courses in Occupational First Aid during the year for both staff and students. Courses are organised over a three-day period and this allows new participants to become first aiders and others to have refresher courses and update their skills. The Health and Safety Officer, Ms Caroline Duffy organises training in first aid for staff and first aid training is also arranged for students by Ms Ciara Cregan, Sports Officer.

The College provides a Medical Centre located in the TARA Building. A doctor attends at regular hours each day during the academic year and a nurse is also available. The Medical Centre is fully equipped with the resources to meet the needs of students. When a staff member or student requires medical attention the nurse is the person called in the event of a serious injury or illness. When a person needs to go to a hospital, a taxi or ambulance is ordered. In the event of an accident resulting in first aid being administered, the first aider shall ensure that a record is made as to the first aid treatment given. Medicines shall not be administered to staff and students other than by medically qualified personnel.

### **3.2.2 Automatic External Defibrillators**

Automatic External Defibrillators (AEDs) are available at a number of locations on the Mary Immaculate College campus. An AED is located at the Reception desk of Courtbrack Accommodation and will make early defibrillation available to staff, students, visitors, contractors etc who experience sudden cardiac arrest. The AED is very user friendly and can be used by trained personnel only. An Automated External Defibrillator (AED) is used to treat victims of sudden cardiac arrest. A defibrillator - also known as an 'Automatic External Defibrillator' or AED - is used to administer an electric shock to a person who is having a cardiac arrest.

A list of the trained AED defibrillator operators and their contact details are available in Appendix 9 of the Safety Statement. The details of the defibrillator operators are also available at each of the defibrillator locations and on the Health & Safety Notice Board. CPR/AED training courses are provided at regular intervals to staff who express an interest

in becoming a member of the 'AED Response Team' by a certified training instructor. Refresher training shall be provided to all members of the team on a regular basis.

### **3.2.3 Welfare Facilities**

Employees of Courtbrack Accommodation have the following facilities available to them.

- 1 Facilities to have warm drinks during their break
- 2 No smoking policy throughout the building
- 3 Suitable sanitary accommodation for male and female staff.
- 4 Suitable temperatures are maintained within the building
- 5 Suitable ventilation provided in the building, kitchen, showers and so on.
- 6 Water used in showers, kitchen and washing areas is tested twice a year to ensure that there is no build up of the legionella bacteria. This bacteria can be found in water supplies that are stagnant such as unused showers, unused pipes and when there is rust, scale or dirt in the pipes. If any evidence of the bacteria is found it is treated with chemicals and records are kept of the work carried out.

### **3.2.4 Smoking**

The No Smoking regulations came into force with effect from 29<sup>th</sup> March 2004. Smoking is prohibited in Courtbrack Accommodation; for health and fire safety reasons. It is Courtbrack Accommodation policy to comply with all legal safety, health and welfare requirements as a minimum standard and with relevant guidelines as appropriate. Mary Immaculate College and Courtbrack Accommodation is committed to providing a clean, safe and healthy environment for all staff, students, visitors etc. Courtbrack Accommodation shall take all reasonable steps to ensure that each of its operational buildings are smoke-free and that all of its employees, residents and students etc have the right to work and occupy a smoke free environment. Courtbrack Accommodation has a designated outdoor smoking facility. Advice and assistance for smokers who would like to quit smoking is available from the Health Promotion Office, and smoking cessation

courses are organised at regular intervals.

### **3.2.5 Safe working environment**

Courtbrack Accommodation commits to provide a safe and healthy working environment for all employees, residents and contractors. Employees working in the building can expect heating that is at reasonable levels with the heating system set to avoid extremes in temperature. Ventilation systems where required will be provided, especially in the kitchen, toilets and in the washing and drying area. The College will ensure that all ventilation systems in place will be checked and cleaned if required on a regular basis. Ample lighting is provided by the complex in all areas of the building and any problems that arise will be corrected as soon as is practicable.

### **3.2.6 Manual Handling**

As part of the SHWW (General Applications, Regulations 2007) Courtbrack Accommodation will ensure that a risk assessment is carried out for manual handling tasks performed by employees. Where a risk of back injury is identified, the complex will put the necessary controls in place to reduce the risk to employees. Part of the controls may include training for employees at risk from manual handling duties in order that they may carry out a lifting task without causing damage to their safety and health, to that of others and reduce the risk of back strain or injury. The aim of this training is to make employees aware of the prolonged damage to the spine that may result from not adhering to the principles of manual handling, encourage the use of equipment where possible and not take a short-cut when lifting a load.

During the risk assessment that was carried out in April 2005 the following were identified as high risk manual handling issues for the employees carrying out these tasks

- employees working in the kitchen carrying out lifting duties
- office staff who handle A4 paper, print material, equipment etc
- maintenance personnel who handle furniture, equipment and carry out repairs
- employees who clean the stairs, floors etc using vacuum cleaners

- employees cleaning showers, toilets and may be working in confined spaces

Courtbrack Accommodation will try to prevent accidents involving manual handling injuries through risk assessments, good ergonomics and training. Best practice in manual handling will be followed as outlined by the HSA in May 2005 document 'New Guidance on the Management of Manual Handling in the Workplace'. To comply with these regulations the complex will

- develop a policy on manual handling and may include such issues as the frequency of assessments, reporting of accidents involving manual handling etc
- initiate a consultation process with employees
- assess the risk attached to the tasks and activities
- the appropriate training being provided
- examine the role of ergonomics in the work activity

The complex may provide lifting equipment and aids such as hand trucks and trolleys if there is a need for these. Where there is a risk associated with manual handling work being carried out by a contractor, Courtbrack Accommodation will insist that the appropriate risk assessment be carried out, that controls have been put in place and that the appropriate training has taken place.

Contractors are expected to address these issues in the Safety Statement presented to Courtbrack Accommodation before the commencement of work.

### **3.2.7 Dignity and Respect at Work**

Courtbrack Accommodation has a documented policy and procedures for Dignity at Work put in place by Mary Immaculate College clearly outlining that any form of bullying, harassment, sexual harassment or behaviour that infringes upon the right of the individual to dignity will not be accepted or tolerated at any time. An environment shall be maintained to preserve and protect the tolerance, dignity and respect for the individual in his/her place of work or learning whether an employee or a resident.

Examples of bullying behaviour and harassment that may arise include



- undermining of an employee or student
- threats of disciplinary action for minor incidents
- targeting a person in a negative manner
- manipulation by rumour, gossip, innuendo
- intimidating a person or student, using obscene language or jokes etc

Harassment may include any act or conduct including spoken words, gestures, or the production, display or circulation of written words, pictures or other material that may be regarded as offensive, humiliating or intimidating

The Bullying and Harassment preventative policy sets out the measures Courtbrack Accommodation and Courtbrack Accommodation have in place to reduce the risk of such incidences in the complex. There is a commitment from the Manager to tackle the problem and the policy has been developed following consultation. It recognises that this type of behaviour is an offence. The policy clearly states that there will be uniform application of the policy and gives an assurance of confidentiality.

The policy also outlines how issues of sexual harassment are to be tackled in Courtbrack Accommodation. Sexual harassment may include any act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material that a reasonable person would consider to be sexually offensive, humiliating or intimidating.

Courtbrack Accommodation will ensure that issues of general harassment or sexual harassment are addressed as soon as it becomes aware of it and measures are taken to prevent the continuation of the harassment. Courtbrack Accommodation will treat information regarding harassment in the strictest confidence.

The Bullying and Harassment Prevention Policy outlines how an employee or resident can bring a complaint to the attention of Mary Immaculate College or Courtbrack Accommodation and the steps that may be taken to follow up a complaint. Confidentiality is assured at all times. Part of the outcome and resolution of the complaint

may include counselling for the victim and training for the bullies or the instigator of the harassment. The policy clearly outlines that disciplinary procedures may be invoked in certain circumstances. The policy will be brought to the attention of all employees at Courtbrack Accommodation. The College will bring the policy to the attention of all employees in the College by Dignity at Work training sessions organised by HR, by email and/or department meetings.

### **3.2.8 Noise**

Part 5, Chapter 1 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with noise in the workplace. Exposure to high levels of noise, either continuously or as a loud sudden 'bang' from equipment, can have a number of physiological and psychological effects on employees including stress, tinnitus and if exposed to high noise levels over long periods of time, permanent loss of hearing can occur. High noise levels can also interfere with communications in the workplace, leading to an increased risk of accidents. The risk resulting from the exposure to noise in the Courtbrack Accommodation will be eliminated at source or reduced to the lowest level as far as is reasonably practicable taking account of the technical progress and the availability of measures to control noise particularly at source. Training will be provided and health surveillance will be made available to staff where the risk assessment reveals a risk to their health. In this regard, the College and Courtbrack Accommodation will fully abide by the terms of the Noise Regulations 2006. Noise is measured in units known as decibels dB (A). However as a rough guide, if it is difficult to hear a normal conversation at a distance of 2m from the person speaking, it is likely that the noise levels in the area are above the levels permitted under these regulations (i.e. over 80dB (A)). The noise regulations require the College to take specific action at certain action values. These are the daily noise exposure levels or the peak sound pressure levels which, if exceeded, for an employee, action will need to be taken to reduce the risk.

Employees, students and others will be informed:

- If the noise level is likely to exceed 85 dBA and of the potential risk of damage to hearing about the measurements taken of the noise levels and an explanation of the significance of the results
- about what is being done to reduce the noise levels

### **Actions that will be taken at the College when the noise exposure level is too high**

When the noise exposure level exceeds the First Action Level of 80dB (A), the College (in addition to reducing noise levels by general action) will inform each potentially affected worker of the following:

- the results of the measurements taken of the noise and the possible risk to their hearing
- Results of preventative audiometric testing
- what measures are being introduced to reduce the noise levels in the workplace
- The advisability of wearing hearing protection that's individually fitted and where and how to obtain it
- Hearing checks that are available
- Provide any necessary information and where relevant training

When the noise exposure level is above 85dB (A), the Second Action Level the College will:

- Identify the reasons for the excess noise and put in place a programme to reduce it. This could be either of a technical nature or of organisation of work or both.
- Provide the services of a registered medical practitioner to carry out hearing checks and audiometric testing.

- Put up clearly visible and legible signs indicating that the noise level in the area is likely to exceed 85dB (A), in accordance with the Safety, Health and Welfare at Work General Application Regulations 2007.

### **3.2.9 Lone Workers**

Lone workers are those who work by themselves without close or direct supervision. Lone Workers at Courtbrack Accommodation include staff working alone, for example, Reception, Security etc. Hazards that lone workers may encounter include, accidents or emergencies arising out in the workplace, physical violence from members of the public and/or intruders. Mary Immaculate College and Courtbrack Accommodation has measures in place for protecting the safety and health of lone workers. Nonetheless, lone workers also themselves have a responsibility to help the employer, Staff that can be classified as lone workers at Mary Immaculate College and Courtbrack Accommodation must:

Take reasonable care to look after their own safety and health

- Safeguard the safety and health of other people affected by their work
- Co-operate with their employer's safety and health procedures
- Use tools and other equipment properly, in accordance with any relevant safety instructions and training they have been given
- Not misuse equipment provided for their safety and health
- Report all accidents, injuries, near-misses and other dangerous occurrences

The following controls are used to manage lone workers at Mary Immaculate College and Courtbrack Accommodation;

- Communication is very important – use of mobile phone, telephone etc. – regular communication with the office and other locations where lone workers are working
- Instruction and training in proper procedures
- Locking and securing place of work
- Implementing correct incident reporting procedures








### **3.2.10 Personal Protective Equipment**

The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 2 Chapter 3, no. 62-67, stipulate that personal protective equipment (PPE) must be provided where risks at a place of work cannot be avoided or sufficiently limited by technical means of collective protection or by measures, methods or procedures of work organisation. It is necessary that the hierarchy of control measures is taken into account. It is the policy of the College to eliminate all hazards where reasonably practicable and assess what PPE is required only when further risk reduction is not feasible. To this end the College and Courtbrack Accommodation will provide personal protective equipment (PPE) where (i) it is statutory to do so and (ii) where the risk identified requires this. Personal protective equipment (PPE) will be given where it is not reasonable or practicable to eliminate or control the hazard by other means. The College and Courtbrack Accommodation will provide and maintain personal protective equipment (PPE) in compliance with the 2007 Regulations and for the benefit of all employees. Prior to purchasing PPE, the College and Courtbrack Accommodation will assess the suitability of the equipment. This will reference not only the nature of the hazard, but also how it fits the wearer, how it fits with the use of other PPE and clothing and how it fits in with the work employees are involved in. PPE that is used more than once must be inspected on a regular basis to ensure that it is still suitable.

The College and Courtbrack Accommodation will train its employees in the use of personal protective equipment (PPE) where necessary and will provide refresher courses if required. Under legislation and the (General Application Regulations 2007) all employees are obliged to use the equipment provided where appropriate, use the equipment for the intended purpose and to report any faults that they find. Table 1 illustrates the personal protective equipment

(PPE) in use at the College, and includes gloves for various cleaning and maintenance tasks, ear protectors and safety shoes Where necessary if the personal protective equipment (PPE) is damaged or not suitable for the task, the College and Courtbrack Accommodation will replace the equipment and ensure that damaged PPE is taken away and scrapped if necessary.

Table 1. Recommended Types of Personal Protective Equipment.

<b>PART OF THE BODY</b>	<b>HAZARDS</b>	<b>TYPE OF PROTECTION PROVIDED</b>
 <b>Eyes</b>	Chemical splash, dust, projectiles, gas and vapours	Safety glasses, goggles and visor.
 <b>Head / Neck</b>	Impact from falling objects, bumping head or other head injuries	Hard hats
 <b>Breathing / Lungs</b>	Dust, vapour, gas	Dust masks, respirators
 <b>Body / Trunk</b>	Temperature extremes and adverse weather etc.	Overalls and disposable overalls, special protective clothing, aprons and high visibility wear.
 <b>Hands / Arms</b>	Abrasions, temperatures, cuts, bruises and punctures, chemicals, electric shock, skin infection, vibration	Gloves, gauntlets and armlets
 <b>Feet / Legs</b>	Wet conditions, slips, trips and falls	Safety boots and shoes, rubber boots
 <b>Ears</b>	Noise induced hearing loss	Muffs and plugs

### 3.2.11 Policies on Grievance, Complaints and Discipline

Courtbrack Accommodation uses the policies of Mary Immaculate College to deal with grievances that employees or residents may have, complaints they may wish to make and the discipline that may follow from unsafe or unacceptable behaviour within the complex. The policies outline how grievances and complaints can be expressed to the Courtbrack Accommodation Authorities.

The appropriate authority within the College will investigate the grievance or complaint and will keep appropriate records of the investigation carried out. Any sanctions or discipline will be in accordance with the measures outlined in the Discipline Policy. Any grievances, complaints or allegations will be investigated thoroughly without reprisals being visited upon the complainant. Confidentiality will be maintained at all times. Following the grievance or complaints procedure any risk to the health and safety of an employee or resident will be assessed and precautions taken to avoid and eliminate any such risk. The Manager of Courtbrack Accommodation will decide on the course of action to follow in the aftermath of a complaint, incident or disciplinary action.

### **3.2.12 Training and Instruction**

Employees at Courtbrack Accommodation will receive basic health and safety instruction as part of the ongoing health and safety plan. The aim of the training is to help employees:

- a) identify the hazards they may encounter at work
- b) build an awareness of safety rules and regulations
- c) communicate the correct message to employees

When the risk assessment of a procedure / process / equipment is carried out, any training requirements specific to health and safety will be identified and procedures put in place to carry out such instruction. The following are specific health and safety training and instruction courses that may be provided for Courtbrack Accommodation staff.

I. Health & Safety Induction Training

II. Occupational First Aid training (FETAC Level 5 Certificate)

III. Occupational First Aid Refresher Training (FETAC Level 5 Certificate)

IV. Fire Warden Training

V. Fire Safety and the Fire Drill

- VI. Manual handling and follow up refresher courses
- VII. AED (Automatic External Defibrillator) Training courses
- VIII. Evacuation Chair Training
- IX. Construction Safe Pass Training
- X. Engineering- safety methods
- XI. Safe use of machinery
- XII. Use of personal protective equipment (PPE)
- XIII. Training in dealing with Bullying, Harassment and Stress in the Workplace
- XIV. Safety Representative and Manager/Supervisor Training in Health and Safety
- XV. Training in the Safe Use of VDUs

Employees are asked to undertake safety training and to use their knowledge for the benefit of their own safety, that of their co-employees, and all others with whom they come in contact during their work. Each member of staff has a duty to ensure he/she attends safety training and that the training benefits his/her work. All employees who attend safety training are required to sign the attendance sheet and a training record is kept of all courses.

When the services of a Sub-contractor are used by the complex, every effort will be made to ensure workers are competent in their work and have received appropriate safety training. This may be done by the Subcontractor through the commitment given in the

- Safety Statement
- Method Statement
- Training records provided
- Information received from training organizations



Courtbrack Accommodation recognises its responsibility in ensuring that employees working for a contractor, temporary employees or part time employees have been given appropriate training and instruction in safe methods and in the work to be carried out. Extra care will be given to employees whose command of the English language may be poor. Courtbrack Accommodation will ensure that the employees working for a contractor will understand the training being provided through means of an interpreter if required.

### **3.2.13 Resources for People with Special Needs**

Courtbrack Accommodation will make all reasonable efforts to cater for employees, residents or visitors who may have special needs. The complex commits to have a policy preventing discrimination against a person with Special Needs. Courtbrack Accommodation further commits compliance with the Disability Act of 1998 and any other legislation that applies to Persons with Special Needs. Block F has been designated the area that can be used by persons with Special Needs. Upon request the door can be open and the resident or visitor can enter this area. All accommodation for a resident with Special Need is in this location with appropriate welfare facilities and so on. Parking spaces are reserved near the entrance to Block F.

### **3.2.14 Organisation of Working Time**

To comply with the provisions of the Organisation of Working Time Act of 1997 and 2002 the Manager in Courtbrack Accommodation will ensure that employees comply with the legislation by not working more than forty eight hours per week on average over a four month period. For employees working on a night shift the legislation refers to an average forty-eight hours over a two-month period. The act also refers to various break times for employees and the complex will ensure that all employees are allowed take the minimum breaks during the working day.

Some staff members may be exempt from the 1997 Act if they decide on, and control their own working time or may have their work spread out over the day.

### **3.2.15 Policy on Alcohol and Misuse of Drugs**

As part of the rules of Courtbrack Accommodation the consumption of alcohol is permitted with guidelines and restrictions attached. The use of drugs at the complex is forbidden. There is no smoking allowed in Courtbrack Accommodation. The policies are clearly explained to employees and residents. The consumption of alcohol is allowed in the T.V. room only. Any abuse of the rules on alcohol consumption may lead to the blanket ban on alcohol consumption at the complex. The Manager will decide on whatever action is necessary if issues arise with alcohol consumption.

### **3.2.16 Supervision**

The Manager at Courtbrack Accommodation will ensure that appropriate supervision is provided for all the activities being undertaken. In compliance with best practice the Manager will give instruction in a manner and language that will be understood by employees. Account will be taken of the employee's capabilities in relation to the task assigned to him/her. In many situations within Courtbrack Accommodation, employees are competent to carry out tasks unsupervised; however protection will be given to employees from specific dangers that may affect them. Examples of areas requiring ongoing supervision within Courtbrack Accommodation include:

- monitoring of events at night
- cleaning duties carried out by employees
- details being written into the security book, day hand over book and the accident log book
- new employees at the complex
- Security issues around the complex
- when maintenance tasks, working at heights and electrical duties are being carried out

Though not exhaustive, the above outlines some of the activities for which ongoing supervision will be required and provided. The Manager will ensure that the health and safety implications for new employees, employee's being transferred to unfamiliar tasks

and changes in the method of work are taken into account. Courtbrack Accommodation will also ensure that employees working for a contractor are suitably supervised and appropriate training is provided for them in health and safety issues.

Where there is a danger to the safety and health of employees, the Manager will provide information on the correct method and system to follow in order to reduce the risk of accidents.

### **3.2.17 Pregnant, Postnatal and Breastfeeding Employees**

Part 6, Chapter 2 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with Pregnant, Postnatal and Breastfeeding employees. The College and Courtbrack Accommodation will assess the employees work to establish what risks may be present that could affect the pregnancy, or the postnatal employee and implement protective measures to guard against the risk. The College and Courtbrack Accommodation wishes to comply at all times with the Maternity Protection of Employment Act of 1994, and the Maternity Protection (Amendment) Act 2004 regarding a pregnant employee and will make the following arrangements accordingly. On receiving notification from an employee of pregnancy, recent birth (within the last 14 weeks) or breast feeding the Health and Safety Officer will arrange to oversee the duties of the employee and carry out a risk assessment of her work.

The Health and Safety Officer will assess the risks and take any appropriate action deemed necessary to ensure the safety of the expectant mother. General hazards of shock or movement, posture, handling of loads, and extremes of heat and cold are the main hazards. Where there are risks present, the College will look to prevent exposure or take the protective measures necessary to control the risk. Where a satisfactory reduction of risk cannot be achieved through these control measures, then the College will look to provide alternative work that does not pose a risk. Ultimately, where there is no alternative work and the risk cannot be reduced, then the regulations provide for 'health & safety leave'. Health and safety leave will be seen as a last resort and only when the risks from the task cannot be reduced to a sufficient level and there is no means of

providing alternative work. As the pregnancy develops, certain aspects may become more of an issue and a greater risk. Therefore, even if in the earlier stages of the pregnancy, the task poses a relatively low risk, this might not be the case for the later stages of the pregnancy. The College and Courtbrack Accommodation will review the risk assessment with the employee on a regular basis. Schedule 8, Part A, B and C of the 2007 regulations list certain chemicals, agents, processes specific hazards to pregnancies and postnatal employees that will form part of the assessment process. If they do not exist in the workplace, then this will be stated.

### **3.2.18 Workplace Stress**

The College and Courtbrack Accommodation adheres to all aspects of the Safety, Health and Welfare at Work Act, 2005, which obliges employers to identify and safeguard against all risks to health and safety, including stress. Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them. Due to various work situations, staff members may experience stress and may need assistance to cope with some of the resulting issues. Stress may emanate from the hours worked, work load, role ambiguity, conflict, boundary roles, responsibility, job control, the position held and the advent of new technology. The effect of stress in the long term may lead to such issues as poor decision making, difficulty in concentrating, a feeling of being unable to cope and tiredness. If not tackled these issues may affect the health of the employee and contribute to long term ailments such as high blood pressure, heart attack, migraine and asthma. The College will develop a policy to deal with stress in the workplace and present this in draft form to the College Authorities. The policy will focus on the well being and safety of the employee, a consultation process for employees, staff training and providing support systems. With signs of stress at work, Heads of Departments, Managers and Supervisors shall be expected to carry out a risk assessment of an individual's work and put controls in place to deal with the issues.

Examples of controls may be:

- provide training and supervisory support

- reassign the employee to different duties
- reduction or change the work level for the employee

Part of the policy will deal with the support the College will provide for an individual who may suffer from stress. Some of the measures that may be considered include the provision of material and physical resources, training and knowledge and information in dealing with new technology.

### **3.2.19 Using VDUs**

Employees and students using VDUs at the College have an increased risk of upper limb pains, effects of the screen on the eyes, fatigue and stress. To meet the Safety Health and Welfare Regulations of 2007 the College and Courtbrack Accommodation has put in place furniture that is suitable, ample space for an employee or student using such equipment and appropriate lighting to reduce glare reflecting on the screens. All cables will be in a neat and tidy manner with good housekeeping rules adhered to. The College may ask employees who use VDUs on an ongoing basis as part of their work to undertake training in the safe use of this equipment. Any training will concentrate on the need for employees to maintain good posture, instruction on the general principles of ergonomics and the proper adjustment of chairs, furniture, screens, keyboard, lighting and so on. The College and Courtbrack Accommodation commits to providing all employees and students with furniture that meets with ergonomic best practice and seating that can be adjusted with ease and has support for the lumbar region of the back. During the risk assessment it was acknowledged that students using the computer rooms are in need of seats that will help them maintain a good posture and support their lower back. The College will seek resources to provide suitable seating for students using the computer rooms. Mary Immaculate College is committed to the provision of eye and eyesight testing for employees who are Visual Display Unit (VDU) users as described in the General Application Regulations 2007. The Health and Safety Office operates a PC based VDU vision screening programme. New staff, all categories of VDU users - administration, technical and academic are advised to undertake same upon commencement of employment.

The provision of a VDU Eyesight Screening Test applies to all permanent and contract staff of Mary Immaculate College who use VDUs for a significant part of the working day. The HSA define this as use of VDUs for continuous periods of more than one hour per day. An arrangement has now been put in place with Specsavers Opticians for the provision of this service.

### **3.2.20 Driving for Work**

Driving for work includes any person who drives on a road as part of their work either in a vehicle owned by the College; or in a vehicle owned by a member of staff who receives an allowance from the College for kilometres driven on College business. Commuting to work is not classified as driving for work, except where the persons journey starts from their home and they are travelling to a work location that is not their normal place of work.

Driving for work involves a risk not only for the driver, but also for work colleagues and members of the public, such as pedestrians and other road users. Staff may be at risk of suffering a serious injury or being killed if they are involved in a road traffic collision. Staff can also suffer musculoskeletal injuries through poor posture whilst driving for long periods of time.

Slips, trips and falls resulting in sprains and strains are also common occurrences and normally occur whilst the person is mounting or dismounting the vehicle. The College promotes safe driving behaviour amongst its staff by use of publications and road safety events on Campus. Staff are encouraged to take public transport where possible to avoid the necessity of driving for work. Safe scheduling and planning journeys in advance is recommended so that drivers have enough time to carry out the journey safely.

### **3.2.21 Employee Assistance Programme (EAP)**

VHI Corporate Solutions provide a readily accessible, free confidential counselling and information service, called the Employee Assistance Programme (EAP).

The aim of this service is to:

- Provide a support service for all staff.
- Assist staff in overcoming difficulties, thus ensuring that the problems do not adversely affect attendance and job performance.
- Promote good physical and emotional health amongst employees.
- Improve the quality of the person's life.
- Assist management in maintaining a happy, motivated and committed workforce.

Mary Immaculate College staff can access the EAP themselves; in times of crises or emotional distress. The EAP can provide practical assistance and emotional support over the phone or via email, support is available 24 hours a day, 365 days a year. The contact details are as follows, freephone 1800 995 995 or email [eap@vhics.ie](mailto:eap@vhics.ie). A counselling service can also be availed of locally for free, confidential, face-to-face counselling.

The EAP service can help you or your family with problems in any of these areas:

- Personal/Family: e.g. relationships, parenting, bereavement, financial, illness
- Psychological: e.g. depression, anxiety, addiction (drugs and alcohol)
- Work related: e.g. stress, returning to work, responsibility at work, retirement issues

The College recognises that staff members and their family members may experience difficulties in these areas and we believe that by having an EAP in place will help in resolving issues as quickly as possible. We also recognise that it is in everyone's best interest to ensure that personal and work-related problems are solved as early as possible. No information in relation to any particular employee is ever released to the employer.

## 3.3 SAFE SYSTEMS

### 3.3.1 Accident/Incident reporting

All accidents, incidents or 'near misses' will be reported to the Manager who will log them in the accident log book. An accident form is completed and kept on file by the Manager **John Randles**. The appropriate details of the accident, the person involved, what work was going on, etc are all filled in giving as much explanation as possible as to

the cause of the accident.

Following an accident/incident the accident report is passed onto the Health and Safety Officer who will check each entry separately to analyse which system, place, etc failed and to allow the management of Courtbrack Accommodation take the necessary steps to prevent a re-occurrence. The Health and Safety Officer will sign off on all accidents/incidents forms.

When a serious accident has occurred the Manager and Health and Safety Officer will be called to the scene of the accident and will conduct an investigation. If the Health and Safety Officer is not in attendance a Senior Staff member will conduct the investigation and update the Health and Safety Officer on his/her return. In the event of a serious accident/ incident the Health and Safety Officer will carry out an investigation into the root cause of the accident/ incident and will make recommendations to management on any corrective action/s required. A prompt investigation will be carried out after every accident / incident in order to determine the immediate cause and to prevent similar accidents The Safety Representative of Courtbrack Accommodation is also informed of all accidents or dangerous occurrences and may visit the scene of the accident and carry out his/her investigation. If an accident occurs in the complex involving a contractor or a visitor, employees or residents will ensure that this is reported in the normal way.

The Health and Safety Officer will maintain a record of all accidents/incidents in the *Accident Log Book* for a period of ten years. All work accidents where an injured employee is unable to work for more than three consecutive days which come under the Safety, Health and Welfare at Work Act 2005, shall be reported to the Health and Safety Authority on form IR1 on-line at [www.hsa.ie](http://www.hsa.ie) by the Health and Safety Officer. Accident/ incident data will be periodically analyzed by the Health and Safety Officer with a view to highlighting relevant trends and improving safety performance.

Where appropriate, the Safety Statement will be reviewed in light of any accident/incident. Section 33 of The Safety, Health and Welfare at Work Act 2005 requires that the following categories of accidents and dangerous occurrences are reported to the Health and Safety



Authority.

These include the following:

- An accident resulting in the death of an employee
- An accident resulting in the absence of an employee for more than 3 working days (not including the day of the accident)
- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment (e.g. member of the public)
- Certain dangerous occurrences, which have the potential to cause serious injury, whether or not they did cause serious injury.

### **3.3.2 Safety Audits**

The Health and Safety Officer and the Health and Safety Committee along with a competent person may organise a safety audit from time to time in Courtbrack Accommodation. Sometimes the audit may deal; with specific issues such as residents safety, getting to the complex at night, checking the area around the complex. Most audits are by walkabout and may entail a walk through the building and rooms and may involve some of the employees working at the complex. During a general safety audit the main areas for consideration on the checklist will be

- Walkways, fire exits, methods of egress and house-keeping
- The use of equipment, maintenance, protection from burns etc
- Safe systems of work being used, with safe procedures and clear tasks with concise instruction for these
- Control and supervision of all electrics
- Ergonomics in offices, VDUs, manual handling etc.
- Welfare facilities being maintained and kept clean
- Car-park, trees and shrubs, roof of the building
- The use of contractors, Safety Statements and Method Statements
- Training records and the training programme in health and safety

- Actions from the previous audits, accident logbook etc.

During the audit employees and residents may participate by explaining a hazard or an associated risk. A key feature of a good safety audit is to concentrate on a safe person approach by emphasising good safe practices. Normally following a safety audit a list of actions is prepared with responsibility assigned.

### **3.3.3 Movement of Residents in and out of Courtbrack Accommodation.**

With almost one hundred residents in the complex, a swipe card system is in use for all residents to enter the building. The complex has designated opening hours to accept short stay visitors or new residents and they are given a swipe card to enter the building as they wish. The complex is considering the extension of the swipe card system to include entry to the floor where residents are accommodated. Other measures the complex use for resident safety are cameras in various locations around the building and having a person on duty during the night.

Some of the residents at Courtbrack Accommodation bring visitors to the complex. A maximum of fifteen visitors are allowed at any one time. These visitors are allowed in to the complex following prior agreement with the Manager and their names being recorded as visitors. The residents are aware of the rules that apply to having visitors in the complex and these are outlined and updated regularly. When these rules are abused or not complied with the Manager will take whatever action is appropriate to ensure the safety of all the residents and employees at Courtbrack Accommodation.

### **3.3.4 Care for the Residents**

All of the long stay residents at the complex are students who use their rooms for studying, preparation of projects and so on. From time to time residents may be sick, may suffer from loneliness from being away from home, stress of studying and so on. To ensure that everybody at the complex receives due care, residents are asked to watch out for each other by means of a door knock, mobile phone call etc. The Manager has a mobile phone number for most of the residents and this may be used to clear up issues

such as residents not returning at the appointed time, not being at the complex for a number of days, returning after the weekend and so on. The Manager will decide on the course of action to take when a resident has not been seen or accounted for during a reasonable period.

### **3.3.5 System of Employee Information**

Some of the employees at Courtbrack Accommodation work on a rota system providing night security duties and so on. To ensure that all relevant information of health and safety issues are transferred from the Manager to the employees and vice versa two log books are used. The first is the 'day hand over book that the Manager and employees update to provide relevant information to employees at night. The second book is the night security book filled out by employees working in the complex during the night highlighting all events that took place during their shift. This book is then read by the Manager in the morning and any follow up measures required are acted upon.

### **3.3.6 Safe Systems in the Kitchen**

The layout in the kitchen is to have all of the cookers, grills and other cooking equipment grouped together, all of the food storage area together, all of the utensils and cutlery located together and away from the dining area. All residents are made aware of the system in place to use the kitchen. All of the residents are required to keep all of the equipment, utensils and work surfaces clean and keep all of their food items in the allocated storage spaces. All residents are required to maintain good housekeeping practices with all communal areas left in a tidy and orderly manner after use. The kitchen is open between the hours of 7am and 12 midnight.

## **3.4 SAFE PLACE**

Courtbrack Accommodation was constructed in 1996 and complies with all modern building and accommodation regulations. The building is designed in three separate blocks in order to reduce the risk of fire spread. The building is designed with ample room for all occupants and the requirements of persons with special needs taken into account.

### **3.4.1 Entrance**

There is a reception area beside the entrance to the building and all residents arrive and leave the building by this entry/exit. At designated times during the day, there is a staff person in attendance with a mobile phone provided as a contact at all other times. The reception area is locked when there is no person in attendance.

The door at the entrance is clear hardened glass and the complex will ensure that the glass is marked at a suitable height as persons may bump into it without warning. There is a mat on the floor inside the door to reduce the risk of slips and falls. Good lighting is provided in reception and suitable seating is provided for persons who may be waiting in reception.

### **3.4.2 Residents Area**

Each of the blocks comprising the Courtbrack Accommodation building is three storeys high. There is one stairs in each block. With a few exceptions most of the residents are located on the first and second floors. There are seven rooms on each side of the stairs and this allows enough space for residents if there is an evacuation. The stairs have railings and the steps have edge protectors. Ample lighting is provided and emergency lights are in place. Suitable signs such as the 'running man' etc are located in the three blocks.

A log is kept in reception of all the visitors to the building through a sign in process. Residents to the building are given a swipe card to allow themselves. If a guest or visitor is being brought to the complex, the Manager has a sign in process to account for all personnel in the building.

### **3.4.3 Kitchen**

A large kitchen area with seating is provided for the residents who can use the facilities during the day, evening etc. The equipment provided includes cookers, kettles, toasters etc. Residents are provided with a storage facility to keep their food and no food is

allowed in the bedrooms.

Residents are expected to comply with good housekeeping practices by keeping the delph and cutlery they use in a clean and hygienic manner. Residents and visitors are asked not to locate items on the top of shelves due to the risk of items falling and injury.

Housekeeping of the kitchen area is carried out on a daily basis.

Courtbrack Accommodation allows the use of the kitchen from 7am until 12pm. Signs warning of hot surfaces and so on will be added to the cookers and other utensils in the coming months.

Beside the kitchen is a room where residents can carryout washing and ironing. Suitable washing and drying equipment is provided for all residents.

Occasionally children may be short term residents at the complex and Courtbrack Accommodation intends to add signs warning of the need for safe use of hot irons to avoid burns and injury.

#### **3.4.4 Housekeeping**

All of the communal areas of the building are cleaned on a daily basis by staff of the complex. Signs such as wet floor etc are used to warn persons on the need for vigilance. All showers, toilets, floor stairs etc are cleaned on a daily basis. A steam cleaner is used to clean floors, shower walls and so on. All of the debris from the kitchen, rooms is collected and put in the available bins for the weekly bin collection. Items of cardboard, cans, glass are collected for recycling.

#### **3.4.5 Outside Area and the Car park**

There are car park spaces in front of the building and these are maintained with a good surface and suitably lined for car spaces. Trees and shrubs are located near the building and these are kept cut back to ensure they are not used as a hiding area for non residents. Good lighting is provided around the building. An extra light has been added recently close to the main entrance to the building.

For students or visitors with special needs, car park spaces are reserved near an entrance to E/F. A door can be opened in this location that will give access to wheelchair users to ground floor rooms. Tennis courts located close to the Dock Road are maintained clean

and tidy with wire netting in place to stop entry to the roadway.

### **3.4.6 Fire and Emergency Evacuation**

The accommodation at the complex can cater for up to ninety six people. To ensure their safety, numerous measures are in place to deal with a fire or emergency situation that may arise. Courtbrack Accommodation has twenty five fire extinguishers in place located throughout the building. These extinguishers are maintained on a yearly basis. There are also twelve break glass units located throughout the building. Numerous signs are in place of 'what to do in the event of a fire'. Courtbrack Accommodation plans to add some more signs on the exit from each corridor in the building. There are six exits from the building and these are maintained free at all times.

Emergency lighting is provided in the building and checked on a yearly basis. A list of all the fire equipment and its location, 'what to do in the event of a fire', the evacuation procedure and so on have been documented and a copy is given to all long stay residents of the complex.( A copy of this document is located in the Appendix).

The Manager of Courtbrack Accommodation organises a minimum of two fire evacuation each year. To help with the evacuation a designated person on each section, on each floor and in each block of the building acts as a fire warden evacuating persons to the assembly point. The exits from the building are highlighted with illuminated signs. If there is a person with Special Needs in the building appropriate arrangements will be made for that person to evacuate the building. In future there may be fire evacuations held at night time. The building being residential, the alarm is set at a loud decibel mark to ensure everybody hears it.

At present there is only one assembly point in the car park for residents of the building. It may be easier for the fire wardens to check that everybody is out of the building if there was one assembly point for each block. A record of all issues associated with the fire evacuation is kept by the Manager and any remedial action required is undertaken. In compliance with the 1981 Fire Services Act, the Manager keeps a record of all equipment, maintenance and evacuations associated with Courtbrack Accommodation.

To deal with any fire or any emergency situation that may arise Courtbrack Accommodation will ensure the following issues are addressed on a continuous basis

- Clearly marked escape routes through emergency doors
- Clear routes of access at all times
- All combustible material removed where possible
- Holding a minimum of two fire drills every year, evaluate results and repeat if required to ensure all employees, students and contractors comply
- The alarm system is connecting with a monitoring service and there is regular checking of the system to ensure it is active at all times
- Consideration for Persons with Special Needs
- Consider giving training in fire extinguishers to some employees
- Ensure all fire extinguishers are filled, checked on a yearly basis
- Inspection of all equipment required regularly
- The alarm is set at a higher decibel than the norm
- Smoke detectors are installed in all buildings and in each room
- Get advice and information via the Fire Brigade/local Fire Officer
- Keep all information clearly visible for employees, students and contractors by posting wall charts at designated points. Maintain the assembly point.

**Beside Courtbrack Accommodation there are oil storage tanks and a coal depot. In the event of a fire or other serious incident on these premises it is likely that the Emergency Services would ask Courtbrack Accommodation to evacuate the building until the danger has been averted. In such a situation, the present arrangement is for all of the residents to make their way via the Dock Road to Mary**

**Immaculate College where the College's Critical Incident Policy would be put into effect**

### **3.4.7 Safety Signs**

Part 7, Chapter 1 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with the issue of safety signs at places of work. As part of the general risk assessments for employers under the Safety, Health and Welfare at Work Act 2005, where certain risks remain that necessitate specific instruction or warning, then employers must use safety signs in and around that place of work.

These signs are set into 5 distinct categories (Prohibition, Mandatory, Warning, Emergency Escape / First Aid and Fire Equipment) and are based on a pictogram rather than wording or text. Reference will be made to Schedule 9 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 by the College and Courtbrack Accommodation when installing safety signs.

Figure 1 illustrates some common examples of safety signage, the College will ensure that no information is contained on a sign that employees or visitors to the College have not been made aware of already. Employees will be trained in recognising signs and what they mean / relate to in the workplace.



Figure 1. Examples of Safety Signage



Examples of safety signs on the campus include; emergency exits, fire fighting equipment etc. Mary Immaculate College will ensure that signs will be designed and made to specific standards as per the 2007 Regulations.

Consideration will also be given to circumstances where several signs are needed and the placing of the signs as too many signs can be confusing for staff, visitors and contractors. Mary Immaculate College and Courtbrack Accommodation will review signage on a regular basis to ensure that it is still valid. Signs that no longer apply to the workplace will be removed. In addition, they will be reviewed regularly to ensure signs are still visible – i.e. they haven't been moved, defaced or blocked by other signs etc.

### **3.4.8 Working at Heights**

To carry out roof work, and painting etc., employees or contractors need to use scaffolding or height for hire equipment. Scaffolding or tower scaffolding will only be erected by trained persons who have obtained a FÁS CSCS ticket to carry out such work. Any work that is being completed at heights must be approved by the Health and Safety Officer, must have a risk assessment carried out and must protect the contractor or employee from a fall by means of a barrier or harness. If height for hire equipment is brought onto the Campus only personnel that are trained in FÁS CSCS can use it. A harness will be used in all height for hire work or when work needs to be completed at a dangerous location where lifting equipment will not reach. All work involving height will be in accordance with the Construction Regulations of 2006.

## **3.5 SAFE PLANT AND EQUIPMENT**

### **3.5.1 Suitable Equipment and Machinery**

Courtbrack Accommodation will ensure that the equipment being used is suitable for the task and is being used appropriately for the intended task. All equipment being purchased or acquired by other means must be assessed and brought to CE standards (SI No. 44/1993). Equipment not reaching or accredited with the CE standard will be phased out. All equipment must meet the safety specifications and must be suitable for the job and the task. The equipment must be of good ergonomic design with ease of access, ease of viewing taken into account. At no time should equipment from a contractor or another source be used without permission from the Health and Safety Officer or the Manager. The manufacturer's instruction and safety procedures will be followed during the set up,

use and maintenance of any machinery or equipment.

Staff will be trained in any equipment that they would use on a day-to-day basis. Employees are expected to use the equipment with care and report any problems they find with it to the Manager. Generally the maintenance work on equipment is carried out by subcontractors to Courtbrack Accommodation.

### **3.5.2 The Steamer**

Employees use the steamer to clean floors, walls, etc in the building numerous times during the week. The steamer carries a risk of scalding and burns for the employee using it and for a person in the vicinity of the equipment. The Manager will provide training for any employee using the steamer and the equipment will be used by following the manufacturers instruction. Every effort will be made to have the minimum of personnel in the building during the usage of the steamer and signs and barriers may be used to restrict entry. Gloves will be supplied if employees require.

### **3.5.3 Cookers, Toasters, Burco etc**

There are numerous pieces of equipment in the kitchen that can cause burns and scalding to employees or residents of Courtbrack Accommodation. The cookers, grills, toasters etc are cleaned on a daily basis. Fire blankets and fire extinguishers are provided for all kitchen users. The equipment is serviced regularly and is maintained in excellent condition. Good housekeeping is maintained around the cookers and grills to reduce the risk of slips and falls. To highlight the dangers that this equipment may pose for the user, Courtbrack Accommodation plans to put signs of 'caution' and 'hot surface' on this equipment before the next academic year in September.

### **3.5.4 Electricity**

All electrical installations are checked regularly by qualified and competent electricians. When any electrical work is carried out at the complex a certificate is provided and filed for all the work done. As the building is new, all modern safety features associated with electrical installations are in place. This includes the RCD protector that is checked on a

six monthly basis. The use of adaptors is not allowed at the complex due to the risk of fire from overloading. Residents are encouraged to use cables with surge protectors if they require extra sockets. This reduces the risk of fittings overheating and fire.

Repairs to sockets, plugs etc are carried out by a competent person at Courtbrack Accommodation and all staff and students are encouraged to highlight all electrical items that are in need of repair. All electrical control boxes at the complex are kept locked and clear of obstruction.

### **3.5.5 Maintenance Programme**

The maintenance and servicing of all equipment and plant is the responsibility of the Manager at Courtbrack Accommodation. The form and nature of the maintenance programme may vary with most equipment being on a service contract with an external agency. Normally each piece of equipment will be serviced at regular intervals of between three months and one year. Planned maintenance is used to improve the safety of the equipment and also leads to better reliability and cost efficiency. Where an outside agency services and maintains any equipment the Manager will retain all records; for example the maintenance of the fire extinguishers, electrical checks and so on.

On an ongoing basis where a piece of equipment or furniture (e.g. chairs, electrical items) are found to be broken or in an unsafe condition it will be moved to a repair area or clearly marked that it is not for use until repaired. Any item that is worn or defective will be scrapped. A log book on all maintenance issues is held at Courtbrack Accommodation and employees register items that require maintenance when brought to their attention. The history and records of all maintenance and repair work will be retained for a three-year period. Recycling of as much equipment as possible takes place within the Complex. Items such as lamps, microwaves, old lockers are sent for recycling.

## **SECTION 4**

# **HAZARD IDENTIFICATION AND RISK ASSESSMENT METHOD**

## **4.1 Definitions**

### *What is a hazard?*

A hazard is considered to be any substance, article, material or practice, which has the potential to cause harm to the safety, health and welfare of employees, residents or visitors to Courtbrack Accommodation.

### *Hazard Identification*

Hazards are identified and assessed by staff at the complex with the assistance of the Health and Safety Officer. A comprehensive hazard identification process was carried out and may be carried out again if there is a large-scale change in the type of work being carried out by employees, changes in work practices etc.

### *What is a Risk?*

In this case a risk means the potential of the hazard to cause harm.

### *Risk assessment*

The risk of a hazard is the measure of the likelihood of an accident with the severity of the damage, injury or loss factored in. As part of the ongoing use of this Safety Statement Courtbrack Accommodation has applied the HSA guidelines when compiling its risk assessments. When carrying out the risk assessment some of the questions asked of each hazard were:

- Is anyone exposed to the hazard?
- Is the hazard likely to cause injury?
- How serious would that injury be?
- Is the hazard well controlled?
- Is the supervision adequate?

All the hazards and the associated risks have been identified and are ranked in accordance with the severity of the loss as high, medium and low.

**High** is taken to mean the possibility of serious injury, fatality, and serious loss and may include statutory regulations being broken. Controls need to be put in place as a matter of urgency.

**Medium** is taken to mean the likelihood of a fatality or serious injury or loss is unlikely. More probable is minor injury or loss. Controls should be put in place over a period of up to three months to ensure reduction of the risk and to meet statutory requirements.

**Low** is considered as a reversible minor injury or material loss. Controls can be added over a longer period, during maintenance etc.

It is the policy of Courtbrack Accommodation as far as is reasonably practicable to eliminate the hazard as a first step, followed by substitution, isolation, enclosure (machinery) or distance, and use PPE as a last resort.

## **4.2 HAZARD: ACCESS & EGRESS**

It is important that you familiarise yourself with the location of the buildings entrances and exits at Mary Immaculate College in the event of an emergency evacuation. Staff and students should familiarise themselves with all immediate egress points as soon as possible after starting work or their studies at the College.

### **RISK CATEGORY: LOW**

### **PERSONS AT RISK: STAFF, STUDENTS AND VISITORS**

#### **CONTROL MEASURES:**

1. All doors and access points must be kept clear and maintained.
2. All emergency exit doors will be opened easily
3. All passageways and corridors must be kept clear of obstruction.
4. All floors will be kept free from slippery materials and loose objects.
5. All floors will be maintained in good condition
6. All spillages will be cleaned up immediately.
7. Stairways will be maintained in good condition.
8. Good housekeeping standards will be maintained in all areas
6. Adequate lighting will be provided at all entry, exit points and along corridors and passageways.

#### **RESOURCES:**

- Entrances / Exits will be adequately lit and well maintained
- Entrances/Exits are adequately signposted.
- Household and Maintenance staff will remove any equipment, furniture and waste that may be causing an obstruction to exits.
- Adequate control will be maintained to ensure that no stacking of loose material occurs, which would impede access/egress.
- Waste will be removed regularly.



#### **4.3 HAZARD: FIRE**

**RISK CATEGORY:** Risk of burns and smoke inhalation — **HIGH**

**PERSONS AT RISK: STAFF, STUDENTS AND VISITORS**

**CONTROL MEASURES:**

- At least two fire drills during the year in the building
- Appointment of a Fire Warden for each corridor on every floor
- Access and egress in the building maintained with clear exit routes
- Signs for fire exits, directional signs, break glass to be maintained
- Smoke detectors in use throughout the building
- Emergency lighting checked yearly, cameras in use
- Good housekeeping practices throughout the building
- False alarms checked and their cause resolved
- Restricted access to the building, residents and visitors with approval.

**RESOURCES:**

- Instruction and training for personnel in fire extinguisher use
- Ensure the exits from the building are kept clear
- Assembly point in the car park, this may increase to allow for easier control
- Restriction in the use of cookers, fryers etc
- Copy of a fire safety handbook given to all long stay residents at the building
- Fire doors throughout the building and kept closed
- Records kept of all fire-training over a three-year period
- Maintenance and Records kept of all fire-fighting equipment
- External audits, external advice and fire brigade consultation
- Regular audits, supervision and maintenance of the evacuation plan and a Critical Incident Policy in place within Mary Immaculate College to provide backup
- Restrictions of the number of persons in the building
- Local issues considered to avoid break-ins or arson in the building

#### **4.4 HAZARD: EVACUATION DUE TO FIRE IN THE NEARBY COAL/OIL DEPOT**

**RISK CATEGORY:** Risk of smoke inhalation, burns and injury. **HIGH.**

**PERSONS AT RISK: STAFF, STUDENTS AND VISITORS**

##### **CONTROL MEASURES:**

- Courtbrack Accommodation has a plan in place if there is a need to evacuate the building in the event of serious or imminent danger from the nearby oil depot or the coal depot.
- All residents will need to make their way via the Dock Road to Mary Immaculate College where the College's Critical Incident Policy will be put into effect.
- Employees at the complex will be made aware of the plan
- All walkways, corridors, and passage ways to be kept clear and free from obstruction
- When requested by the Emergency Services, the residents will proceed from the building to the Dock Road.
- Employees will escort persons if required along the road to Mary Immaculate College

##### **RESOURCES:**

- Employees will receive training in the fire safety planning
- Employees will be familiar with the details of the plan and the evacuation procedures
- An alarm system is in place
- Signs, directional signs are available with exits are maintained clear of obstruction
- Mary Immaculate College has compiled a Critical Incident Policy to deal with emergency situations
- A dedicated 'team' that make up the CIRT can be contacted in the event of an emergency to deal with issues that arise.

## **4.5 HAZARD-: ELECTRICITY**

**RISK CATEGORY:** Of fire, burns, shock or electrocution – **HIGH**

The main hazards associated with the use of electricity are:

Electric shock

Electric burn

Electric explosions

Electric arcing

Death

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

### **CONTROL MEASURES:**

- All electrical duties must be carried out by a qualified electrician, the normal procedure is for small repairs and minor installations to be carried out by trained employees, large scale electrical work is carried out by a contractor
- All electrical equipment will be maintained and worked so as to prevent danger
- Follow the correct procedure when using all electrical equipment
- All electrical fittings that are worn, damaged or in a dangerous condition to be fixed or replaced immediately
- Control boxes will be locked with authorised entry
- Control box exit must be kept clear of obstructions at all times
- Purchase of electrical equipment must be advised by the Health and Safety Officer to avoid confusion in language instruction, awareness and to ensure compatibility

- Electrical appliances that are not the property of the College will not be used

Maintenance work will be carried out using low voltage equipment, of 110V or battery operated only.

- Where isolation is required, the Principal will follow all necessary procedures
- Regular testing of electrical installation to ensure RCD protection.

- **RESOURCES:**

- Follow the ECTI code of practice
- A safe system of work in operation
- Electrical maintenance programme in operation
- All electrical work to be done by qualified electrical personnel
- A 'permit to work' system may be considered for large scale work
- Warning signs where required.
- Training and supervision of all electrical duties

**REFERENCE:**

Manufacturer' instructions.

Employee awareness.

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

2007 Part 3

#### **4.6 HAZARD: HOUSEKEEPING ISSUES**

Lack of attention to housekeeping or tidiness can contribute to a great number of accidents and may also result in fire.

**RISK CATEGORY:** Trips, slips and falls – **HIGH**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES :**

- All access areas and exits to be kept clear at all times
- Rubbish and debris immediately cleared to the bins, all spillages cleaned
- Warning signs of 'wet floor' in use during cleaning
- Supervision required at all times, critical areas are the kitchen area and areas of communal use such as the stairs and the T.V. room
- Housekeeping audits to ensure compliance
- Cables are not to be left trailing on the floor and all worn or damaged flooring will be repaired in a timely fashion
- Cables, wiring and leads to be secured properly
- Suitable equipment and cleaning agents are provided with any appropriate personal protection equipment.

#### **RESOURCES:**

- Supervision to monitor and ensure compliance and training for the employees
- Replace worn mats, and correct uneven floor surfaces as soon as practicable
- Adequate bins, skips and trolleys provided for housekeeping
- Warning signs in place
- Suitable lighting provided to facilitate cleaning and housekeeping duties
- Use only suitable cleaning agents as there may be a risk of dermatitis etc, material data sheets can be sourced for the cleaning agents if required
- A procedure in place for all cleaners to follow
- Regular housekeeping audits to take place

#### **4.7 HAZARD-: MANUAL HANDLING**

**RISK CATEGORY:** Risk of back injury - **HIGH**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

##### **CONTROL MEASURES :**

- Areas and employees at risk need to be identified and the appropriate controls put in place to include eliminating or reducing the loads, mechanical aids and training
- Employees at risk will be trained to use mechanical means and avoid the risk
- Manager will monitor poor manual handling practices
- No water drums are allowed in the complex, the use of A4 paper by staff should be by taking one ream at a time
- All accidents involving back injury need to be reported and logged
- Employees are asked to perform reasonable duties

##### **RESOURCES:**

- Continual risk assessments will be carried out by Courtbrack Accommodation in compliance with H.S.A. best practice
- Special attention to the critical areas of bringing equipment up and down the stairs, cleaning duties, working in the kitchen etc
- Where possible engineering solutions, design and mechanical equipment provided
- Manual handling training for employees at risk
- Records kept of all training
- Supervision in all areas.

#### **4.8 HAZARD: EMPLOYEES AND RESIDENTS USING THE KITCHEN**

**RISK CATEGORY:** Risk of burns, scalding and injury - **High**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

##### **CONTROL MEASURES:**

- All employees have received training and instruction in best practices
- Training in fire prevention provided
- Extinguishers and fire blankets provided in the kitchen
- Maintenance of all equipment
- All staff trained and follow good hygiene practices
- Personal protection in the form of gloves provided
- A safe system of work in operation
- Supervision provided at all times

##### **RESOURCES:**

- Large modern kitchen facilities with a good floor surface
- New equipment installed with regular servicing
- Ventilation and extraction systems provided
- Training of staff and supervision provided
- Procedures in place by the complex to ensure all residents follow best practice
- Residents are required to use the storage facility provided in a proper manner
- Items are not to be stored at a height
- Signs of 'danger' and 'caution' need to be added to some of the kitchen equipment

#### **4.9 HAZARD: SAFETY AND SECURITY FOR RESIDENTS**

**RISK CATEGORY:** Risk of persons being attacked, robbed on the grounds **-HIGH**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

##### **CONTROL MEASURES:**

- All of the residents to Courtbrack Accommodation are made aware of the security arrangements in place and for the need for vigilance.
- Swipe card in operation for entry
- A pass system in place for visitors
- Security in place at all times
- Cameras in place on all external areas of the building
- Good lighting provided with a new lamp in place on the side entrance to the building

##### **RESOURCES:**

- Courtbrack Accommodation are aware of the need for vigilance against attacks on residents and will take any appropriate measure that may help
- As well as using swipe cards, restrictions may be added in the entry to each corridor by means of a keypad
- Lighting and cameras provided
- All plants and trees around the complex will be kept at a reasonable height to avoid these being used as a hiding area
- The Management will be aware of local issues and advise employees and residents
- The advice of the Gardai and others will be acted upon
- A notice board, handout etc will be used to highlight dangers of personal safety to residents



#### **4.10 HAZARD: WORKING ON THE ROOF, WINDOWS OR GUTTERS**

##### **RISK CATEGORY:**

- Risk:** Risk of falling from a height - **HIGH**
- Risk:** Risk of entanglement - **MEDIUM**
- Risk:** Risk of injury from glass, sharp object - **MEDIUM**

##### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

##### **CONTROL MEASURES:**

- Only competent personnel can carry out duties on roofs, window or gutters
- In the case of contractors Safety/Method Statements must be provided
- The Buildings Maintenance Manager must be informed of all such work and at present Mary Immaculate College are considering using a 'permit to work' system in the maintenance of safety.
- For all work involving the use of a platform or going onto the roof of a building a barrier to stop a fall must be in place or a harness must be used
- This type of work comes under the Construction Regulations
- Two people involved in roof work, outside windows, gutters and sewerage work
- Follow safe procedures as laid out in Mary Immaculate College policies
- Supervision of the work and the system of work
- No interference with any equipment or machinery without prior permission from the Manager or the College's Buildings Maintenance Manager.

##### **RESOURCES:**

- All equipment being used is safe and well maintained
- Warning signs provided and used where appropriate, work area being cordoned off
- Supervision of all the work being carried out
- Allow enough time and manpower for the tasks involved
- Ensure as far as is reasonable that the equipment is in good working order
- Safety issues review before the work starts
- Courtbrack Accommodation Manager must be aware of all work being carried out

#### **4.11 HAZARD-:CHILDREN STAYING IN THE COMPLEX**

**RISK CATEGORY:** Risk of children being injured etc - **HIGH**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

##### **CONTROL MEASURES:**

- On occasions children may be residents at Courtbrack Accommodation with their parents or guardians
- All reasonable effort is made to ensure they do not come to any harm by following safe work practices
- Reasonable supervision is provided but the parents and guardians are expected to ensure all children require reasonable supervision
- The kitchen area and the washing and ironing room provides the most serious hazards for children in the complex
- No obvious hazards for children left unattended
- Care taken during floor cleaning, if children are on the stairs and all store rooms are locked with cleaning agents removed

##### **RESOURCES:**

- Supervision and control of children rests with the parent or guardian
- All equipment and furniture that children may use is maintained
- All potential hazards such as debris on the ground, protruding objects to be checked and corrected
- Any obvious dangers in the kitchen removed or controls such as height restriction and signs used to highlight the danger
- Reasonably measures in place in the car park to ensure safety
- Any action to meet the 1995 Occupiers Liability Act to be enforced
- Security and employees to keep a watchful eye on unauthorised entry

#### **4.12 HAZARD: LADDERS / STEPS**

**RISK CATEGORY:** Risk of injury while transporting and using ladders. Ladder/steps slipping or sliding out of position - **MEDIUM**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

##### **CONTROL MEASURES:**

##### **Do**

1. Inspect the ladder/steps before use.
2. Ensure that you use the correct slope when setting up a ladder, which is 1 metre out at the base for every 4 metres of height (1:4).
3. Secure the top of the ladder by lashing.
4. Secure the ladder to a wall at the 4th rung from the bottom with ladder ties.
5. Lash all ladders which are longer than 3 metres. If lashing is not possible, then ensure that there is a second person available to foot the ladder.
6. Ensure you use the correct method for climbing the ladder, which is to climb by facing it and with hands free to grasp the rungs one at a time.
7. Erect the ladder so that it gives a steady working position.
8. Withdraw all defective ladders from service.
9. Carry out regular inspection of the ladder
10. Install signage to warn passersby etc.

##### **Do Not**

1. Use a faulty ladder
2. Overreach - move the ladder instead
3. Use the top three rungs when working on a ladder erected against a wall
4. Place ladders against aerial cables.
5. Allow more than one person on the same ladder except on the lowest rung for footing.
6. Use a ladder loaned to you by someone else, unless you satisfy yourself as to its safety.
7. Use a ladder if it is liable to slip, unless you have somebody standing at the bottom,

grasping it with their hands.

8. Use a ladder if it is defective or has any part missing, if it is cracked, splintered, broken or decayed.

9. Paint wooden ladders

### **Points to Note**

Factors which must be taken into account when determining safety include vehicular and pedestrian traffic, weather conditions (wind, rain, etc.), ground surface, presence of autumn leaves, oil spills, algae, moss, ice, snow, pebbles, sand, etc. The user should seek assistance if he/she is of the opinion that it is not safe to use the ladder alone. In such cases, discretion must be with the user and assistance should be forthcoming.

### **RESOURCES:**

1. Provision of ladders in good and sound condition.
2. Provision of a maintenance programme.
3. Provision of adequate and appropriate Personal Protective Equipment.
4. Manual handling programme.

#### **4.13 HAZARD: USING THE LAWMOWER, CLEANING EQUIPMENT ETC**

**RISK CATEGORY:** Risk of entanglement of the fingers and hands - **HIGH**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

##### **CONTROL MEASURES:**

- Correct procedures to be followed by the users of all equipment
- Courtbrack Accommodation will ensure that the equipment is safe to use and that competent personnel only are allowed use equipment that has the potential to cause damage
- All breaks, misuse and faults to be reported
- Guards and other safety features where appropriate must be kept on the equipment
- Maintenance programme in operation
- Personal protection must be worn where appropriate
- Suitable dress essential – no ties or loose sleeves
- Stop and start buttons must be clearly visible and marked
- The starting of the equipment must always be by deliberate action
- Training and instruction must be provided for employees not familiar with the task
- Clear warning signs of the dangers need to be in place

##### **RESOURCES:**

- Availability of personal protection equipment as required
- Training provided in the use of equipment
- Preventative maintenance programme
- Suitable machine guards provided and maintained
- Warning signs to be provided of the dangers
- Where appropriate there should be procedures for the safe use of equipment
- Supervision of the event and use of the equipment where appropriate
- Environmental conditions suitable with good housekeeping, space etc.

#### **4.14                    HAZARD:    USING THE STEAMER**

**RISK CATEGORY:**                    Risk of burns and scalding - **HIGH**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

##### **CONTROL MEASURES:**

- Correct procedures to be followed by the users of the equipment
- Courtbrack Accommodation will ensure that the equipment is safe to use and that competent personnel only are allowed use equipment that has the potential to cause burns and scalding to the user and others
- All breaks, misuse and faults to be reported
- Guards and other safety features where appropriate must be kept on the equipment
- Maintenance programme in operation
- Personal protection must be worn where appropriate
- Stop and start buttons must be clearly visible and marked
- The starting of the equipment must always be by deliberate action
- Training and instruction will be provided by the Manager in the use of the equipment and it will be used in accordance with the manufacturers instruction
- Clear warning signs of the dangers need to be in place, cordon off the area and only use when the minimum number of residents are in the complex

##### **RESOURCES:**

- Training provided in the use of equipment
- Preventative maintenance programme
- Suitable guarding of the equipment kept in place
- Warning signs to be provided of the dangers
- Follow safe procedures when using the equipment
- Appropriate supervision of the use of the equipment
- Environmental conditions suitable with good housekeeping, space, be aware of cable trip hazards etc.

#### **4.15 HAZARD: CONTRACTORS WORKING IN COURTBRACK ACCOMMODATION**

**RISK CATEGORY:** Risk of injury from machinery, falls etc **HIGH**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

##### **CONTROL MEASURES:**

- All of the Contractors that carry out work in the Complex report to the Manager for directions, keys etc
- There is a prior agreement for all contractors coming on site
- When some of the high risk duties are being performed a member of staff or the Manager will accompany the Contract Personnel
- To ensure that all personnel coming on site are competent and carry out work in accordance with Mary Immaculate College rules on safety, a Safety Statement or a Method Statement may be required from Contractors.
- A 'permit to work' system may be introduced
- The services of Courtbrack Accommodation will not be interfered unless the Manager is informed
- All contractors are expected to wear the appropriate safety equipment when carrying out their duties at the Complex

##### **RESOURCES**

- Directions, assistance, and support will be provided by the Complex
- Risk assessments may need to be carried before the work commences
- Appropriate supervision will be carried out by the Manager of Courtbrack Accommodation
- Follow up on Safety Statements and Method Statements
- When contractors are not complying with safety rules the work may be stopped
- Issues of housekeeping, cordoning off the work area and appropriate safety precautions are expected from all contractors

#### **4.16 HAZARD: DEALING WITH THE RESIDENTS AND THE PUBLIC**

**RISK CATEGORY:** Risk of persons being under stress from dealing with the public or being involved in conflict situations **-MEDIUM**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

##### **CONTROL MEASURES:**

- All of the residents deal with the Manager to sort out issues and any financial arrangements
- Employees are asked to report unusual happenings and any conflict situation to the Manager who is on duty during the day. When the Manager is not on duty employees can use mobile phone for contact.
- All of the residents are given a copy of the Residence Handbook that outline rules on housekeeping, visitors, use of communal areas etc
- Swipe card system in place to enter the front door at all times
- The arrival of new residents to the complex is by prior agreement
- Clear rules in place for visitors to the complex
- Security in place at all times
- Cameras in place on all external areas of the building

##### **RESOURCES:**

- The Manager has a team in place to deal with issues as they arise on a twenty four basis seven days a week with back up and assistance available
- The day hand over book and the night security books are used to provide information for security and others by recording all events Appropriate supervision is provided at the complex
- The Manager will take the appropriate measures to deal with issues of conflict, stress etc that arise for employees
- Extension of the swipe card system being considered at present
- Induction training and ongoing information being provided for employees



#### **4.17 HAZARD: BULLYING**

Bullying in the workplace is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Bullying is where aggression or cruelty, viciousness, intimidation, or a need to humiliate dominate the relationships. Isolated incidents of aggressive behaviour, while to be condemned, should not be described as bullying.

The main hazards associated with bullying include: 1. Emotional effects (severe anxiety) 2. Cognitive (concentration) effects (making mistakes, having accidents) 3. Behavioural effects (smoking, excess drinking, overeating) 4. Physiological effects (contributing to raised blood pressure, heart disease) 5. Reduced resistance to infection, stomach and bowel problems and skin problems.

#### **RISK CATEGORY: LOW**

#### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES**

1. Installation of an effective and pro active Anti – Bullying policy
2. Installation of an Employee Assistance Programme (EAP)
3. Provision of an adequate support mechanism
4. Clear communications of sanctions against bullies

#### **RESOURCES**

Training programme for employees. EAP for bullies and bullied.

**REFERENCES** Safety, health and welfare at work act 2005 section 8 & 13 Code of practice for employers and employees on the Prevention & Resolution of Bullying at work 2007

#### **4.18 HAZARD : USE OF CLEANING CHEMICALS AND OTHER AGENTS**

**RISK CATEGORY:** Risk of poisoning, dermatitis, inhaling fumes- **LOW**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

##### **CONTROL MEASURES:**

- Employees need to be aware of the dangers of the cleaning agents, chemicals, paints or glues they are working with. – MSDS sheets can be got from the supplier
- Use the safety equipment that is appropriate, masks if required
- Have good ventilation in the work area.
- Some vapours may lodge - be aware of such dangers with poor ventilation
- Ensure there is enough lighting for the task
- Ensure the lids are replaced immediately
- The chemical and solvents are used for cleaning toilets, showers and floors

##### **RESOURCES:**

- Information to be given to employees of the substance they are using
- Courtbrack Accommodation will ensure that all substances are suitable for the tasks they are being used for by having appropriate checks of the contents
- All necessary precautions with masks, gloves, ventilation must be taken and employees need to be aware of issues such as dermatitis and inhalation issues
- If required a suitable metal container that will be banded will be provided
- Appropriate supervision of the use of all chemicals and solvents
- All solvents should be in their own containers clearly labelled to avoid confusion
- Manufacturer's instructions must be followed and observed
- First aid provisions provided

#### **4.19 HAZARD: NEW EQUIPMENT HAZARDS**

Unfamiliarisation with new plant & equipment brought into use could cause injury to the person operating the equipment and or to others.

**RISK CATEGORY: LOW**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES:**

1. When a new item of plant or equipment is brought into use, the persons authorised to use same shall be named.
2. Full instruction will be given, by either a competent person employed by the College or the equipment manufacturers' representative.
3. A copy of the operating instructions will be given to all authorised operators.
4. Only authorised personnel to operate equipment.

#### **RESOURCES:**

1. Manufacturers' Instructions.
2. Provision of employee training programme.
3. Provision of Personal Protective Equipment.

#### **REFERENCE:**

The Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2  
Chapter 2

#### **4.20 HAZARD: STRESS**

The main hazards associated with stress include, fatigue, accidents, musculoskeletal disorders, psychological disorders and other related illnesses.

#### **RISK CATEGORY: MEDIUM**

#### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES:**

1. Staff awareness programme.
2. Installation of monitoring/reporting procedures.
3. Staff policies e.g. bullying, harassment

#### **RESOURCES:**

1. Provision of staff training and awareness programme.
2. Provision of suitable consultation process.

#### **REFERENCES:**

Safety, Health & Welfare at Work Act 2005 (Sections 8, 13 & 22) Health and Safety Authority's Guidance Document 'Work Positive-Prioritising Organisational Stress (2005))

#### **4.21 HAZARD: VDU's**

Although VDU use is limited, the main problems associated with VDUs are as follows:

**Visual Discomfort** This recognises a contribution from a number of ocular problems:

- (1) Long/short sight problems.
- (2) Glare.
- (3) Lighting.
- (4) Screen brightness.
- (5) Clarity of characters.

**Posture** Good adjustable seating is required and it is essential to consider ergonomic factors.

**Radiation** Radiation levels across virtually the whole of the Electro-magnetic spectrum are below internationally accepted exposure limits when tested under extreme conditions, i.e. close to the screen. **Stress** The work at a VDU can be repetitive and monotonous. This is not exclusive to VDU users, as mental stress is associated with all types of work. On the basis of available evidence, the "health hazards" associated with VDUs are largely exaggerated in that they are unlikely to cause irreversible long term damage as opposed to varying degrees of discomfort.

**RISK CATEGORY: LOW**

#### **PERSONS AT RISK: VDU OPERATORS CONTROL MEASURES**

1. All workstations should be assessed and the risks identified must, where possible, be eliminated.
2. All new workstations must satisfy the requirements Part 2 Chapter 5 of SI 299 of 2007.
3. Workstation must be adjustable to suit the individual.
4. Training and self assessment of the work station. Training in the ergonomic aspects of VDU operation is essential. It is important that chairs are correctly selected and used and that their sitting is at an optimum distance from the machine.

5. Lighting, ventilation and temperature, must be carefully controlled to provide satisfactory environmental conditions.
6. Vision should be tested before operating a VDU and at regular intervals, or earlier if symptoms are experienced. Spectacle wearers should consult their optician.

#### **RESOURCES:**

1. The College will take ergonomic characteristics of equipment into account when selecting visual display units for purchase with a view to ensuring safety, health, welfare and comfort of users of such equipment in accordance with relevant domestic and EC legislation.
2. With regard to those technical characteristics of VDUs which are of relevance to safety, health and welfare in the workplace, information will be made available to the staff in respect of existing VDU's.
3. The College will implement the Guidelines on Safe Operation of VDUs as published by the Health and Safety Authority.

#### **REFERENCES:**

The Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 5

#### **4.22 HAZARD: NOISE**

#### **RISK CATEGORY: MEDIUM**

Damage to hearing, causing deafness from constant or loud noise, short/long term hearing damage. Problems from noise exposure also include, tinnitus, permanent hearing damage and deafness.

#### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES:**

1. Adequate information available on Noise Regulations.
2. Display notices where noise is a problem (85dBA or above)
3. Audiometric tests available if required.
4. Ear protectors available and must be enforced if noise exceeds 85dBA.
5. Noise reduction programme.
6. Ear protection must be worn where the noise level exceeds 80dBA
7. Ear protection must be worn when using or operating certain equipment e.g. angle grinders, chainsaws etc.
8. Staff must be trained and competent in the use and maintenance of PPE
9. Restrict access of members of the public to work area

#### **REFERENCES:**

The Safety Health and Welfare at Work (Control of Noise at Work) Regulations 2006 (S.I. No. 371 of 2006). The Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 5 Chapter 1.

#### **4.23 HAZARD: OFFICE WORK**

##### **RISK CATEGORY:**

**Risk:** Risk of back, finger and eyestrain – **MEDIUM**

**Risk:** Risk of fatigue – **MEDIUM**

##### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

##### **CONTROL MEASURES:**

- Chairs that can comfortably accommodate employees and students allowing adjustability, flexibility and mobility will be provided
- Housekeeping- files, bins etc. need to be kept neatly to avoid trips and falls
- Lighting at the appropriate levels between 500 and 1000Lux
- Control of temperature, humidity, noise, dust, etc. where appropriate with good ventilation
- The design and layout of the work area to be suitable to the work to be undertaken and meet SHWW General Application Regulations 2007.
- Ensure that glare is kept to a minimum
- Ergonomic issues being addressed on an ongoing basis by the College

##### **RESOURCES:**

- Furniture that complies with best ergonomic practice provided
- Training in good office and VDU practices may be provided for employees working with I.T. equipment
- Space for each employee to work in comfort • Lighting, temperature, ventilation etc. provided
- Chairs to support employees' lumbar with adequate height and tilt
- Provision of glare adjustable covering and curtains on the windows
- Employees at risk may receive training
- Risk assessments being carried out

**REFERENCES:** The Safety, Health and Welfare at Work (General Application)

Regulations 2007  
Safety Statement

Version (7) January 2015

Document No. MIC.15.001



#### **4.24 HAZARD: DUST AND FUMES**

The College will endeavour to prevent exposure to dust and fumes, if prevention is not possible all reasonable measures will be taken to ensure that dusts, fumes, vapours and gases do not exceed the threshold limit values for the substance. Dust can result from cleaning, demolition, cutting and grinding operations entering the respiratory system or lodging in the eyes, fumes from chemical treatment/paints/sprays can enter the respiratory system or be in contact with the eyes or skin. Damage to lungs/Asphyxia Collapse/Unconsciousness can occur when working with certain substances.

#### **RISK CATEGORY: MEDIUM**

#### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES:**

1. Extractor equipment will be provided where operations involving serious dust or fume hazards occur.
2. Adequate PPE will be issued to employees operating or in the vicinity of a dust or fume hazard.

#### **RESOURCES:**

1. Adequate ventilation and extraction, and/or fume cupboards will be used
2. Provision of Personal Protective Equipment.
3. Provision of employee training programme.
4. MSDS (safety data sheets) will be made available and Staff and students should read and observe the recommendations for each substance.

#### **4.25 HAZARD: LIGHTING**

Poor lighting affects safety and performance of tasks. The lighting levels at Courtbrack Accommodation and Mary Immaculate College are sufficient for the work being undertaken.

#### **RISK CATEGORY: LOW**

#### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES:**

1. Sufficient lighting is provided to promote safe, comfortable and efficient work performance.
2. Proper lighting is used for all activities to avoid fatigue.
3. Careful consideration will be given to the positions of the light sources and visual tasks to reduce glare.
4. Corridors, toilets and stairways will be well lit to enable staff, students and visitors to move about safely at all times.

#### **RESOURCES:**

1. Well maintained lighting system.
2. Emergency lighting system.
3. Provision of adequate supervision.

#### **REFERENCES:**

The Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2  
Chapter 1

#### **4.26 HAZARD: PERSONAL PROTECTIVE EQUIPMENT**

Risks of Injury and Disease when PPE is not properly used when required. Where Personal Protective Equipment is provided for use, then there is a legal obligation on staff members to use it. Similarly there is an obligation on managers to ensure that Personal Protective Equipment, provided for the safety and health of the staff is worn by the staff when they are engaged on activities which requires personal protection.

#### **RISK CATEGORY: MEDIUM**

#### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES:**

1. Before beginning any work requiring PPE, check that your Personal Protective Equipment is in good condition.
2. Make sure you have all the Personal Protective Equipment you require to do your job safely e.g. Helmet, Gloves, Goggles, Safety Belt, Safety Footwear, Eye Shields, Ear Defenders, High Visibility Belt etc.
3. Defective Personal Protective Equipment must not be used in any circumstances. Replace immediately.
4. Make sure that your Personal Protective Equipment is a good fit and is comfortable.
5. Managers/Supervisors must ensure staff have adequate information on the Personal Protective Equipment provided.
6. Store your Personal Protective Equipment carefully so that no damage will occur.
7. Managers/Supervisors must ensure that staff wear the Personal Protective Equipment provided. They should also wear their own P.P.E. when conducting site visits.

#### **RESOURCES:**

1. Provision of Personal Protective Equipment.
2. Provision of employee training programme.

#### **REFERENCES** The Safety, Health and Welfare at Work (General Application) Regulations

2007 Part 2 Chapter 3  
Safety Statement

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#### **4.27 HAZARD: TEMPERATURE AND HUMIDITY**

Insufficient or excessive heating and humidity levels in offices and lecture rooms and workshops may cause lack of concentration, fatigue, heat stress, trauma discomfort and illness. It can affect individuals in different ways, and some people are more susceptible to it than others. Typical symptoms are in particular, an inability to concentrate; thirst, fainting, irritability, fatigue, nausea, headache and moist skin.

#### **RISK CATEGORY: LOW**

#### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES:**

The College and Courtbrack Accommodation undertakes to monitor and assess the performance of its heating and ventilation systems in order to comply with the requirements set in the Safety, Health and Welfare at Work (General Application) Regulations 2007. This requires where practicable:

The provision of sufficient fresh air in enclosed places of work/natural ventilation through windows and doors.

The maintenance of a forced ventilation system if used. The monitoring of systems to ensure that no draughts, deposits or dirt is presented which would create a discomfort to employees. A temperature of not less than 17.5° C for sedentary office work shall be achieved and maintained after the first hour of work. (Other sedentary work – 16 °C)

There should be a means to enable employees to measure the temperature in any workplace. This can be facilitated by Health and Safety Officer.

#### **RESOURCES:**

1. Provision of Personal Protective Equipment.
2. Provision of employee training programme.

**REFERENCES:** The Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 2

#### **4.28 HAZARD: VIOLENCE AND AGGRESSION TO STAFF**

Violence at work is an incident in which a member of staff is abused, threatened or assaulted by a member of the public or others in circumstances arising out of the course of their employment. The hazards to staff include, verbal abuse and threats, racial and sexual harassment as well as threatening behaviour and physical attacks on persons and possibly, fractures, lacerations and contusions.

#### **RISK CATEGORY: MEDIUM**

#### **PERSONS AT RISK: STAFF WORKING ALONE OR AFTER HOURS**

#### **CONTROL MEASURES**

1. Lone working will be avoided where possible
2. Staff to be briefed to recognise the warning signs of a potentially violent situation and how to deal with it
3. Where necessary, counselling will be available to staff Members adversely affected by violence / abuse
4. Rostered staffing levels to ensure security conditions

#### **RESOURCES**

Staffing and supervision levels maintained to ensure adequate levels of staff present. Staff training in how to deal with violence and aggression.

#### **REFERENCES**

The Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 2

#### **4.29 HAZARD: PHOTOCOPIERS / PRINTERS**

1. Making photo copies / Printing
2. Removing staples,
3. Loading paper
4. Clearing paper jams
5. Maintaining machines

**RISK CATEGORY: LOW** - Paper / staple cuts, Electrical shock, Burns from plates or rollers

#### **PERSONS AT RISK: STAFF AND STUDENTS CONTROL MEASURES**

1. Follow manufacturer's instructions for use and maintenance of photocopiers / printers
2. Use ONLY materials designed for use in a photocopier/ printers
3. Use staple remover when separating documents
4. Follow instructions carefully on display panel or in user manual when clearing paper jams
5. Wear suitable personal protective gloves when changing toners
6. Store unused toner in original packaging away from direct sunlight or sources of heat

#### **RESOURCES**

Staff training for College personnel looking after printers and photocopiers and maintenance of same.

#### **4.30 HAZARD: SHELVING / STACKING**

1. Shelving /stacking
2. Stacking
3. Large long box/cartons etc
4. Overloading of shelving

**RISK CATEGORY: MEDIUM** - Lacerations, Fractures, Head Injuries

**PERSONS AT RISK: STAFF AND STUDENTS**

#### **CONTROL MEASURES:**

1. Where Employees are involved in heavy lifting operations, suitable and appropriate safety footwear will be worn
2. All items will be stored / stacked in such a way as to prevent rolling or collapse
3. All heavy items will be stored at knuckle to shoulder height level
4. Approved ladders / steps will be used to access items at high levels
5. All racking and shelving will be suitable and capable of supporting the weight of the intended load
6. For all off-floor activities, where an Employee may injure themselves if they fall, then suitable fall protection must be in place
7. Employees will not block passages, stack loose items on the top shelves, or overload shelving units

#### **RESOURCES:**

Staff training for College personnel in Manual handling and working at height equipment

#### **4.31 HAZARD: SHARP OBJECTS**

1. Lacerations
2. Blood loss
3. Infections
4. Collecting Broken Glass /
5. Sharp Objects etc.

**RISK CATEGORY: LOW** - Broken Glass / Sharp Objects

**PERSONS AT RISK: STAFF, CONTRACTORS**

#### **CONTROL MEASURES**

1. Employees will wear appropriate puncture / protective gloves when gathering the glass / sharp objects
2. Employees and Members will never attempt to pick up sharp objects without wearing personal protective equipment

#### **RESOURCES**

Health and Safety Training for all members of staff to include guidance on personal protective equipment to be worn when handling sharp objects



#### **4.32 HAZARD      ASBESTOS FIBRES IN AIR**

Breathing in air containing asbestos dust (fibres) can lead to asbestos-related diseases, mainly cancers of the chest and lungs. With many buildings completed in Ireland using asbestos up until 1980, as a component in building materials as well as insulation and other applications. Wherever asbestos-containing materials are located, there is a hazard which can become a severe risk if the materials are disturbed and damaged releasing airborne fibres.

The College has in recent years, in compliance with best practice engaged professional asbestos contractor removals to remove asbestos residue that was located in the boiler houses.

When the College wish to remove asbestos at any location, all Asbestos Regulations pertinent to the work will be taken as outlined in the 2006 Construction Regulations and The Safety Health and Welfare at Work (Exposure to Asbestos) Regulations 2006. The normal procedure is to acquire the services of an Asbestos Contractor to carry out the work and remove all traces of the fibres.

**RISK CATEGORY:** Risk of cancer or asbestos related diseases - MEDIUM

**PERSONS AT RISK:** Staff, Contractors

#### **CONTROL MEASURES:**

1. Survey of Asbestos at the College completed by specialist contractor
2. Asbestos register maintained by the Buildings Maintenance Manager including information relating to asbestos identification, removal and disposal
3. All contractors and maintenance staff are informed of the presence of known or suspected asbestos and the location and details of asbestos works to be carried out
4. Exposure to asbestos will be prevented by use of appropriate control measures

5. All asbestos work is managed by the Buildings Maintenance Manager. This involves surveys of the College premises to identify the location and condition of asbestos containing materials. Specialist contractors are then used to either remove, properly seal or dispose of any asbestos containing materials

**RESOURCES:**

1. Asbestos contractor used to carry out any asbestos material removal
2. Specialist trained persons in dealing with asbestos work will undertake any projects with appropriate supervision
3. Occupational hygienist will be used to perform health monitoring of the atmosphere when required for any asbestos related works
4. A risk assessment and plan of work must be prepared before any work involving asbestos takes place

**REFERENCE:**

Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations, 2006 (SI 000/06)

The Safety Health and Welfare at Work Act 2005.

The Safety Health and Welfare at Work Construction Regulations 2006 SI 504 2006.

The Safety Health and Welfare at Work (Exposure to Asbestos) Regulations 2006.

The Safety Health and Welfare at Work (General Application) Regulations 2007 SI 299 2007

HSA Guidelines on Working with Materials Containing Asbestos Cement (2005).

### **4.33 HAZARD      LEGIONNAIRES' DISEASE**

Legionnaires' Disease is a potentially fatal form of pneumonia which can affect anybody, but which principally affects those who are susceptible because of age, illness, immunosuppression, smoking etc.

If conditions are favourable the bacterium may grow creating conditions in which the risk from Legionnaires' disease is increased. This virus can be found in water supplies that are stagnant such as unused showers, unused pipes and when there is rust, scale or dirt in the pipes. If any evidence of the virus is found it is treated with chemicals and records are kept of the work carried out.

**RISK CATEGORY:**              LOW- with control measures

**PERSONS AT RISK:**              Staff, Students, Visitors and Contractors

#### **CONTROL MEASURES**

1. Identify and assess any possible sources of risk
2. Appropriate water treatment and cleaning regimes to eliminate possibility of legionella bacteria in water systems
3. Water temperatures that favour growth of legionella bacteria will be avoided.
4. Procedure will be followed to ensure that water cannot stagnate in water systems.
5. Water systems designed in a manner to avoid legionella problems will be used and will be regularly maintained

#### **RESOURCES**

1. Only materials that does not allow legionella growth will be used
2. All water systems including tanks will be cleaned, and checked to ensure that no debris or other matter is forming within them
3. All showers on Campus will be inspected and cleaned to prevent any infections by legionella
4. Only trained Maintenance staff and contractors will work on the water systems, they will have knowledge of the risks of legionella and the measures taken to minimise these risks
5. College staff will be aware of the control measures to be taken to prevent problems of stagnant water such as flushing through showers with water following periods of non-use.

6. Raising the temperature of the warm water in areas not used during certain periods will be performed to control legionella growth

## **LEGISLATION**

Safety, Health and Welfare at Work Act 2005 (No. 10 of 2005)

SHWW (Biological Agents) Regulations 1994,

SHWW (Biological Agents) (Amendment) Regulation 1998 (SI 248/98)

#### **4.34 HAZARD LONE WORKING**

**RISK CATEGORY: Accidents, incidents (staff member may become unwell), violence from intruders – MEDIUM/LOW**

**PERSONS AT RISK:** Staff

#### **CONTROL MEASURES**

1. Regular security patrols of College Buildings.
2. Staff must not engage in any hazardous activities when they are working alone and must seek assistance when required.
3. Staff must take reasonable care to look after their own safety and health when lone working
4. Report immediately to Security any incidents or suspicious activities or persons in their areas

#### **RESOURCES**

1. Communication is very important: mobile phone, telephone or bleeper
2. Controlled periodic checks by security
3. Instruction and training in proper procedures
4. Locking and securing place of work
5. Training in how deal with violence and aggression in the workplace
6. Implementing incident reporting procedures
7. Provision of counselling

#### **LEGISLATION**

Safety, Health and Welfare at Work Act 2005

## **SECTION 5**

### **APPENDICES**

## APPENDIX 1: ACCIDENT REPORT FORM



Mary Immaculate College,  
University of Limerick

### ACCIDENT/INCIDENT REPORT FORM

DATE: \_\_\_\_\_ TIME ACCIDENT/INCIDENT OCCURRED: \_\_\_\_\_

NAME: \_\_\_\_\_ DOB \_\_\_\_\_ I.D. NO. \_\_\_\_\_

STAFF ☐ STUDENT ☐ VISITOR ☐

PLACE OF INCIDENT: \_\_\_\_\_

TRAINING ☐ COMPETITION ☐ PE CLASS ☐ OTHER \_\_\_\_\_

NATURE OF INJURY:

ABRASION ☐ BITE ☐ BRUISE ☐ BURN ☐ CONCUSSION ☐ CUT ☐  
DISLOCATION ☐ FRACTURE ☐ LACERATION ☐ PUNCTURE ☐ SCALD ☐  
SCRATCHES ☐ ELECTRIC SHOCK ☐ SPRAIN ☐ OTHER \_\_\_\_\_

PART OF BODY INJURED:

ABDOMEN ☐ ANKLE ☐ ARM ☐ BACK ☐ CHEST ☐ EAR ☐ ELBOW ☐  
EYE ☐ FACE ☐ FINGER ☐ FOOT ☐ HAND ☐ KNEE ☐ LEG ☐ MOUTH ☐  
NOSE ☐ SCALP ☐ TOOTH ☐ WRIST ☐ OTHER \_\_\_\_\_

DETAILS OF ACCIDENT/INCIDENT:

ACTION TAKEN:

☐ FIRST AID TREATMENT GIVEN BY \_\_\_\_\_

SENT TO:

DOCTOR \_\_\_\_\_

HOSPITAL \_\_\_\_\_ BY \_\_\_\_\_

NAME AND ADDRESS OF WITNESSES:

1 \_\_\_\_\_ 2 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF PERSON COMPLETING THIS REPORT \_\_\_\_\_

STATUS \_\_\_\_\_

## APPENDIX 2: EMERGENCY CONTACT NUMBERS

EMERGENCY CONTACT NUMBERS		
Contact	Internal (I) / External (E)	Telephone Number
Gardaí	External (E)	(9) 999 or 3333 (112 Mobile Phones)
Fire brigade	External (E)	(9) 999 or 3333 (112 Mobile Phones)
Ambulance	External (E)	(9) 999 or 3333 (112 Mobile Phones)
Health & Safety Officer (Caroline Duffy)	Internal (I)	(061) – 204914 and (086) 2563629
Critical Incident Response Number	Internal (I)	4111 (Internal Phones)
Buildings Maintenance Manager (Brian Kirby)	Internal (I)	(061) – 204586
Courtbrack Reception	Internal (I)	(061) - 302500
Security	Internal (I)	(061) – 204982 and (087) 6594341
TARA Security	Internal (I)	(061) – 204736 and (086) 8502607
Medical Centre	Internal (I)	(061) – 204343
Emergency Line	External (E)	3333 / (9)999 (Internal Phones)
Mid-Western Regional Hospital	External (E)	(061) – 301111 Speed Dial 3110
St John's Hospital	External (E)	(061) – 462222
Gardaí (Henry Street)	External (E)	(061) – 212400
Gas Company	External (E)	1850 20 50 50 (24 hrs) Speed Dial 3169
Limerick City Council	External (E)	061-415799



### APPENDIX 3: RECOMMENDED CONTENTS OF FIRST AID BOXES

#### CONTENTS OF FIRST-AID BOXES

<b>Materials</b>	<b>1-5 Persons</b>	<b>6-25 Persons</b>	<b>25-50 Persons</b>
<b>Adhesive Plasters (mixed/blue)</b>	<b>12</b>	<b>20</b>	<b>40</b>
<b>Sterile Eye Pads (bandage attached)</b>	<b>-</b>	<b>2</b>	<b>4</b>
<b>Individually Wrapped Triangular Bandages</b>	<b>2</b>	<b>6</b>	<b>6</b>
<b>Safety Pins</b>	<b>2</b>	<b>6</b>	<b>6</b>
<b>Medium Individually Wrapped Sterile Unmedicated Wound Dressings (approx 10 x 8 cms)</b>	<b>-</b>	<b>6</b>	<b>8</b>
<b>Large Individually Wrapped Sterile Unmedicated Wound Dressings ( approx. 13x 9 cms)</b>	<b>1</b>	<b>2</b>	<b>4</b>
<b>Extra Large Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 28 x 17.5 cms)</b>	<b>-</b>	<b>3</b>	<b>4</b>
<b>Individually Wrapped Wipes</b>	<b>8</b>	<b>8</b>	<b>10</b>
<b>Paramedic Shears</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Pairs of Latex Gloves</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Sterile Eye Wash</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Glasses</b>	<b>1</b>	<b>1</b>	<b>2</b>
<b>Vent Aid</b>	<b>1</b>	<b>1</b>	<b>2</b>
<b>Burn Gel</b>	<b>1</b>	<b>2</b>	<b>3</b>

**APPENDIX 4: LIST OF FIRST AIDERS, FIRST AID BOX LOCATION AND DEFIBRILLATOR OPERATORS**

<b>LIST OF FIRST AIDERS</b>			
<b>Name</b>	<b>Department</b>	<b>Room Number</b>	<b>Phone Number</b>
John Randles	Courtbrack Accommodation (Off Main Campus)	Courtbrack	061 302500
Joe Clancy	Courtbrack Accommodation (Off Main Campus)	Courtbrack	061 302500

**The First Aid Supplies are located at the Courtbrack Reception desk**

<b>LIST OF DEFIBRILLATOR OPERATORS</b>			
<b>Name</b>	<b>Department</b>	<b>Room Number</b>	<b>Phone Number</b>
John Randles	Courtbrack Off Campus Accommodation	Courtbrack	061 302500
Joe Clancy	Courtbrack Off Campus Accommodation	Courtbrack	061 302500
Geraldine Murphy	Courtbrack Off Campus Accommodation	Courtbrack	061 302500

## APPENDIX 5: VDU SELF ASSESSMENT CHECKLIST



Mary Immaculate College,  
University of Limerick

<b>Title: SETTING UP YOUR WORKSTATION-CHECKLIST</b>		
	<b>Doc Number:</b>	MIC- 2009-01
	<b>Issue Date:</b>	January 2009

The following checklist is a step-by-step approach designed to be used when employees are located at a new workstation or whenever their tasks are changed to minimize the risk of a musculoskeletal disorder. While working at the computer it is also important to take regular breaks. Frequent short breaks should be taken for at least 5 minutes of every hour doing non computer related tasks. Meal breaks or rest periods should also be taken away from the computer.

If you cannot make the adjustment required to ensure your workstation is ergonomically set up, discuss with the Health and Safety Officer what alterations need to be made or ergonomic equipment purchased. For further advice, contact Caroline Duffy, on Ext. 4914.

### 1. CHAIR

The chair is the first piece of your workstation equipment that should be adjusted.

Refer to any instructions that are provided with the chair or have someone show you how to adjust the chair controls.

#### 1.1 SEAT

*Adjusted as per  
the guidelines  
-mark Y/N*

##### Height

Adjust the chair height so the feet are comfortably flat on the floor, the thighs are approximately horizontal and the lower legs approximately vertical (there should be minimal pressure on the underside of your thighs). The key is to not only have your feet flat on the floor (or supported by a foot rest) but also to have your thighs parallel with the seat pan so your legs form approximately a 90 degree (or greater) angle at the knees.

☐

##### Tilt

If your chair is able to tilt, initially set it horizontal and you may wish to tilt it slightly forward to improve comfort.

☐

#### 1.2 BACK SUPPORT

##### Height

The back rest should fit the curve of the lower back. It is important the back rest is not placed too low. Start by setting the height of the back rest to its maximum height. If it is not comfortable, lower the height by several centimeters and try the position. Repeat until the most comfortable position is found.

☐

##### Forward/ Backward position

The back rest should place a comfortable pressure on the lower back while seated in the usual working posture. It should not feel like it pushes you out of the seat or that you have to lean back too far to reach in. You should adjust the back angle of your chair so your trunk and upper legs form an angle somewhere between 94 -115 degrees.

☐



### 1.3 ARM RESTS

Adjusted as  
per the  
guidelines  
-mark Y/N

- Arm rests are not recommended for computer based tasks unless they are well out of the way of the desk. In addition, when you assume the typing position with your arms resting comfortably at your side, the chair arms should be at a height where they just barely contact your elbows.
- If your chair does have arm rests, make sure they do not prevent you from getting as close to the desk as you require, impinge your elbows when working and that you do not lean down on them while typing. If your chair does have arm rests, remove them or replace them with a smaller or adjustable option.

☐☐

## 2. DESKS

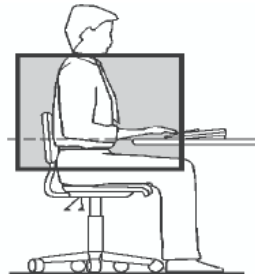
After adjusting your chair to suit your body size other adjustments can be undertaken starting with ensuring you are sitting at your desk correctly.

The instructions for the non-adjustable desk should be followed.

### 2.1 NON HEIGHT ADJUSTABLE DESK

Adjusted as  
per the  
guidelines  
-mark Y/N

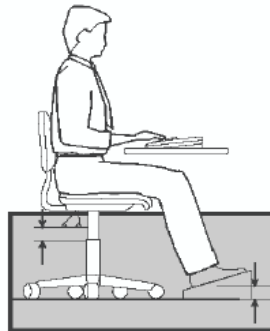
If the chair has been adjusted and the desk is higher or lower than the elbow, other forms of adjustment will be required.



*Desired sitting position at your desk*

#### Desk too high

- The height of the chair will need to be increased.
- Raise the chair and use a footrest to ensure that your thighs are approximately horizontal and the lower legs approximately vertical and feet are on a flat surface.

☐

*Increase the height of the chair and use a footrest if the desk is too high*

#### Desk too low



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- If the desk cannot be modified to the correct height, a new ergonomic desk will be required.

### **2.3 UNDER DESK CLEARANCE**

- The space under the desk should be kept as clear as possible.
- Computer hard drives, boxes, files, bins and mobile draw units if stored under the desk can interfere with leg space and force you to adopt an awkward or twisted posture.

☐

## **3. COMPUTER SET UP**

---

The set up of the computer should be considered following the correct positioning of the desk and chair.

### **3.1 KEYBOARD**

#### **Angle**

- The wrists should remain in a neutral position when typing.
- Tilt the keyboard, using the feet at the back, to find your ideal position. The common setting is where the feet are lowered so the keyboard sits flat on the desk.

☐

#### **Position on desk**

- The keyboard should be as close to the front of the desk as possible.
- Do not place documents between the keyboard and the front edge of the desk when typing.
- Ensure there is room to put the keyboard to one side when it is not in use.

☐

#### **Use**

- When keyboarding, upper arms and elbows should be close to the body with forearms, wrists and hands held straight in a neutral position (the forearms should be at 90 degrees to the upper arm).

☐

### **3.2 MOUSE**

#### **Position on the desk**

- The mouse pad should be placed as close to the keyboard as possible and at the same height as the keyboard to minimize over-reaching action.
- If you use the mouse frequently, consider learning to use it with both the left and right hand to improve comfort (place on left and right hand side of the keyboard).

☐

#### **Use**

- Hold the mouse loosely, keeping your wrist relaxed and neutral, not bent.
- Use your whole arm and shoulder to move the mouse, not just your wrist.
- A gel wrist rest mouse pad can be used if pain is experienced in the wrist and forearm.

☐

### **3.3 VISUAL DISPLAY UNIT (VDU)**

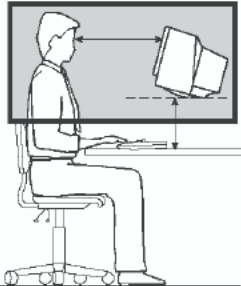
#### **Height**

- The screen should be positioned so that the top of the screen is level with, or slightly lower than your eyes, when you are sitting upright.
- If the screen is not high enough, phone books can raise the height temporarily. An adjustable platform to position the monitor on should be purchased as a permanent measure.
- If the screen is too high and if it is resting on the computer hard drive, remove the hard drive and position the monitor on the desk.
- If you wear bi-focal glasses, ensure the monitor position does not cause you to bend your neck.

☐



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*Desired position of screen*

**Distance from eye**

- The screen should be approximately an arms length away from your usual seated position at the workstation.
- Trial this position and move further away or closer as required.

**Positioning the screen**

- The screen should be placed in front of you to avoid glare or reflections from windows and overhead lights. A glare guard can be used to minimize the glare on the screen if the screen cannot be repositioned.
- In most cases the screen should be directly in front of you unless you are doing continuous data entry and the source document is observed more than, or the same amount as, the screen. In this circumstance, the document holder should be placed directly in front of you and screen slightly to the side OR the document holder in a similar position to the screen where it is slightly to one side and you look evenly between the two.

---

## **4. OTHER DESKTOP ACCESSORIES**

### **4.1 DOCUMENT HOLDER**

- Reading documents resting on the surface of the desk for prolonged periods may cause neck and shoulder strains through the adoption of poor posture.
- The need for a document holder depends on the type of work you undertake. If your work does not involve referring to reference material or data entry a document holder is probably not necessary.
- There are two major types of document holders that can be used depending on the work that you are doing, the 'A-frame' or 'swivel arm' holders.
- An A-frame holder rests on the desk and can be set at different angles. It can be positioned between the screen and keyboard and is often used to position heavier reference material.
- A swivel-arm holder suspends the document above the desk and should be adjusted to be next to the screen so that it is the same visual distance from the usual and the same height as the screen. It is ideal for work involving data entry or transcribing documents.

### **4.2 OTHER DESKTOP ITEMS**

- High use desktop items should be placed in the optimum to maximum reach sector (see diagram below) to ensure that excessive reaching or stretching is avoided.

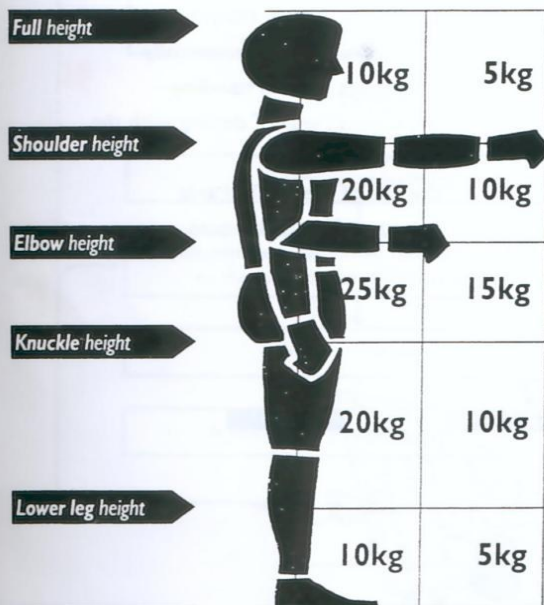
## Appendix 6: Manual handling instructions

### section 2 continued

#### *what are the maximum weights to be lifted?*

There are no longer any absolute weight limits – for the simple reason that there are too many other factors involved – these risk factors have already been covered.

#### *guideline weights*



#### *key risk factors are*

- excessive fatigue
- bad posture – cramped, restricted areas
- heavy loads
- repetitive bending or twisting
- frequent lifting

However, this diagram indicates guideline weights for lifting and lowering for an adult male (fit and healthy) in the best working conditions. For a female all weights should be reduced by one third.

#### *twisting*

If a lifting task includes twisting there is a considerable increase in the chance of injury.

#### *frequent lifting or lowering*

These guideline weights assume up to 30 leisurely operations an hour – where the pace of work isn't forced, there are adequate pauses to rest and the load isn't held for any length of time.

The weights must be reduced if the operation is repeated more often

- by 30% if repeated once or twice per minute
- by 50% if repeated five to eight times per minute
- by 80% if repeated more than twelve times per minute.

## **Appendix 7: Glossary of terms**

**Accident** – an accident can be described as an unplanned event or action that results in undesired consequences, e.g. injury, ill health, damage to the environment, damage to or loss of property, plant and materials.

**AED** - An Automated External Defibrillator (AED) is used to treat victims of sudden cardiac arrest. Defibrillators - also known as “Automatic External Defibrillator” (AED) - are used to administer an electric shock to a person who is having a cardiac arrest.

**Contractor** means any individual, employer or organisation whose employees undertake work for Mary Immaculate College.

**Control Measure** means a process, policy, device, practice or other action that acts to minimise negative risk or enhance positive opportunities. (NOTE: The word "control" may also be applied to process designed to provide reasonable assurance regarding the achievement of objectives.)

**Hazard** means a source or a situation with the potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these.

**Hazard identification** means the process of recognising that a hazard exists and defining its characteristics.

**Incident** – an incident is the sequence of events or actions that produces that accident. All accidents are incidents. However the definition of an incident is wider in that it also includes dangerous occurrences and near misses.

**Near Miss** - A near miss is an unplanned event that did not result in injury, illness, or damage - but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage.

**Safety, health and welfare** means occupational safety, health and welfare in the context of Safety Statement



preventing accidents and ill health to employees while at work.

**Ill health** includes acute and chronic ill health caused by physical, chemical, or biological agents as well as adverse effects on mental health.

**Incident** means an unplanned event, with the potential to lead to an accident.

**Risk** means the likelihood that a specified undesired event will occur due to the realisation of a hazard by, or during work activities. A risk always has two elements: the likelihood that a hazard may occur and the consequences of the hazardous event. The number of people exposed as well as how often also determines risk.

**Risk assessment** means the process of evaluating and ranking the risks to safety, health and welfare at work arising from the identification of hazards at the workplace. It involves estimating the magnitude of risk and deciding whether the risk is acceptable or whether more precautions need to be taken to prevent harm.

## **Appendix 8: Employee Signed Declaration**

### **Employee – Signed Declaration**

Section 20(3) of the Safety, Health and Welfare at work Act, 2005 states:

Every Employer shall bring the safety statement, in a form, manner and, as appropriate, language that is reasonably likely to be understood, to the attention of –

- (a) His or her employees, at least annually and, at any other time, following amendment in accordance with this section,
- (b) Newly recruited employees upon commencement of employment and
- (c) Other persons at the place of work who may be exposed to any specific risk to which the Safety Statement applies.

Each employee of the College is required to sign a statement as follows:

I confirm that the Safety Statement of Mary Immaculate College has been brought to my attention and I agree to co-operate in the implementation of all Health and Safety policies.

