

Safety Statement



Dublin South Circular Road
Dublin Wolfe Tone Street
Cork
Limerick

Key Safety Roles

Reg Callanan – Director of Griffith College

Ronan Fenelon – Director of Griffith College

Alan Wright – Safety Officer Griffith College Dublin

Liam Atkins and Thomas Kelleher – Safety Coordinators Griffith College Dublin

Mairead Lawless – Safety Officer Dublin Wolfe Tone Street

Ciaran McIntyre – Safety Coordinator Dublin Wolfe Tone Street

Jim Daly – Safety Officer Griffith College Cork

Noel Daly – Safety Coordinator Griffith College Cork

Kevin O’Sullivan – Safety Officer Griffith College Limerick

Kevin O’Sullivan – Safety Coordinator Griffith College Limerick

Safety Statement

Contents

1. Declaration of Policy

2. Safety Policy

3. Safety Management Structure and Responsibilities

- 3.1 The President
- 3.2 The Management Board
- 3.3 Directors of Management Board with Responsibility for Health and Safety
- 3.4 Head of Faculty/Department and Line Manager
- 3.5 Campus Companies
- 3.6 Campus Services/Facilities Department
- 3.7 Campus Services/Facilities Manager
- 3.8 Contractors
- 3.9 Safety Officer
- 3.10 Safety Coordinator
- 3.11 Employees (Including Lecturers)
- 3.12 Employer
- 3.13 Health and Safety Organisation Chart

4. Communication of the Safety Statement

- 4.1 Resources
- 4.2 Hazard and Risks
- 4.3 Hazard Identification
 - Physical Hazards
 - Chemical Hazards
 - Psychological Hazards
- 4.4 Risk Assessment

5. Control Measures

5.1 Physical Hazards

- Control Measures for Furniture and Work Equipment
- Control Measures for Noise
- Control Measures for Vibration
- Control Measures for Light
- Control Measures for Temperature
- Control Measures for Violence
- Control Measures for Lone working
- Control Measures for Safe Access/Exit
- Control Measures for Safe use of Equipment
- Control Measures for Manual Handling
- Control Measures for Electricity
- Control Measures for Slips/Trips/Falls
- Control Measures for Visual Display Units, Work Stations and Breaks
- Control Measures for Storage

5.2 Control Measures

Chemical Hazards

Material Data Sheets

Carcinogens

Chemical Usage

5.3 Control Measures

Psychological Hazards

Prevention of Bullying and Harassment

Sexual Harassment

Stress

5.4 Control Measures

Personal Protective Equipment (PPE)

Safety Head Wear

Gloves

Eye Protection

Safety Foot Wear

Safety Harness

Hearing Protection

5.5 Control Measures – Segregation of Waste

5.6 Control Measures – No smoking Buildings

5.7 Control Measures – Security

5.8 Control Measures – Pregnant Employees

6.0 Fire and Emergency Management

6.1 Means of Escape

6.2 Emergency Drills

6.3 Fire Alarms

6.4 Firefighting Equipment

6.5 Emergency Lighting

6.6 Fire Doors

6.7 Fire Policy

6.8 Duties of College Fire Marshals

6.9 Fire Action – College Fire Marshals

6.10 Fire Action - All employees, students and contractors

6.11 First Aid

6.12 Fire Brigade hand over folder

6.13 List of First Aid Personnel

6.14 Location of First Aid Boxes

6.15 Minimum Contents of First Aid Boxes

6.16 Care of Injured Party

6.17 Automatic External Defibrillator (AED)

7.0 Risk Management and Accident/Incident Reporting

What to do if you have an accident

Duties of the line manager in the case of an accident

Duties of The Health and Safety Coordinators in the case of an accident

Duties of the First Aider in the case of an accident

7.1 Procedure for reporting Health and Safety Issues

7.2 Accident and Incident Report Form Dublin and Cork

7.3 Accident and Incident Report Form Limerick

7.4 Hazard and Risk Assessment Work-Sheets

8.0 Training

- 8.1 Health and Safety Training Records
- 8.2 Train the Trainers Programmes
- 8.3 Manual Handling Training

9.0 Review of the Safety Statement

- 9.1 Review Checklist

Appendix 1

- App 1.1 List of Trained Fire Marshals
- App 1.2 List of Key Contacts
- App 1.3 Location of Accident/Incident report form/book

Appendix 2

- App 2.1 Sample Risk Assessment and Method Statement

Griffith College Safety Statement

1. Declaration of Policy

The President and the Management Board of Griffith College are committed to providing, so far as is reasonably practicable, a safe and healthy work environment for all employees and to meet its responsibilities under the Safety Health & Welfare Act 2005, (SHWA) in relation to students, visitors, contractors and any other persons who may come in contact with the work activities of the college.

In accordance with the SHWA, Griffith College has prepared this Safety Statement which outlines our policies on health and safety matters, the management structure and the associated responsibilities for health and safety. Specific safety and health issues relevant to the College are detailed in this statement.

Under this Act, everyone, especially employees in a management role, has a responsibility for ensuring compliance where they work.

All employees are obliged to comply with the safety and health rules and procedures currently in place and those devised and implemented in the future.

We want all our employees to enjoy a safe working environment and have put in place the necessary mechanisms to ensure that as far as is reasonable practicable this is the case. However, the personal safety and health at work is also the responsibility of each employee, student, visitor, contractor and the actions and behaviour of each will determine his/her level of protection against accidents or injury. All employees must work safely and think of others. It is important that employees know and understand the risk assessments for their area and report all safety and health matters to their line manager and contact their safety representative with any safety and health matters.

Remember, all employees must read and understand this Safety Statement.

This Safety Statement will be reviewed on a regular basis and updated as necessary in light of changes in legislation, operations and technical progress.

Staff are encouraged to put forward suggestions for improvements to this documentation.

Signed Reg Callanan Date 7 March 19 - Reg Callanan Director Griffith College

Signed Ronan Fenlon Date 7 March 19 - Ronan Fenlon Director Griffith College



2. Safety Policy

It is the policy of the Griffith College to ensure that all measures reasonably practicable are taken to ensure the safety, health and welfare at work of all employees and to ensure that non-employees, who may be affected by the College activities, are not exposed to safety and health risks.

In accordance with the SHWA, the College shall ensure, so far as is reasonably practicable:

- Manage and conduct work activities in such a way as to prevent any improper conduct or behavior likely to put the safety, health or welfare at work of employees and non-employees at risk.
- Provide and maintain a working environment that is safe, healthy and without risks.
- Ensure the design, provision and maintenance of safe means of access to, and exit from, its premises.
- Ensure that all plant, machinery, equipment or appliances of the College are safe and without risk to the safety, health and welfare at work of all people.
- Ensure the prevention of risk to the health of employees and non-employees relating to the use of any article/substance/exposure to noise/vibration or any other physical agent.
- Provide systems of work that are planned, organized and maintained so as to be safe and without risk to health.
- Provide and maintain facilities and arrangements for the welfare of employees and non-employees at work.
- Provide information, instruction, training and supervision as is necessary to ensure employees are capable and competent in carrying out their duties.
- Provide and maintain such suitable protective clothing and equipment as is necessary to ensure the safety, health and welfare at work of employees.
- Prepare and revise as necessary adequate emergency plans and procedures.
- Determine and implement the measures necessary for the protection of the safety, health and welfare of employees and non-employees.
- Report accidents/dangerous occurrences, as may be prescribed, to the Health and Safety Authority or to a person prescribed in the SHWA.
- Obtain where necessary the services of a competent person for the purpose of ensuring the safety, health and welfare at work of all employees and non-employees.
- Ensure that contractors employed on the College premises are competent and that they conduct their operations in accordance with the College's Safety Statement.

Griffith College will provide the necessary resources, structures and procedures required to safeguard against the risks arising from activities in the workplace.

3. Safety Management Structure and Responsibilities

To implement the College Safety Statement there must be an effective safety management structure which demonstrates the individual areas of responsibilities. This structure provides feedback via the Safety Officer to the Directors of the Management Board who reports to the President and the Management Board.

3.1 The President

- In compliance with the relevant provisions under the SHWA and other occupational safety legislation, the President has ultimate responsibility to ensure, as far as is practicable, the safety, health and welfare at work of employees and non-employees.
- The President must ensure that all members of the Board of Directors have a clear understanding of the key safety and health issues for the College and are apprised of the risks likely to arise.

3.2 The Management Board

The Management Board oversees the management of the College and consists of the President and nine other senior staff members from a wide range of senior roles within the college.

The Management Board:

- Is responsible for ensuring that due cognizance is given to safety and health in all operational decisions, all academic and administrative activities, maintenance of the campus and adaptation of buildings.
- Must understand their legal responsibilities and their role in governing safety and health.
- Must provide adequate financial resources for campus health and safety.

Reg Callanan and Ronan Fenelon have been delegated by the Management Board to co-ordinate matters relating to Safety, Health and Welfare.

3.3 Directors of Management Board with Responsibility for Health and Safety

The Directors of the Management Board are responsible for the establishment and maintenance of an effective Health and Safety Policy by ensuring that:

- Directors, Heads of Faculty/Department and Heads of Campus Companies and all line managers implement and maintain compliance with the College Safety Statement.
- Safety considerations are an integral part of the management program.
- Necessary financial resources are available to implement the policy.
- Appropriate remedial action is taken on reported accidents/incidents.
- All staff are held accountable for their performance in relation to safety and health.
- Incidents which cause injury/property damage or near misses are systematically reviewed.
- The Safety Statement is reviewed regularly.

3.4 Head of Faculty/Department and Line Manager

The Head of Faculty/Department and Line Managers carry the responsibility and authority for safety and health matters within their faculty/department. They must report to the Safety Coordinators or the Safety Officer or College Safety Representative. They are responsible to ensure full implementation of College's Safety Statement. Each Head of Faculty/Department shall take all reasonable steps within their power to ensure as far as is reasonably practicable the safety, health and welfare at work of all employees within their respective faculties/departments.

Each Head of Faculty/Department and Line Manager shall ensure the following:

- Procedures for doing a job safely are provided for each employee.
- There are no hazards left uninvestigated within their faculty/department. When a hazard is identified the line manager shall examine the various options available to eliminate the hazard. If the problem can only be resolved by significant expenditure he/she shall present the options available to the Safety Officer.
- The implementation of the College Health and Safety policies and procedures within his/her faculty. The Head of Faculty/Department can nominate a Safety Representative to oversee matters relating to the management of safety of individuals, buildings and/or equipment.
- All persons under his/her control are competent to carry out their work and have received adequate training in safety procedures.
- The training needs of each of their employees is identified ensuring each has the necessary training necessary to secure their own safety and that of anyone affected by their actions. This training may be identified at the Performance Management meetings.
- The safety and health of all persons working, studying or visiting their faculty/department, so far as is reasonably practical.
- Persons under his/her control have read and understand the Safety Statement.
- All hazards in the faculty/department are identified and risks controlled.
- The Safety Statement addresses all safety, health and welfare issues relevant to the faculty/department.

- Arranging for the provision of adequate and appropriate personal protective equipment (PPE) for their employees, as identified in the risk assessment.
- All accidents/incidents/near misses which cause personal injury/property damage must be reported on the Accident/Incident Report form. For details of the form/book location please see Appendix 1.
- Immediate inspection of any hazard reported and take the required corrective action, and reporting to one of the Safety Coordinators.
- All hazards are checked after they have been remedied to ensure safe working conditions have been restored.
- All moving parts of machinery are adequately guarded.
- All new machines or equipment conform to current regulations for health and safety.
- As far as is reasonably practicable, that adequate information will be available for any materials or equipment purchases to ensure its safe use and care.
- Good housekeeping is observed; fire equipment and all exits are maintained and kept free of obstructions.
- The Evacuation and First Aid procedures are implemented and that sufficient Fire Marshals/First Aid personnel are appointed in their faculty/department.
- Line managers are made aware of and Fire Marshals are trained in, fire and emergency procedures. A list of the Fire Marshals is listed in Appendix 2 of this Safety Statement.
- Participation in safety inspections with the Safety Coordinators and their Safety representative if required to do so.
- Safety standards are maintained by taking disciplinary action if and where appropriate.
- Safety Statement is reviewed at least annually.
- Report any health and/or safety issues to the Health and safety Officer, Safety Coordinators or any safety representative on site.
- Ensure any new member of staff (temporary or permanent) are familiar with the College's Fire and Emergency Procedures via their Line Manager.

3.5 Campus Companies are:

Bellerophon Limited, Griffith College Property Partnership, Griffith College Publications Limited, Griffith College Marketing, Mid-West Business Institute GCD Limited, Griffith College Professional Accountancy Limited, Campus Information Technology Limited, Sino-Irish College of Accounting and Finance Limited, Griffith College Co-Ownership, Clarus Press Limited, Marymount Language Academy Limited, Colleene Ltd (Registered in Northern Ireland) and any Parent Company Associated Company or Subsidiary of any of the above.

The board of each company has ultimate responsibility to ensure, as far as is reasonably practicable, the safety, health and welfare at work of employees. Day to day responsibility for safety and health matters rests with the company manager or campus manager of each company. Their responsibilities are the same as those for Head of Faculty/Departments.

3.6 Campus Services/Facilities Department

The Facilities Department has a central role in Health and Safety Management on campus. It is responsible for:

- The maintenance of all College buildings, facilities and grounds.
- The provision of fire detection and prevention measures.
- The provision of security services.
- The provision of maintenance services.
- The provision of housekeeping services.
- The management of external contractors engaged in any or all activities listed above to ensure in so far as is reasonably practical the safety, health and welfare of all campus users who may be affected by the works.
- Ensuring that the College, as the 'Client' in construction projects, complies in particular with the Safety, Health & Welfare at Work (Construction) Regulations 2013.

3.7 The Campus Services/Facilities Manager

The Campus Services/Facilities Manager must receive, prior to the Contractor commencing work:

1. Evidence that the Contractor is adequately insured for award of damages which may be made to any of their employees injured/contracting a disease arising out of, or in the course of, their employment.
2. A copy of the Contractors' Safety Statement at the pre-contract stage which will be placed on their file.

3.8 Contractors

Each Contractor must:

- Ensure that his/her employees/sub-contractors are competent with adequate training to perform the tasks they are required to do.
- Supply, and his employees must wear, any necessary protective equipment to protect them from any dangers that may exist in the College's premises.
- Erect and maintain scaffolding and other access equipment used by his employees in accordance with current regulations and Code of Practice.
- Ensure all plant and equipment brought onto site by him/her must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- Not bring power tools or electrical equipment of greater voltage than 110 volts onto the campus. All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use, and in good condition. If it is necessary to use equipment operating from a 240 volt supply, a residual current device with a rated tripping current of 30M A and operating a 30M SEC must be used.
- Not use any defective equipment.
- Not use any of the College's tools, ladders or other equipment.
- Contact the Campus Services/Facilities Manager or their representative prior to starting any contract project, and receive approval for the work plan to ensure compliance with contract safety requirements.
- Familiarize themselves with all fire exits and emergency escape routes and procedures.
- Provide a hot work permit certificate to the Campus Services/Facilities Manager or their representative, if required and will not start such work without adequate provisions being in place before works begin, during works and after works are completed. For example a fire extinguisher is present, all flammable materials are removed from the works area to a safe distance and works area is inspected at a suitable time after works are completed to ensure that there is no ignition or re-ignition of a flame.
- Keep all exit routes and stairways clear of working materials and equipment to allow evacuation in an emergency.
- Ascertain the existence and location of electrical cables, drains, gas mains and water mains. If present, make provision for the safe working methods to take these utilities/services into account.
- Remove all hazardous equipment and materials at the end of each working day.
- Carry out work in a clean and orderly manner.
- Ensure that they have first aid arrangements for their employees.

3.9 Safety Officer

The Health and Safety Officer has the following responsibilities:

- Report to the Directors of the Management Board all employee welfare, health and safety issues.
- Investigate and follow up on accidents and dangerous occurrences in the College.
- Assist management in ensuring the safety and health of employees and the protection of students, contractors and visitors against accidental injury or loss.
- Inform contractors of the College fire safety precautions and receive assurance that they will be respected and complied with.

- Ensure that statutory examinations are carried out on plant and equipment and records maintained in the General Register.
- Ensure, so far as is reasonably practicable, that when contractors and sub-contractors are on the premises, employees, students, visitors and other third parties likely to be affected are advised of all hazards arising from the work undertaken.
- Contact the main contractor and the relevant faculty/department when it appears that unsafe work practices are being followed and take appropriate actions.
- Ensure that all contractors and sub-contractors have a written Safety Statement.
- Ensure that all containers of chemicals received, stored and/or used are correctly labeled.
- Obtain from the vendor a Material Safety Data Sheet (MSDS) for all chemicals in regular use. Ensure that they are readily available to all employees.
- Advise on legislative changes, standards and code of practice.
- Forecast (subject to funding) annual departmental expenditure and work to a set Health and Safety budget.
- Approve the expenditure of funds to support the College's safety programme.
- Report on the prescribed form, in accordance with current legislation, are forwarded to the Health and Safety Authority, for any work related accident:
 - Which causes the death of any employee
 - That prevents an employee from performing the normal duties of their employment for more than "three calendar days not including the day of the accident."
- Health and Safety information is disseminated within the College, including the examination and evaluation of all communications received from various inspectors appointed under current legislation.
- Assist in the update/revision of the College Safety Statement.
- Ensure the Board of Management is kept informed on the effectiveness of the College's health and safety program.

With reference to fire and emergency situations: The Safety Officer will ensure that:

- Fire and emergency plans are established and implemented.
- Night security guard has adequate plans and information for dealing with emergencies outside normal working hours.
- Emergency evacuation points are established for all faculties/departments.
- Emergency evacuation drills are conducted twice a year.

With reference to electricity: - The Safety Officer shall ensure that:

- Regular inspections of all electrical installations/equipment will be carried out and corrective action taken when defects are reported.
- All equipment purchased, rented or leased is protected by an earth wire, or is labeled "double insulated" and that the equipment is suitably identified including its electrical rating, and the manufacturer's name.
- Adequate protection is being provided for equipment exposed to the elements, and to adverse conditions such as damp, dust, etc.
- All new electrical installations have been tested by a competent person.
- All distribution boards have been identified and that there is adequate access and egress to all distribution boards.

3.10 Safety Coordinators

The Safety Coordinator is responsible for the implementation of the College's Safety Statement. The Safety Coordinators shall ensure:

- Safety and health factors are taken into consideration in all campus management decision-making.
- Safety responsibility is properly assigned and accepted at all levels.
- The Safety Statement is understood at all levels.
- Accident and near miss investigation reports are submitted.
- Recording and analysis of injury/incident reports. Ensure appropriate corrective action has been taken to reduce or eliminate the possibility of recurrence.
- Highlight weekly of any accidents/incidents to the Safety Officer.
- The development and implementation of the College Emergency Procedures in conjunction with the Safety Representative, Safety Officer and other appropriate senior staff.
- Maintain an up to date register of all Fire Marshals and First Aiders.
- Maintain a folder of information that can be handed over to the Fire Brigade should then have to attend an emergency event on the campus.
- Obtain the services of a competent consultant for the purpose of ensuring, so far as is reasonably practicable, the safety and health at work of employees and non-employees, were necessary.

The Safety Coordinators are responsible for liaising with the HR department to provide training necessary for employees to secure their own safety and that of anyone affected by their actions. In particular, the Safety Coordinators will:

- Source and provide training in emergency evacuation procedures, first aid and firefighting.
- Ensure there is an adequate number of trained and qualified personnel available to administer first aid and act as Fire Marshals.
- Ensure that first-aiders are provided with the necessary first aid supplies and equipment.
- Ensure that suitable training is provided for the College Safety Representative.

3.11 Employees (Including Lecturers)

The SHWA, 2005 sets out duties of employees.

An employee shall not, on entering into a contract of employment, misrepresent himself/herself to an employer with regard to their level of health and safety training. Each employee has a responsibility for his/her safety and health while at work, which extends to taking reasonable care of any other person who would be affected by his/her acts or omissions while at work.

Your duties as an employee are as follows:

- Cooperate with management and other employees so far as is reasonably practicable as a safe and healthy workplace can only be satisfactorily achieved and maintained by mutual co-operation between all employees.
- Comply with health & safety legislation.
- Not to endanger the safety of yourself or others.
- Not to be under the influence of drugs or alcohol at work.
- Undergo any reasonable medical or other tests if requested to do so by your employer.
- Use any suitable appliances or Personal Protective Equipment (PPE) where provided.
- Not to intentionally or recklessly interfere with or misuse any appliance or equipment of PPE.
- Fire prevention and safety equipment must not be damaged or interfered with and must always be accessible. Keep emergency exits, stairs and corridors free from obstruction.
- Store goods in the designated areas.
- Cables of phones, electrical equipment etc. must be placed in a way not to cause a trip.

- Co-operate with your employer and any other person to enable the employer comply with any relevant statutory provisions.
- Attend all health & safety training provided by your employer.
- Report defects in equipment or systems to your line manager.
- Maintain your work area and department in a safe manner.
- To adhere to the responsibilities assigned to you in this safety statement documentation.
- To familiarise yourself with the emergency evacuation plan.
- If smoking, only do so in areas on the campus that it is permitted and to do so away from doors and only during designated breaks.
- Adhere to the College Dignity at work policy (Policy 10)
- Not enter any area that you are not authorised to do so. Only authorised employees may enter restricted areas (e.g. rooftops, gas storage area, generator area, electrical rooms, plant rooms)
- Not park a car or any other vehicle in the Yellow Boxes (which must be kept clear for the emergency services at all times), disabled car parking spaces or non-car parking spaces.
- Employees using VDUs must follow occupational guidelines.
- Report all spillages to the Housekeeping Team, ensure the area is restricted until the spill has been removed.
- Safety signs must be obeyed and not interfered with.
- To immediately report to your Line Manager on the in-house incident/accident report form:
 - any accident resulting in loss or injury
 - any incident that could have resulted in loss or injury
- If you are the injured party you are also required to co-operate with the investigation of the accident and the completion of the in-house accident /incident report form.

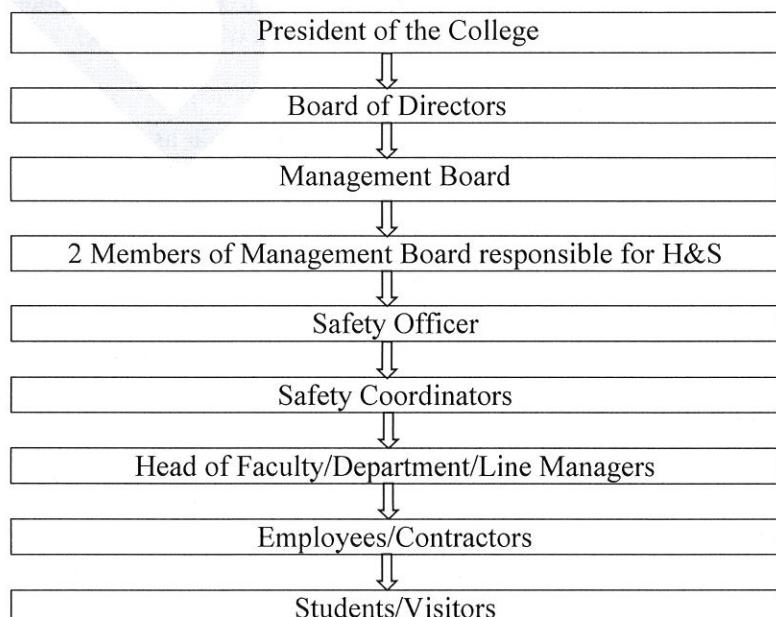
3.12 Employer

Section 26 of the SHWA, 2005, requires every employer to consult with their employees for the purpose of the arrangements that will enable the employees to co-operate effectively in promoting and developing measures to ensure their safety, health and welfare at work.

The Act provides employees with the right to make representations to, and consult with, the employer on matters of safety, health and welfare in their place of work.

Employees who wish to raise a safety concern should in the first instance contact their Line Manager, either directly or through the Safety Coordinators or Health and Safety Officer.

3.13 Health and Safety Organisation Chart



4. COMMUNICATION OF THE SAFETY STATEMENT

The Safety Statement represents the Colleges commitment to safety, health and welfare of all those affected by its actions. In order for it to be effective it must be implemented. To ensure that this occurs the following actions will be taken:

- This safety statement will be sent to all staff and lecturers.
- The Heads of Faculty/Department and program directors will further inform all staff under their responsibility of the location of the Safety Statement and of their requirement to read and understand it.

4.1 Resources

The following college resources of personnel, time and finances, are devoted to the health and safety and welfare of employees:

- Safety policies and procedures, risk assessments
- Health and Safety related training
- Time spent on the follow-up of accidents and incidents
- Safety as an agenda item at senior management meetings
- Engaging reputable contractors to maintain and service fire protection equipment and machinery and to maintain all buildings and equipment in a clean and safe condition.
- Ensuring that all new buildings/refurbishments comply with relevant fire and health and safety standards.
- Providing on-going funding for competent health and safety advisors both internal and external as required.
- Allocating Personal Protective Equipment (PPE) as required.
- Allocating to Faculties and Departments, by way of their annual budgets, sufficient resources to ensure that health and safety issues can be tackled in a phased, prioritized fashion at local level.
- Allocating an annual budgetary sum to the Campus Services/Facilities Department to support the implementation of various health and safety programme and projects across the campus.

4.2 Hazards and Risks

A Hazard is defined as anything that has the potential to cause harm, injury or an adverse health on a person/s.

A Risk is defined as the likelihood that a person/s may be harmed, injured or suffer an adverse health effect if exposed to a hazard.

Once the hazard has been identified and the level of risk assessed then the necessary steps can be taken to control, eliminate or minimize the risk to safety.

4.3 Hazard Identification

This is the first step in the control of health and safety risks and involves a critical appraisal of all activities. In performing hazard identification there will be ongoing critical appraisal of all routine and non-routine activities throughout the College.

Hazards are classified into three categories:

1. Physical hazards
2. Chemical hazards
3. Psychological hazards

1. Physical Hazards

The following are a list of physical hazards – it is not exhaustive.

- Manual Handling
- Equipment
- Slips/Trips/Falls
- Fire
- Machinery/moving parts
- Electricity
- Hot substances
- Poor housekeeping
- Vibration
- Sharps

2. Chemical Hazards

The following are a list of chemical hazards.

- Gases
- Dust
- Fumes
- Liquids
- Vapor
- Solvents
- Acids
- Aerosols
- Carcinogens
- Sensitizing agents
- Allergens

3. Psychological Hazards

The following are a list of psychological hazards.

- Bullying/Harassment
- Stress
- Inadequate training
- Inadequate supervision
- Long hours

4.4 Risk Assessment

A Risk Assessment is an examination of what hazards in the workplace could cause harm so that a decision can be made on whether enough controls are in place to prevent harm occurring.

Risk assessment is required under Section 19 of the Safety, Health & Welfare at Work Act 2005.

The risks will be characterized into High, Medium or Low.

HIGH RISK = there is a possibility of serious injury (fatalities, amputations, serious diseases, paralysis) to a number of people and a possibility of significant injury (moderate injury, damages, lacerations) and material loss.

MEDIUM RISK = there is a possibility of minor injury (cuts, abrasions, sprains) to a number of people and a possibility of some material loss.

LOW RISK = there is a possibility of little injury to a small number of people or the risk of material loss is low.

The steps are:

1. Carry out the risk assessment.
2. Decide who might be harmed and how.
3. Decide the control measures to prevent the hazard occurring, to eliminate it or substitute it as far as reasonably practicable.
4. Record the findings.

The Risk Assessments depend on the following:

- Is anyone exposed to the hazard
- Is the hazard likely to cause injury
- How serious would the injury be
- Is the hazard well controlled
- Is the level of supervision adequate
- How long people were exposed and what are the levels of exposure, (temperature, chemicals, noise, heavy loads, etc.) that should not be exceeded.

The Safety, Health and Welfare at Work Act requires employers to carry out identification of hazards and an assessment of risks posed by those hazards. The ultimate goal of hazard identification and risk assessment is to devise and implement appropriate controls to ensure, as is reasonably practicable, that the risk is reduced to an acceptable level.

Each Head of Faculty/Department and Line Manager must:

- Identify their significant hazards
- Assess the magnitude of the risk which arises
- Inform the Health and Safety Officer of their concerns. This information will be forwarded to the Safety Coordinator to update the safety statement documentation.

Head of Faculty/Department and Line Managers: When a hazard is identified he/she shall examine the various options available to eliminate the hazard. If the problem can only be resolved by significant expenditure he/she shall present the options available to the Health and Safety Officer. Where the risk cannot be reduced to an acceptable level and finance is not available to implement appropriate controls then the activity must cease or the area must be closed off.

5.0 CONTROL MEASURES

Risks are adequately controlled if:

- Adequate information, instruction or training is provided
- Adequate systems and procedures are provided
- Hazard meets the legal requirement standard
- Precautions comply with recognized industry standard, good practice, reduce risk as far as reasonably practicable.

If risks are not adequately controlled then:

- Remove the risk completely
- Substitute
- Organize work to reduce the exposure to the hazard
- Apply safety measures (machine guards, ventilation, mechanical handling methods etc.) to reduce the risk
- Administer controls (supervision, etc.) which reduce or eliminate exposure to the hazard by adherence to procedures or instructions
- Ensure clean and tidy workplace
- Issue personal protective equipment (PPE)

5.1 Physical Hazards

These hazards include furniture and work equipment, noise, vibration, light, temperature, access to heights and violence.

Control Measures – Furniture and Work Equipment

- The College will purchase furniture and work equipment which is sound and suitable for use and which complies with appropriate Irish and European standards.
- All furniture and work equipment should be used solely for the purpose for which it is intended.
- All equipment must be operated in accordance with the manufacturer's instructions.
- Damaged furniture and work equipment which is deemed unsafe should be removed immediately from use and the Campus Services/Facilities Department informed to ensure it is stored to prevent its accidental reuse before repair or replacement.
- Staff responsible for purchasing furniture and work equipment must ensure the selection process has taken account of the specific conditions in the place of work and any additional hazards caused by its installation.
- Staff responsible for supervising the use of furniture and work equipment must ensure it is properly maintained.
- Work equipment, when purchased, must be maintained and tested to manufacturers recommendations and statutory requirements.

Control Measures – Noise

The noise level in the College will normally be below 85dB and therefore does not pose a risk.

If any works or activities are to take place on the campus that exceed the 85Db limit, appropriate steps will be taken to eliminate, reduce and control noise levels to a safe level.

Control Measures – Vibration

Staff who work with machinery and/or tools which cause whole body vibration or hand/arm vibration must wear the appropriate protective personal protective equipment. Heads of Faculty/Department are responsible for supervising the use of PPE and to ensure the equipment is maintained in accordance with the manufacturer's instructions.

Control Measures – Light

The following guidelines should be applied to ensure adequate lighting.

- Have adequate lighting for the task
- Avoid glare
- Avoid flicker in light sources
- Avoid flicker in visual display units.

Control Measures – Temperature

Comfortable temperature levels for all work areas should be maintained. The Campus Services/Facilities department should be contacted if temperatures are above or below comfortable levels so that appropriate action is taken.

Control Measures – Violence

The College employs trained Security personnel who are trained in dealing with violent and aggressive behavior and situations. Any staff member who feels under threat should phone Security (See Appendix 1.3 for contact details).

Control Measures – Lone working

Staff and contractors who work after normal working hours alone or in areas of personal isolation should take the following precautions

- Inform site Security or Campus Services/Facilities that you are working after hours and your expected finishing time.
- Keep in regular contact with a member of the site Security or Campus Services/Facilities.
- Where available carry a man-down device, lone working device or personal alarm.

Control Measures – Safe Access/Exit

The College will, so far as is reasonably practicable, provide and maintain a safe access and exit to and from any employee/contractors place of work and for students and visitors while on the campus.

- Emergency exit doors and exit routes are clearly sign-posted and Heads of Faculty/Department and line managers have responsibility for ensuring that such doors and exit routes are kept clear of obstructions.
- Suitable equipment is provided such as foot-stools, ladders or cherry-picker where access to high levels is necessary, such as for maintenance or to access goods stored above head height.
- The security staff control the movement of cars on the campus and both monitor and control traffic management on the site
- Adequate lighting of all areas around the campus, including the car-park has been provided.
- Walkways are clearly highlighted.
- Users of the car-park are required to take due care and be considerate of all other car-park users and to report any incidents or concerns to a member of the Security Staff.
- The Campus Services/Facilities staff and contractors carry out routine repairs and maintenance for both internal and external areas of the campus.

Control Measures – Safe Use of Equipment

It is College policy to ensure, as far as is reasonably practicable, that all personnel shall be protected from all known machinery and equipment hazards through the use of built in safety equipment features, approved safe guards, training and operating procedures. New equipment will display CE marking to show compliance with all relevant safety standards.

- The Head of Faculty/Department will ensure when purchasing new machinery/equipment that the vendor provides written instructions for the safe use and care of the machines or equipment, operating instructions, maintenance procedures and safety devices.
- Staff will only operate/clean the machinery/equipment when trained to do so.
- Staff will take great care when using pins, staplers and guillotines. When safety features are incorporated into equipment, these must be used.
- The Head of Faculty/Department will ensure operating instructions are available for all machines/equipment.
- Machinery must only be used in accordance with the manufacturer's instructions.
- The operator of any machinery or equipment on site must be trained to do so before use.
- All guards must be fitted correctly, robust, working and be effective.
- The area around any machine or piece of equipment must be clean, tidy and free from obstruction.
- The Head of Faculty/Department must be informed immediately if any piece of machinery or equipment that is under their remit is not working, or not working correctly.
- The appropriate PPE must be worn.

Control Measures – Manual Handling

Manual handling includes lifting, pushing, pulling, carrying or putting down a load. The main injuries associated with manual handling are:

- Back strain/slipped disc.
- Hernias
- Lacerations, crushing of hands or fingers
- Bruised or broken toes or feet
- Various sprains, strains, etc.

Legislation advocates the use of mechanical equipment for the handling of loads by employees. Employees are given manual handling training where applicable.

Line Manager's Responsibilities

It is the responsibility of all Managers to eliminate the need for any unnecessary manual handling. It is the responsibility of all Managers to ensure that no person will be expected to lift, carry, or move a load that would be likely to cause him / her injury. This includes all pushing, pulling, carrying, putting down, or moving of any load and where possible, a trolley or hand truck must be provided.

When manual handling is unavoidable, the work must be planned and personnel engaged in lifting must utilize safe manual handling techniques and use any lifting aids and equipment available

In planning the work to be done, the line manager must assess the risks presented by the:

- Working Environment
- Characteristics of the Load
- Individual capacity
- Physical effort required
- Distance involved.
- Frequency of Task.

The Line Manager must ensure an employee is not put at risk because he/she:

- Is physically unsuited to carry out the task in question
- Is wearing unsuitable clothing, footwear, or other personal affects.
- Does not have adequate or appropriate knowledge or training.
- Ensure that no employee will lift or attempt to lift any object of excessive weight
- Ensure the characteristics of the load is examined prior to lifting as the manual handling of a load may present a risk of back injury if it is:
 - Too heavy or too large.
 - Unwieldy or difficult to grasp.
 - Unstable or has contents likely to shift.
 - Positioned in a manner requiring it to be held or manipulated at a distance from the trunk, or with a bending or twisting of the trunk;
 - Likely, because of its contours and/or consistency, to result in injury to workers particularly in the event of a collision
 - If an object is too heavy, help must be obtained (as a guide, a load which exceeds fifty percent of the individuals body weight should be regarded as a risk).
 - Examine the load for splinters, sharp edges, projecting nails and sharp wire.
 - Before a load is lifted, obstructions must be removed, snags must be noted and a space cleared where the load is to be set down. Ensure that it is possible to see over the load when it is being carried.

Staff will be trained in manual handling as required.

To Lift:

- Stand with your feet slightly apart.
- Bend the Knees.
- Keep the back straight though not necessarily vertical, and ensure the spine is not bent over at the bottom.
- A firm grip should be obtained with the palm of the hand and the root of the fingers - using the finger tips means more effort and more chance of dropping the load.
- Arms should be as close to the body as possible so that the body takes the weight instead of the fingers, wrist arm and shoulder muscles. If possible, the opposite corners of the object should be gripped.
- Lifting should be done by the thigh muscles by straightening the legs, lift by easy stages, i.e. from floor to knee and from knee to carrying position.
- When carrying, do not change grip - rest the load on some firm support and then change.
- Move in the direction of your feet; do not twist your truck to change direction.
- To set the load down, reverse the lifting procedure.
- Gloves should be worn when handling sharp or slippery objects.
- Standing with heavy loads should be avoided.
- Ensure that the route, over which the load is being carried, is clear and free from obstructions to prevent trips or falls.

When a load is being carried by more than one person, the same basic principles must apply as above. People must work as a team and be given instructions by one person only. Wearing rings on fingers is not recommended.

Control Measures – Electricity

- Electrical installations and repairs must be carried out by a competent electrician.
- All new electrical equipment will comply with the required CE quality standard.
- Ensure that suitable precautions are taken when working near overhead lines, near electrical boards and that fuses and circuit breakers are correctly rated for the circuit they protect.
- All portable electric tools are operated at 110 volts or battery.
- All connections to power points are made by plugs or are electrically hard wired.
- Faulty or suspect equipment, including any signs of damage to wires, plugs, sockets etc., must be reported to the Campus Services/Facilities Department immediately.
- All defective equipment must be removed from service until repairs have been carried out or replaced if repairs cannot be carried out.
- Sockets are not to be overloaded.
- All electrical equipment must be electrically isolated before any works are carried out on it.
- Before use all electrical equipment must be examined for any sign of damage or defect before use.

The Campus Services/Facilities Manager will ensure that:

- Inspections of electrical installations/equipment will be carried out as required and remedial action taken when defects are reported.
- All equipment purchased, rented or leased is protected by an earth wire, or is labeled "double insulated" and that the equipment is suitably identified including its electrical rating, and the manufacturer's name.
- Adequate protection is being provided for equipment exposed to the elements, and to adverse conditions such as damp, dust, etc.
- All new electrical installations have been tested by a competent person and certified.
- All distribution boards have been identified and that there is adequate access and egress to all distribution boards.

Employees will inspect electrical equipment to ensure:

- The plug is in good condition and of the correct type;
- The cable is properly secured with a cord clamp over the outer insulation & is free from external damage and "taped up" repairs.
- Both the appliance and the power socket are switched off before plugging the appliance into the power supply.
- Their hands are dry before operating switches or using electrical equipment
- Extension leads are fitted with proper fused plugs and NEVER make connections by inserting a bare wire into a socket.
- Leads are not frayed or near pinch points, sharp objects, heat, water and rough surfaces
- Leads will not cause a tripping hazard.
- Employees will inspect electrical equipment for obvious defects before use.

Electrical Defects

1. Immediately disconnect the equipment from the electric supply if is safe to do so.
2. Place an "Out of Order - Do Not Use" notice on the equipment.
3. If the equipment cannot be unplugged, it must be electrically isolated by an electrician or suitable qualified person
4. Report the defect to his/her Line Manager.
5. The equipment must not be used until the problem has been resolved.
6. Never attempt to carry out any repairs on electrical equipment, unless you qualified to do so.

Electric Shock

1. Immediately disconnect the electrical equipment from the electric supply (if possible and safe to do so)
2. Never attempt to carry out electrical repairs unless you are qualified to do so.
3. To avoid electric shock, keep electric wiring away from wet floors and surfaces.
4. Ensure that plugs are fully placed in power sockets.
5. If you or anyone else has suffered an electrical shock, contact a site first aider for treatment and inform a member of the Campus Services/Facilities team immediately.
6. Never use electrical equipment outdoors unless it is designed for that purpose

Control Measures – Slips, Trips and Falls

The College shall, as far as is reasonably practicable, ensure all floors, steps, stairs, corridors, and ladders, are of sound construction, properly maintained and kept free from obstructions or from substances likely cause a person to slip, trip or fall.

Housekeeping staff have the following responsibilities:

- When washing floor, always erect warning signs. These signs must not be removed until the floor is dry.
- Tidy up trailing buffer/vacuum machine leads, run cables along walls.
- Observe good-housekeeping practices at all times.

All employees have the following responsibilities:

- Place furniture, fittings and equipment so that personnel can move about without colliding with sharp corners of desks, cabinets etc.,
- Place filing cabinets so that there is ample room when a drawer is fully open.
- Do not leave drawers of desks or cabinets open to be stumbled over.
- Do not open more than one drawer of a filing cabinet at a time.
- Be careful with metal furniture, particularly shelves/drawers that may have sharp edges.
- Do not have trailing electrical cables. Keep cables near walls or within special cable covers.
- Do not leave paper (e.g. printout sheets, files, invoices, etc.) on the floor or adjacent to computer printers, photocopiers etc. when not in use.

- Store paper in the areas provided.
- Stairways, Reception and Corridors shall be properly maintained and kept free from any materials that could give rise to unsafe conditions. They will not be used as storage areas.
- All parcels and packages must be removed from the reception area immediately on arrival.
- Carry files/ boxes to ensure vision is not obstructed particularly if moving up or down stairs/steps.
- Waste paper bins must be used.
- All rubbish must be cleared away regularly.
- Broken glass and other sharp objects must be disposed of carefully and NEVER in a waste paper bin.
- All offices and work-stations must be left in a tidy condition each evening, with all desk and other surfaces neatly arranged and nothing left on the floors.
- Use safe footwear provided to avoid slipping.
- Use ladder or foot stool to gain access to heights. Always observe the correct use of ladders at all times.
- Ensure that any spillages are dealt with safely and safety signs must be erected until this is done.
- Report any slip/trip hazard to the Head of Faculty/Department or Line Manager.
- Report any area with defective lighting to the Head of Faculty/Department or Line Manager.

Control Measures – Visual Display Units (VDUs), Work stations and Breaks

VDU work demands can vary widely depending on the particular task being undertaken and may vary from those that require a very high level of concentration and vigilance to more routine and infrequent activities.

Legislation sets down minimum requirements for working with VDUs which also cover the operator, the desk, the chair and the work-stations.

VDU's:

Like other common electrical devices (irons, toasters, televisions, florescent lights, etc.), VDUs can produce certain types of radiation which is negligible and does not constitute a health hazard, or cause permanent eye damage.

The image on the screen will be stable, there will be no flickering.

The screen will be free of reflective glare and reflections liable to cause discomfort.

The keyboard shall have a matt surface to avoid reflective glare.

Workstations:

Workstations shall be arranged so that the general use of the equipment shall not be a source of risk to the user.

Lighting conditions should be of an appropriate standard to ensure contrast between screen and background environment. Possible disturbing glare and reflections on the screen or other equipment shall be prevented by coordinating the layout of the workstations and the artificial light sources.

Where necessary local illumination will be provided. However, the light from such a lamp must not impinge on the display screen or surrounding area.

The chair shall be stable and allow the user a comfortable position and freedom of movement. The seat will be adjustable in height and the seat back will be adjustable in height and tilt.

A foot rest will be available to any user who requires one.

Work Breaks:

If display screen work involves intensive use of the keyboard or reading the screen, or a mixture of the two, the work should be broken by periods of non-intensive, non-display screen work. The line manager will assist in organizing work to ensure the employee receives suitable breaks in VDU work. Short breaks away from the screen, e.g. five to ten minutes following fifty to sixty minutes of

continuous screen and keyboard work is likely to be more beneficial than a fifteen minute break every two hours.

If a staff member experiences discomforts such as hand, shoulder or eyestrain, they should bring it to the attention of their Line Manager immediately.

Control Measures – Storage

Line Managers must ensure:

- That adequate storage is provided in their department.
- Where necessary, ensure shelving is properly secured and sharp edges are removed.
- The hazards of jewelry creating a risk of fingers and limbs being trapped in metal rack units must be brought to the notice of staff.
- All chemicals, equipment and materials are stored correctly and in accordance material safety data sheets and manufacturers recommendations.

Employees must:

- Where possible place heavy items on lower shelves
- Not overload shelves.
- Never overload top drawers of filing cabinets and desk drawers or open more than one drawer at a time as this may cause the cabinet or drawer to tip over.
- Follow their line managers or safety representative guidance and instruction on correct storage.

Access to Heights

To access high shelves a stepladder or step stool must be used and these can be provided by the Facilities department. It is not permitted to stand on chairs, desks, shelves, racking, boxes etc.

Use of Ladders:

Before using a stepladder, check the following condition to ensure it is safe:

- All hardware is tight, or secure, as necessary
- All step rungs are present, not coated in grease, oil, cracked or loose.
- The ladder assembly is rigid enough to take your weight
- The front and back feet are opened to their full extent permitted by the cords or restraints.
- That all four feet are firmly on the ground so that the ladder does not wobble.
- Never take heavy or bulky objects, which may cause it to overbalance, or them to drop the object and cause injury to others.
- Never work from the toe step of a ladder unless it is on the platform type and fitted with a hand-rail.
- Take care when reaching from a sideways position as this could result in the ladder overturning, or the loss of balance.

5.2 Chemical Hazards

The College has to use chemical substances. These range from detergents and aerosol sprays to corrective fluids. The College recognizes that the use of chemicals entails some risk to personnel or the environment either through normal handling or accidental spillage. The College ensures, so far as is reasonably practicable, the safety and prevention of risk to health at work in connection with the use of any article or substance.

Control Measures – Material Data Sheets (MSDS)

Material safety data sheets are available for all chemicals used within the College.

All Faculties and departments need to maintain MSDS's for any chemical that they are using, storing or disposing

MSDS are an important source of information and any employee using a chemical must become familiar with the appropriate sheet.

The MSDS gives the following information:

- Hazard identification
- First aid measures
- Firefighting measures
- Accidental release
- Handling and storage
- Exposure controls and personal protection etc.

It is the College's policy that all chemicals used within the College will have a precautionary label on the container and will, as far as reasonably practicable, provide additional information through the provision of Material Safety Data Sheets (MSDSs)

Employees must:

- Read and understand all precautionary labels on chemical containers and MSDSs.
- Look for the important information - is the substance toxic, harmful, corrosive or an irritant etc.? For example, the label on a container of typical office correction fluid will warn that the liquid is flammable and is harmful if inhaled or swallowed.
- Use, handle, store and dispose of the chemicals as directed by the above information and use any necessary protective equipment and clothing.

Control Measures – Carcinogens

Safety, Health and Welfare at Work (Carcinogens) Regulations, 2015 specify certain measures necessary to protect workers from the risks resulting from exposure to carcinogens including:

- Risk assessment of carcinogen use in the workplace
- Implementation of appropriate steps to eliminate or minimise exposure
- Maintain an up to date list of employees at risk of exposure to carcinogens. The list will be compiled based on information obtained from the Heads of Faculty/Departments where carcinogens are in use. Employees exposed to carcinogens in the course of their work are to be consulted and provided with information and training on the hazards and risks of carcinogen use and the measures to deal with unforeseen risks
- Appropriate records of assessments will be maintained by the Faculty/Department and the Health and Safety Officer.

Control Measures – Chemical Usage

- Chemicals should be used strictly in accordance with the manufacturer instructions and the MSDS.
- Chemicals should be stored as per the MSDS.
- Empty containers should be disposed of safely as per the MSDS
- All chemicals must be labeled
- Smoking, eating and drinking is prohibited where dangerous substances are being used and stored.
- Employees must be aware of warning symbols on the containers.
- Dangerous chemicals must be kept in minimum quantities and stored appropriately.
- Chemicals and dangerous substances should be eliminated/substituted by a less dangerous substances as far as is reasonably practicable.
- Provide adequate ventilation if noxious fumes have been emitted.
- Protective clothing must be worn if this is a requirement when using the chemical.
- Material safety data sheets (MSDS) must be observed before using any chemical.

Housekeeping staff have the following responsibilities:

- Wear gloves when handling detergents, cleaning agents.
- Do not mix cleaning materials unless permitted by instructions.
- Bleaches should never be mixed with toilet cleaners or other cleaning products as they give rise to toxic chlorine fumes.
- Should be aware where the MSDS for a chemical is available from and what the requirements for each chemical is in relation to usage, storage, dilution, disposal etc.

5.3 Psychological Hazards

Psychological hazards include Bullying, Harassment and Stress

Control Measures – Prevention of Bullying and Harassment

The Health and Safety Authority¹ defines Bullying as ‘Workplace bullying is repeated inappropriate behavior, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at a place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work’. An isolated incident of the behavior described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying.

All staff are required to be familiar with and to adhere to the College Dignity at Work policy (policy number 10). This policy is available from the HR department and should be checked regularly for updates.

The Employment Equality Acts define Harassment as ‘Harassment is any form of unwanted conduct related to any of the discriminatory grounds, being conduct which has the purpose or effect of violating a person’s dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person’.

The Acts sets out that the unwanted conduct may consist of acts, requests, spoken words, gestures, or the production, display or circulation of written words, pictures, or other material.

All staff are required to be familiar with and to adhere to the College Dignity at Work policy, the key points of the policy are detailed below.

Sexual Harassment

The Employment Equality Acts define Sexual Harassment as ‘Sexual Harassment is any form of unwanted verbal, non-verbal or physical conduct of a sexual nature being conduct which has the purpose or effect of violating a person’s dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person’.

The Acts sets out that the unwanted conduct may consist of acts, requests, spoken words, gestures, or the production, display or circulation of written words, pictures, or other material.

It is up to each employee to decide what behavior is unwelcome, irrespective of the attitude of others, and from whom such behavior is unwelcome. The fact that the employee has previously tolerated the behavior does not stop him/her from deciding that it has now become unwelcome and objecting to it.

In determining whether behavior is unwelcome it is the effect of the behavior on the employee concerned rather than the intent of the person engaging in the unwelcome behavior that is important. The person engaging in the conduct must be made aware that the conduct is unwelcome where:

1. It is not obvious on reasonable grounds to construe the action as offensive, humiliating or intimidating.
2. The action from the person has been acceptable in the past.
3. The employee accepts the conduct from other people.

¹ HSA Code of Practice for employers and employees on the prevention and resolution of Bullying at Work.

Responsibilities

The Employer Responsibilities

- To ensure that adequate resources are made available resources to promote respect and dignity in the workplace and to deal effectively with complaints of bullying and harassment.
- To ensure that the college Dignity at Work Policy is communicated to all staff
- To ensure that all staff are made aware of their responsibilities to create a working environment which is free from bullying and harassment.

All Employees' Responsibilities

- To help maintain a working environment in which the dignity of all individuals is respected.
- To comply with the college Dignity at Work Policy.
- To ensure that their behavior does not cause offence to fellow workers or any person with whom they come into contact during the course of their work.
- To discourage bullying and harassment by objecting to inappropriate behavior.
- To inform a Manager if they are concerned that a colleague is being bullied or harassed.

Each Line Managers' Responsibilities

- To implement the college Dignity at Work Policy
- To make every effort to ensure that bullying and harassment does not occur, particularly in work areas for which they are responsible.
- To deal promptly and effectively with any incidents of bullying or harassment of which they are aware or ought to be aware.
- To explain the Dignity at Work Policy to all staff and ensure understanding and how the complaints procedures operate.
- Promote ongoing awareness of the policy among staff.
- Set a good example by treating people with dignity and respect.
- Be vigilant for signs of bullying and harassment and intervene before a problem escalates.
- Respond sensitively to any member of staff who make a complaint of bullying or harassment.
- Respond promptly to requests from employees to intervene and seek to resolve the matter informally where appropriate.
- Ensure that an employee is not victimized for making a complaint of bullying or harassment in good faith.
- Monitor and follow up the situation after a complaint is made so that the behavior complained of does not recur.
- Keep a record of all complaints and how these were resolved.

Control Measures – Stress

Stress occurs when an individual perceives an imbalance between the demands placed on him/her and his/her ability to cope. Work related stress results from an interaction of the individual and the working environment. What is stressful for one employee may not be stressful to another employee. An employee who has work related stress should raise the matter with his/her line manager who may arrange for a Risk assessment to be carried out.

5.4 Control Measures – Personal Protective Equipment (PPE)

PPE is defined as all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him/her against one or more risks to his/her health or safety.

PPE includes (but is not exclusive to):

- Safety head wear
- Gloves
- Eye protection
- Safety footwear

- Safety harnesses
- Hearing protection

Where there are risks to the safety, health and welfare of employees, the College will avoid or limit such risks whenever possible by other methods of prevention or control such as, engineering controls or safe systems of work before resorting to the use of PPE.

The College will provide suitable PPE where the risks cannot be avoided or sufficiently reduced.

If PPE is required for your job, then you must by law, use it. Failure to do so may result in injury and may lead to disciplinary action

Employees must:

- Use provided PPE.
- Maintain and store the PPE correctly so it is maintained in good condition.
- Be aware that a breach of rules regarding the wearing of PPE will lead to disciplinary action.

Line Managers must:

- Inform their staff of the risks for which PPE is provided.
- Instruct and train their staff in the use of PPE.
- Supply the necessary PPE

Contractors must:

- All contractors must supply PPE for their own employees (where applicable)
- PPE must be worn by contractors as set out in their risk assessment or as per College requirements.

Safety Head Wear

Must be worn when working in an area where there is a risk of head injuries due to falling objects, low head clearance (low beams, pipes, equipment etc.) or extreme cold conditions or direct sunlight for prolonged periods.

Gloves

Gloves chosen must offer the best protection for the specific and/or chemical that they are intended to be used for. Gloves must be worn where there is specific risk to the hands, including abrasion, temperature extremes, chemicals, electric shock or vibration.

Gloves must be changed when they are no longer fit for purpose and no longer offer the protection that is required. They must then be disposed of properly.

Gloves must not be worn where they could get caught in a machine or if wearing them creates a greater risk than the reason that they are being worn for.

Eye Protection

Eye protection (safety glasses with side shields, goggles, and face shield) must be worn where there is a risk of sparks, splashes, dust, vapour etc. to the eyes.

High pressure cleaning/spray equipment and work involving power tools require safety glasses with side shields and welding operations require tinted safety glasses with side shields.

Safety Footwear

Safety shoes are provided where hazards exist such as wet floors, falling objects or chemical splashes. Maintenance staff, Household staff and Security Staff must wear safety shoes.

Safety Harness

These must be worn where there is a danger of falling from a height. They are located in the Campus Services/Facilities department. Company harnesses are inspected before use and are inspected annually by a suitably qualified person. Any equipment that is found defective is taken out of service and repaired or replaced.

Hearing Protection

Earplugs and earmuffs are provided and must be worn where the noise level is 80Db or above or if nuisance noise is prevalent. Hearing protection must not be worn if it is dangerous to do so (e.g. area of traffic, when an alarm will be difficult to hear while wearing)

Some employees may be required to wear other types of PPE, please contact your line manager for assistance.

5.5 Control Measures – Segregation of Waste

Waste produced in the College is divided into:

1. Non-risk waste including household/domestic waste – food, paper, cardboard, magazines, plastic bottles, etc.
Household/domestic waste is disposed of in office bins provided -liquid or broken glass must not be disposed of in these bins.

2. Hazardous waste

This waste must be disposed of in an appropriate manner and through the correct waste stream due to their hazardous properties and includes:

- Batteries
- WEEE (PCs, printers, monitors, TVs)
- Fluorescent tubes
- Photographic waste etc.
- Ink cartridges

When removing waste, employees must wear gloves and other appropriate PPE.

Waste should not be allowed to accumulate within offices.

5.6 Control Measures - No Smoking Buildings

Smoking is not permitted inside any of the College buildings.

Smoking is permitted in outdoor areas of the College (unless otherwise specified) and metal ashtrays, which are emptied regularly, have been provided. Any outdoor areas where smoking is not allowed is highlighted by 'No Smoking' signage. Smoking areas are inspected and cleaned on a regular basis.

5.7 Control Measures - Security

Employees must secure their office at the end of the day, closing all windows and doors.

Employees must contact a member of the Security team if they see any person acting suspiciously.

Security personnel are available 24 hours a day, 7 days a week (See Appendix 1 for contact numbers)

5.8 Control Measures – Pregnant Employees

The College will assess any risk on the pregnancy to the safety and health of employees and any possible effect on an employee's pregnancy and on a breastfeeding mother resulting from any activity at work likely to involve risk. It will take the preventative and protective measures necessary to ensure the safety and health of pregnant and breastfeeding staff.

Procedure

All pregnant and breastfeeding employees should inform their line manager.

The line manager will review the activities carried out by the employee will they will be assessed to ensure the continued health and safety of the employee and unborn baby or child during this period.

In an office environment the following hazards should be considered:

- Physical shocks, including direct blows to the abdomen.
- Handling a load
- Movement and postures which are abrupt or severe or give rise to excessive fatigue.
- Non-ionizing radiation.

- A pregnant employee must not be exposed to these hazards unless they are adequately controlled i.e. the hazard is reduced to a level which will not harm the pregnant woman, the developing child or breast fed child.

If any of these risks are present, they must either be eliminated or safeguards put in place to protect the employee's health and safety.

These safeguards include:

- Changing the type of work, working hours, etc.
- Moving the employee to another work area.

If these safeguards are not possible then the employee must be granted safety and health leave. This is paid leave that continues until either the conditions change or else the pregnant employee becomes eligible for paid maternity leave.

6.0 FIRE AND EMERGENCY MANAGEMENT

When a fire or other emergency occurs activities must be coordinated and critical decisions made, usually under considerable stress and the first few minutes when waiting for outside assistance are especially crucial. We must prepare for emergencies so that personal injury, property loss, and business interruptions will be minimized.

6.1 Means of Escape

Escape routes are provided throughout the College to allow evacuation in the shortest time possible.

All staff must ensure:

- Corridors, stairs and escape routes are not obstructed and are clear for use at all times.
- Exit routes are not obstructed outside the building.
- Escape routes are clearly marked and adequately lit.
- Escape doors are capable of being readily and easily opened at all times.
- Floor coverings do not present a slip or trip hazard in any escape route.

6.2 Emergency Drills

- Emergency evacuation drills will be organized a minimum of four a year by the Safety Coordinators in conjunction with Security/ the security team. Feedback of performance in terms of time taken to evacuate and particular difficulties will be provided to the Safety Officer and to the management board. Where the performance in a fire drill falls below the required standard, further drills will be carried out to confirm that the required standard has been met.
- The evacuation procedure is available from Security, Griffith Reception and all lecture rooms (GCD Dublin)

6.3 Fire Alarms

The College has a number of fire detection and fire alarm systems to improve the chances the site being altered to a possible fire and to take actions to evacuate a building and restrict the spread of fire. The fire control panels are monitored and any fault warning will receive prompt attention by the Security and or the Campus Services/Facilities staff. The detection systems identifies the location of the fire.

Upon activation of the 'Break Glass' unit, the fire alarms will be activated in that building.

Fire alarm systems are serviced and maintained regularly.

All alarm activations are investigated by the Security staff.

- The fire alarms will be activated and the buildings evacuated whenever, a fire, or other incident occurs which endangers persons inside the buildings.
- The "Alert" signal is sounded by an intermittent siren and staff must prepare to evacuate the building.

- The ‘Evacuation’ signal is given by a continuous siren.

Throughout the College are:

- BREAK GLASS UNITS – to raise the alarm.
- AUTOMATIC HEAT AND SMOKE DETECTORS – to detect a fire.
- AUDIBLE SOUNDERS – to alert staff/students in the event of a fire.

6.4 Firefighting Equipment

The Campus has various Fire Fighting Equipment

- Fire Extinguishers
- Fire Hose Reels (Griffith College Dublin only)
- Fire Blankets (Griffith College Dublin only)
- Fire Hydrants (Griffith College Dublin only)
- Fire Suppression Systems - Protecting cook equipment and extract ductwork (Griffith College Dublin only)

Various types of fire extinguishers are located throughout the College to:

- Extinguish a fire
- Protect means of escape in the case of a fire
- Protect staff and students in the case of a fire
- Protect property in the case of a fire

The College uses an external expert to carry out regular inspections of the firefighting equipment and the date of the inspection is recorded each piece of equipment.

Access to all firefighting equipment must be kept clear at all times.

Employees may not remove or tamper with any piece of firefighting equipment.

It is policy that you should not tackle a fire with firefighting equipment unless a fire hampers your means of egress.

6.5 Emergency Lighting

Emergency lighting provides lighting to indicate the escape routes towards the exits and assists emergency services in rescue and firefighting. This lighting is normally powered by the main electricity supply, in emergency situations it is powered by a generator or by the battery unit in the unit itself.

The College uses an external expert to carry out regular inspections of the emergency lighting.

6.6 Fire Doors

A fire door must not be left in the open position, unless fitted with an automatic door closure activated by a fire alarm.

6.7 Fire Policy

The College Fire Policy outlines:

- Duties of the College Fire Marshals
- What to do on hearing the fire alarm

What to do on discovering a fire

6.8 Duties of College Fire Marshals

Each building will have at least one designated fire warden present at all times.

Fire wardens will assist in the evacuation of staff and students from a building and restrict re-entry to a building until the ‘All Clear’ is given by the Fire Brigade, Safety Coordinator or Health and Safety Officer.

Fire Marshals shall:

- Create awareness and promote good fire safety standards in their area.
- Know of any special hazards in his / her area
- Know how to raise the alarm.

A list of the Fire Wardens is available from the Security Department. Also see Appendix 1 of this safety statement.

6.9 Fire Action - College Fire Marshals

In the case of an ‘Alert’ siren, Fire Marshals have the following duties

- Ensure everyone in the area is aware of the emergency.
- Check that toilets, shower rooms etc. are empty.
- Ensure all personnel are preparing to evacuate the building
- Closing all doors and windows.

In the case of an ‘Evacuation’ siren, Fire Marshals have the following duties

- Ensure all employees leave the building by the nearest exit and that no one is left behind in the toilets/shower room etc.
- Organize assistance for any person who requires it.
- Check especially for visitors to the faculty/department
- Close all doors and windows behind you when leaving the building, if it is safe to do so.
- Ensure no one evacuating the building uses the passenger lift/elevator.
- Guide evacuees to your/their assembly point. There are 8 assemble points on site all clearly denoted by signage A to H.
- Inform the Safety Coordinators or their representative that you have successfully completed evacuation of the floor or if any person is unaccounted for.
- Ensure nobody re-enters the building until the all clear is given by Fire Brigade or Safety Coordinators or Safety Officer.

6.10 Fire Action – all employees, students and contractors.

WHAT TO DO ON DISCOVERING A FIRE

1. Make your way out of the building immediately.
2. Raise the alarm immediately by operating the nearest break glass alarm unit (Break the glass and press the button on the alarm control).
3. Phone Security or Reception (See Appendix 1 for contact details). You should state the exact location of the fire. Security/Reception will contact the Fire Brigade.
4. If there is a risk to employees/students/visitors, evacuate the immediate area to the designated assembly point. Employees shall close all doors after them only if it is safe to do so.
5. You must only use firefighting equipment if you are trained to do so or if it is to assist your safe exit from the building. Do not put yourself in danger. Ensure that you have a clear exit.
6. Close windows and doors in the immediate vicinity where possible to prevent the fire from spreading if it is safe to do so.
7. Once outside, wait for further instructions from the Fire Warden on duty. Under no circumstances should you re-enter the building until the All Clear is given by Fire Brigade, Fire Warden or Safety Coordinators.

WHAT TO DO ON HEARING THE FIRE ALARM.

1. Close doors & windows, if safe to do so.
1. Evacuate the building using the nearest fire exit.
2. Go to the designated assembly point.
3. Teaching staff to remain with students.

6.11 First Aid

The College shall in accordance with the Safety, Health and Welfare at Work Act, General Application Regulations 2005 provide trained and qualified personnel readily available to administer first aid.

Responsibilities

First Aid within the College is coordinated by the Safety Coordinators.

- First Aid Training is provided through the HR Dept. and or the Safety Coordinators.
- Determine where qualified first aid people are needed and numbers required
- Provide training for employees who volunteer to become involved in first aid
- Establish the contents of and provide the required number of first aid boxes.
- Check and maintain the contents of each first aid box.
- Ensure the first aid boxes are replenished as required
- Ensure an up-dated list of qualified first aid people is maintained at each first aid box and at reception.

The People Qualified in First Aid shall:

- Administer first aid as required
- Maintain the cleanliness and readiness of first aid equipment designated for their use.
- Maintain first aid records
- Provide any needed follow up information.

Note: The people qualified in First aid (or any member staff) are NOT empowered to dispense analgesics, pills or medications. Supplies of such items will not be kept in the first aid boxes. Individual employees and/or students who believe they might have need of these items must be responsible for their own supplies.

- Employees must be aware of the location and contents of such boxes.
- The First Aid Box must be readily accessible to all staff in the Faculty/Department.

6.12 Fire Brigade Handover Folder

This folder contains information that is relevant for the Fire Brigade to have before dealing with a fire or such emergency on campus. The folder will be handed over to the Fire Brigade on arrival to campus by Security or their representative (GCD Dublin).

The information and equipment is as follows:

- Gas Mains Locations
- Fire Hydrant Locations
- Evacuation Assembly points
- Hazard Locations
- Hazards – Material Safety Data Sheets
- Keys and key fobs to restricted areas.

This folder is maintained and updated by the Safety Coordinators (GCD Dublin).

6.13 List of First Aid Personnel

Pre Hospital Emergency Care Clinical Levels		
Level 1	CFR	Cardiac First Responder
Level 2	FAR	First Aid Responder
	OFA	Occupational First Aider
Level 3	EFR	Emergency First Responder
Level 4	EMT	Emergency Medical Technician
Level 5	P	Paramedic
Level 6	AP	Advanced Paramedic

Griffith College Dublin			
Name	Department	Level of Training	Contact Details
Michael Walsh	Security	CFR	0868182370 or 0872711948
Liam Atkins	Security	OFA	0868182370 or 0872711948
Thomas Kelleher	Security	OFA	0868182370 or 0872711948
Shane Lynch	Security	OFA	0868182370 or 0872711948
Martin Foy	Security	CFR, OFA,EMT	0868182370 or 0872711948
Paul Walsh	Student Union	OFA	01-4150 Ext 497
Claire Aston	Student Union	OFA	01-4150 Ext 418
Eoin Carroll	Computing	CFR	01-4163 Ext 362
Robert McKenna	Library	CFR	01-4150 Ext 492
Rebecca Daly	Design	OFA	01-4150 Ext 423

Griffith College Limerick	
Name	Contact
Fiona O'Sullivan	Ext 204 – 061 310031 / 310043
Eveleen O'Brien	Ext 211 – 061 310031 / 310043
Anthony Brosnan	Ext 203 – 061 310031 / 310044

Griffith College Cork	
Name	Contact
David O'Shea	021-4507027/0860742907
Christine White	021-4507027/0877625887
Terry Ward	021-4507027/0872486497
Helen Long	021-4507027/0876313196

6.14 Location of First Aid Boxes

First Aid Kit Locations		
Location	Qty	Contact Area
Security Hut	1	Phone 086 8182370 or 087 2711948
Students Union Reception	1	Phone 01-4150 Ext 497
Facilities Office	1	Phone 086 8182370 or 087 2711948
A109	1	Phone 01-4150 Ext 494
Library front counter	1	Phone 01-4150 Ext 491
Design C005	1	Phone 01-4150 Ext 423
Reception	1	Phone - 01-4150 Ext 401, 402, 403, 404 or 405
LSMD - B003	1	Phone - 01-4150 Ext 466
International office	1	Phone - 01-4150 Ext 467
AF204 Office	1	Phone - 01-4163 Ext 357
IT Dept W001	1	Phone 01-4150 Ext 499
GHR Front office	1	Phone - 01-4163 Ext 320 or 381
GHR Back office	1	Phone - 01-4163 Ext 320 or 381
GHR Maintenance	1	Phone - 01-4163 Ext 320 or 381
GHR Linen Room	1	Phone - 01-4163 Ext 320 or 381

Griffith College Wolfe Tone Street Dublin		
Location	Qty	Contact
Main Reception	1	01-4150450
Canteen/kitchen	1	01-4150450

Griffith College Cork		
Location	Qty	Contact
English Language Department	1	021-4507027
Reception	1	021-4507027

Griffith College Limerick		
Location	Qty	Contact
Administration	1	061-310031
Reception	1	061-310031
Staff Room	1	061-310031
External Training Kitchen	1	061-310031
English Languge Office	1	061-310031

6.15 Minimum Content of First Aid Boxes

Contents of First Aid Box	Qty
Adhesive Plasters	12
Individually Wrapped Triangular Bandages	2
Safety Pins	2
Large Individually Wrapped Sterile Un-medicated Wound Dressings (approx. 13 x 9 cms.)	1
Individually Wrapped Wipes	8
Paramedic Shears	1
Pairs of Latex Gloves	1
Sterile Eye Wash in sealed disposable containers 300 ml ea At least 900 ml should be provided.	1
Eye bath / eye cups	

6.16 Care of an Injured Party

- 1) On witnessing or being told of injury where the person is still in situ and is obviously injured:
 - (a) Do not move them but make as comfortable as possible and call for trained/experienced First Aider (See section 6.13 for a list of names), Ambulance (999 or 112) or medical assistance.
 - Do NOT leave the person alone
 - **Phone SECURITY (Ext 495 or 0868182370 or 0872711948) or RECEPTION (See Appendix 1 for contact details)**
 - (b) If no serious injury apparent, comfort person and offer to call for medical care, transport, etc.
 - (c) Offer non-alcoholic liquid refreshment – water, tea etc. to give person time to gather their composure.
 - (d) Get details of incident from injured party, where possible and record in writing
 - (e) Ensure as far as possible, injured party if driving, is fit to drive.
 - (f) If required an ambulance should be called for the injured party – Dial 999 or 112.
- 2) Where there is no personal injury involved:
 - i) Record full details of occurrence with names of any employee or witness.
 - ii) Note (with photo record if possible) extent of property damage or details of value of loss.
 - iii) Pass all information recorded/any personal observations to your manager to be further processed.

6.17 Automatic External Defibrillator (AED) – Griffith College Dublin and Limerick only

There is one AED on the Dublin Campus, located in the main reception in the Arthur Griffith building. This unit is inspected weekly by Security. During out of hour's times, the key for the reception area is available from security.

Griffith College Limerick have a defibrillator located in the main reception.

7.0 RISK MANAGEMENT/ACCIDENT REPORTING

An accident is an unplanned, unexpected event which may result in personal injury, loss or damage to property or equipment.

An incident is a near miss which could have resulted in an accident. All Accidents/Incidents must be promptly reported and investigated, even if there is no injury, property loss or damage. It is important that timely and corrective action is taken so similar accidents may be prevented.

All accidents/incidents to persons, whether or not in the employment of the College, however slight, shall be recorded on the **College Accident Reporting Form** (See Appendix 1 for location) by the appropriate Manager and a copy of the report sent to the Health and Safety Coordinators. All accidents will be investigated to reduce the risk of reoccurrence.

If the accident results in absence from work for more than three days, then the Health and Safety Coordinators must inform the Health and Safety Authority using the IRI 1 form, a copy will be filed in the employee's HR file.

What do you do if you have an accident?

- Promptly seek medical attention (See section 6.13 for a list of names).
- Notify your manager as soon as possible of the injury.
- Assist and provide information in determining the causes of injury.

Duties of the line manager in the case of an accident:

- Take action to ensure an injured employee is cared for.
- Promptly investigate and take appropriate action.
- Complete the Accident Report Form and submit it to the Safety Coordinators or the Health and Safety Officer.

Duties of the Health and Safety Coordinator in the case of an accident:

- Ensure accident investigation reports are submitted.
- Review and evaluate the reports
- Provide consultation or assistance for investigation of accidents/incidents where causes and/or corrective action are difficult to identify.
- Report occupational injuries to the Health and Safety authority in accordance with current legislation.

Duties of the First Aiders in the case of an accident:

- Provide first aid services as required
- Provide any needed follow up information that will assist in the accident investigation.

7.1 Procedure for Reporting Health and Safety Issues

- All health and safety issues should be reported immediately to your line manager.
- If the matter cannot be resolved by local management it will be referred to the Safety Officer or the Safety Coordinators.
- The Safety Officer will investigate the issue and remedy where possible. Control measures will be put in place to eliminate the hazard. If this is not possible an alternative safer process will be used.

REMEMBER

All accidents and incidents must be reported to your line manager, Safety Coordinators, Safety Officer or one of their representatives.

7.2 Accident and Incident Report Form Dublin & Cork**ACCIDENT - INCIDENT REPORT**

All Accidents resulting in personal injury, a dangerous occurrence, damage to property or a near miss that could have resulted in injury must be reported within 24 hours by completing this form and returning it to the College Safety Officer.

Report completed by: _____

Date: _____

Date of incident	Time	Area	Exact location

Name of injured party: _____

Occupation: _____

Address: _____

Staff/Student/Other

Details: _____

Facility: _____

Describe the nature and extent of injuries suffered.

First aid treatment Y / N

Describe the circumstances of the incident.

Referred to Doctor? Y / N

Doctor's name and address

What was person doing at the time of the incident?

Taken to hospital? Y / N

Work/other activity, Describe

By: _____

Hospital: _____

Admitted or discharged after
treatment? Specify.

Was protective clothing worn at the time of the incident?

Witness to incident? Y / N

Name: _____

Phone: _____

Address: _____

Was any machinery or vehicle involved?

Reported by: _____

Phone No: _____

Department: _____

Comments or additional information.

Received by: _____ Date: _____

Health and Safety Officer

7.3 Accident and Incident Report Form Limerick

Accident - Incident Report Log			
<p>All accidents resulting in personal injury, a dangerous occurrence, damage to property or a near miss which could have resulted in injury must be reported within 24 hours by completing this document.</p>			
Report completed by			Date
Date	Time	Area	Exact location
Name of injured party	Occupation		
	Details		
<p>Describe the nature and extent of injuries suffered</p>			
First Aid Treatment Y / N Administered by	Visit to doctor Y / N Doctor's details	Taken to hospital Y / N Hospital details	
<p>Describe the circumstances of the incident</p>			
<p>What was the person doing at the time of the incident?</p>			
<p>Was protective clothing worn at the time of the incident?</p>			
<p>Was a vehicle / machinery involved?</p>			
<p>Comments or additional information</p>			
<p>Witness to incident</p>			
Reported by	Department	Phone	
Received by			Date

7.4 Hazard & Risk Assessment Work Sheets

Hazard and risk assessment is used to document existing hazards in College Faculties/Departments.

See Appendix 2 for a sample of a hazard and risk assessment.

Employees have a responsibility to read the Hazard & Risk Assessment Work Sheets which apply to their area and task.

8.0 TRAINING

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

- On recruitment
- On transfer to another department
- On change of tasks assigned
- On the introduction of new work equipment, new systems of work or changes in existing equipment or systems
- On the introduction of new technology

Such training will be provided in a form, manner and, as appropriate, language that is likely to be understood by the affected employees.

The HR Department will ensure that the following occurs:

- Health and Safety included in the induction of new staff – policies explained.
- Fire and Emergency procedures Training
- Manual Handling Training
- Fire Marshal Training
- First Aid Training
- Office Ergonomics Training
- Other central training where risk assessment identifies specific campus needs.

Where specialist individual training is required, staff are enrolled on external training courses.

Individual Faculties and Departments work in collaboration with the HR Department to identify local training needs, develop appropriate training materials and identify competent training providers.

8.1 Health and Safety Training records

The HR Department is responsible for maintaining and updating employee training records where participation in sponsored training occurred.

The HR Department is responsible for maintaining and updating the health and safety training records of their staff.

Records of all safety training, showing the names of the employees who have received training, their signature will be kept by the HR department and the Health and Safety Coordinators.

Heads of Faculty/Department will maintain safety training records for their staff.

8.2 Train the Trainer Programmes

The College run a number of Train the Trainer programmes (Manual Handling)

8.3 Manual Handling Training:

All employees will attend a course in manual handling carried out by a Griffith College Manual Handling Instructor. Employees will attend a refresher course every three years.

Employees must try and avoid manual handling where possible and to use appropriate manual handling aids provided.

9.0 REVIEW OF THE SAFETY STATEMENT

The Safety Coordinators and Safety Officer will review the Safety Statement annually or with changes in legislation.

The annual review will include the following:

- A review of all incidents in the previous twelve months involving health and safety at work.
- A review of the measures taken to avoid a re-occurrence of such incidents.
- A review of all records maintained by the College.
- A review of training provided.
- A review of the resources spent in implementing the safety management systems.
- Proposals for amendments to safety statement.
- Proposals for training during the coming year.
- A review of hazard and risk assessments within the working areas.
- Updating with regard to new legislation.

9.1 Review Checklist

- Is the Safety Statement clear and concise
- Can the Safety Statement be read and understood by those who may be at risk?
- Are the responsibilities of named persons clearly outlined?
- Are all the hazards and assessment of risks identified?
- Are risk assessments carried out on a regular basis as the risks change?
- Are the risk assessments acted on?
- Are written safety procedures available?
- Is Health and Safety training being carried out?
- Do safety consultation and representation procedures exist?
- Is there adequate co-operation between Management Board, Heads of Faculty/Department, Line Manager and employees on health and safety issues in the work

Appendix 1 Griffith College Safety Statement

Contents

- App 1.1 List of Trained Fire Marshals**
- App 1.2 List of Key Contacts**
- App 1.3 Location of Accident/Incident report form/book**



App 1.1 List of Trained Fire Marshals

Griffith College Dublin					
Name	Faculty/Dept	Building	Floor	First response buildings covered	Second response buildings covered
Alan Wright	Campus Services	Facilities office	All	All	All
Charlie Monks	Accounts	D Block	0	D Block	All
Claire Aston	Student Union	Meagher	1	Meagher & M Block	All
Cliona Wrynn	DIFC	D Block	1	D Block	All
Corey Lynch	Wolfe Tone St	Wolfe Tone St	0	All - WTS	All - WTS
Declan Condon	Arthurs Café	AF Building	-1	AF Block & Design Bunker	All
Declan Healy	Maintenance	All	All	All	All
Deirdre Counihan	Reception	A Block	0	A Block & B Block	All
Deirdre Doherty	Design	C Block	0	C Block & E Block	All
Dimpne Ní Bhraonáin	Library	A Block	2	A Block & B Block	All
Gabriela Paleta	GHR	GHR	2	GHR	All
Geraldine McGing	Spring Board	C Block (C013)	0	C Block & E Block	All
Gerry Sheehan	Maintenance	All	All	All	All
Jacqui Broderick	Professional Accountancy	D Block	0	D Block	All
Johnny Savage	Photography	CAV		Calvary	All
Joseph Byrne	IT	Wellington	0	Wellington, Richmond and J.S	All
Kate Mason	AF Building	AF Building	1	AF Block & Design Bunker	All
Kaylee Hayhoe	Arthurs Café	AF Building	-1	AF Block & Design Bunker	All
Liam Atkins	Security	Security/GHR	All	All	All
Mairead Lawless	Wolfe Tone St	Wolfe Tone St	0	All - WTS	All - WTS
Marcus Gatt	Law	D Block	2	D Block	All
Marius Bacau	GHR	GHR	All	GHR	All
Martin Foy	Security	Security/GHR	All	All	All
Mary Whitney	GBS	A Block (A109)	1	A Block & B Block	All
Michael Walsh	Security	Security/GHR	All	All	All
Orla Browne	GHR	GHR	2	GHR	All
Paul Finegan	IT	Wellington	0	Wellington, Richmond and J.S	All
Qiu Pan	Housekeeping	Facilities office	0	All	All
Rebecca Daly	Design	C Block	0	C Block & E Block	All
Redmond Quigley	Wolfe Tone St	Wolfe Tone St	0	All - WTS	All - WTS
Robert McKenna	Library	A Block	2	A Block & B Block	All
Shane Lynch	Security	Security/GHR	All	All	All
Sinead Murphy	Photography	A Block (A110)	1	A Block & B Block	All
Susan Gogan	Photography	CAV	0	Calvary	All
Sylvia Kucinska	DIFC	D Block	1	D Block	All
Thomas Kelleher	Security	Security/GHR	All	All	All
Will Phelan	Maintenance	Facilities office	All	All	All
Xinxin Zhao	GHR	GHR	2	GHR	All
Yifan Yang	International	AF Building	1	AF Block & Design Bunker	All

Griffith College Wolfe Tone Street Dublin	
Name	Contact
Mairead Lawless	01-4150411
Redmond Quigley	01-4150450
Corey Lynch	01-4150450

Griffith College Cork	
Name	Contact
David O'Shea	0860742907
Noel Daly	0851066407
Sinead O'Dea	0863825101
Terry Ward	0872486497
Helen Long	0876313196

Griffith College Limerick	
Name	Contact
Anthony Brosnan	Ext 213 – 061 310031 / 310044

App 1.2 List of Key Contacts

Griffith College Dublin			
Safety Role	Department/Role	Name	Ext & Mobile numbers
Director Management Board	Director Management Board	Ronan Fenelon	086 8117349
Director Management Board	Director Management Board	Reg Callanan	01-4150 - 446
Safety Officer	Campus Services/Facilities Manager	Alan Wright	087 7478912
Safety Coordinator	Security Supervisor	Thomas Kelleher	087 1918235
Safety Coordinator	Security Supervisor	Liam Atkins	087 9284856
Head of Faculty/Line manager	Human Resources	Rabia Mirza	01- 4150 - 498
Head of Faculty/Line manager	Security	N/A	01 - 4150 - 495, 086 8182370 or 087 2711948
Head of Faculty/Line manager	Accounts	N/A	01- 4150 - 479, 480, 481, 483
Head of Faculty/Line manager	Marketing	N/A	01- 4150 - 411
Head of Faculty/Line manager	Housekeeping	N/A	Contact Housekeeping via Reception 01- 4150 - 401
Head of Faculty/Line manager	Examinations Office	N/A	01- 4150 - 486, 485
Head of Faculty/Line manager	IT Services	N/A	01- 4150 - 266, 267, 499, 240
Head of Faculty/Line manager	International Office	N/A	01- 4150 - 420, 488, 449, 242, 252
Head of Faculty/Line manager	Library	N/A	01 - 4150 - 490, 491, 492
Head of Faculty/Line manager	Print room	N/A	01- 4150 - 496
Head of Faculty/Line manager	Reception	N/A	01- 4150 - 401, 402, 403, 404
Head of Faculty/Line manager	Restaurant		01- 4538 - 503
Head of Faculty/Line manager	Students Union	N/A	01- 4150 - 418
Head of Faculty/Line manager	Maintenance	N/A	01- 4163 - 332, 087 9197462
Head of Faculty/Line manager	Conference Centre AF	N/A	01- 4163 - 357
Head of Faculty/Line manager	Wolfe Tone Street	Mairead Lawless	01- 4150 - 411

Griffith College Wolfe Tone Street Dublin		
Name	Role	Phone Numbers
Mairead Lawless	Manager of Griffith College Wolfe Tone St	01-4150411

Griffith College Cork		
Name	Role	Mobile Numbers
Jim Daly	Head of Griffith College Cork	0876813351
Noel Daly	Deputy Head of Griffith College Cork	0851066407
Gary Daly	Maintenance	0868259222

Griffith College Limerick	
Department	Extension & Mobile numbers
Reception	200
Head of Campus	201
Senior Administrator	202
Hospitality Department	203
Administration	204
Engineering & IT Department	206
School of Languages	211
Staff Room	210
Professional Accountancy	213
Business & Finance Department	215
Library	216
Safety Coordinator - Kevin O'Sullivan	Ext 201 – 061 310031 / 310043 / 087 2279395
Safety Officer - Kevin O'Sullivan	Ext 201 – 061 310031 / 310043 / 087 2279395

App 1.3 Location of Accident/Incident report form/book

APP 1.3 - Location of Accident/Incident Report book	
Griffith College Campus	Location
Dublin	Main reception - Arthur Griffith Building Ground Floor
Cork	Main reception
Limerick	Main reception
Wolfe Tone Street Dublin	Main reception

Appendix 2 Griffith College Safety Statement

Contents

App 2.1 Sample Risk Assessment and Method Statement

Site	Griffith College				Area			All		
Activity:	Fabrics – Painting and Decorating						Reference		T.B.C	
Additional Requirements	COSHH Assessment	Point of Work Risk Assessment	PSDP/PCS	AP/CP						
Persons at Risk	Griffith Personnel						Non-Griffith Personnel			
	Employees	X	Pregnant	Young			Other Worker	X	Public	X
Hazards Identified:	L	S	R		Controls needed					
Use of chemicals	3	2	6		<ul style="list-style-type: none"> Only use chemicals that have been MSDS available Decant into smaller containers if necessary Use in well ventilated areas Use appropriate PPE 					
Falling material	3	3	9		<ul style="list-style-type: none"> Secure and cordon off area If not possible, complete out of hours 					
Falls from height	3	3	9		<ul style="list-style-type: none"> Correct access equipment selected for task. Operator trained in use of equipment Equipment secured before use 					
Slips, trips and falls	3	3	9		<ul style="list-style-type: none"> Maintain good housekeeping 					
Use of power tools and hand tools	2	3	6		<ul style="list-style-type: none"> Ensure right tools for job Ensure tools are inspected prior to use 					
Protective Equipment										
Type	Overalls	Gloves	Face Mask	Fall arrest	Hearing	Hi Vis	Head	Eye	Feet	
Symbol										
Required		X						X	X	
Protective Systems										
Type	Lock Out	Permit to Work	Tagged Access Equip	Asbestos Survey	Barriers	Out of Hours	Handover Certs	Two person task	Pre Task Checks	
Symbol										
Required			X						X	

Assessors Statement:

Having reviewed the hazards and risks, the level of risk and the key risks, I believe that if the control measures identified are applied Griffith will, so far as is reasonably practicable, have met the requirements of this assessment

Name		Role	
Signature			
Date		Review	

Risk matrix

Risk Evaluation						Low	Likelihood of Occurrence	
Fatality	5	10	15	20	25		Improbable	1/1,000,000
Very Serious	4	8	12	16	20	Medium	Low	1/10,000
Serious	3	6	9	12	15	Medium	Medium	1/1,000
Moderate	2	4	6	8	10	High	High	1/100
Minor	1	2	3	4	5	High	Near Certainty	1/10
	Improbable	Low	Medium	High	Near Certainty			

Method statement

Task	Fabrics – Painting and Decorating	Reference		Steps	1 to 5
Additional Workplace / Task Precautions					
Information, instruction and training					
Competency	Appropriate non-slip shoes, glasses and gloves if requested				
Site/Job Specific Emergency Arrangements	[Insert Site Arrangements]				
Specialist plant & equipment required	None				
First aid arrangements					
Site Adaptations Implemented	[Insert site specific deviations from RA Controls/methods]				

Step	
NOTE	
1	Ensure area is clear of all non-essential personnel. When preparation work is being carried out, noise and dust are to be kept to a minimum. Lighting to be assessed for the job in hand. If it is not adequate then additional lighting brought in if deemed necessary. Work area to be kept clean and tidy at all times
2	Personal protective equipment is to be worn to comply with Statutory Regulations and site rules. Dust masks to be worn when sanding down wood, cutting tiles etc. Goggles to be worn when using power tools that generate flying debris. Hearing defenders to be worn when using power tools that have noise levels over 85 dB(A).
3	Paint should be decanted into smaller pots for ease of use
4	All paint and thinners to be assessed before use. When stripping old paintwork be aware that it might contain lead. Ensure that there is adequate ventilation at all times.
5	Ladders / steps to be secured or footed. All ladders / steps to be inspected prior to each use. Keep other persons out of working area when working above ground level. Materials to be stacked safely. Keep working area free of obstructions. No items to be thrown from height