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| University of Limerick | Issued by: Head of School, School of Medicine |                    |
| Local Safety Statement | Version: Rev. 3                               | Date: January 2023 |



# **School of Medicine**

  

# **Department Safety Statement**

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## 1.0 Introduction

This Safety Statement is designed to address the particular arrangements for safe working practices in the School of Medicine on the University of Limerick Campus.

It includes arrangements for securing health and safety while at work and it sets out the instructions and rules that must be obeyed. The Local Safety Statement is produced to ensure, so far as is reasonably practicable, that the School of Medicine provides:

- A safe place of work;
- Safe plant, equipment and machinery;
- Adequate hazard identification and risk control
- System for reporting accidents, incidents and ill-health
- Safe systems of work (e.g. safe operating procedures, work instructions, local area rules, etc.)
- Training, awareness, competence and supervision to ensure the safety and health of employees;
- If necessary, to provide suitable clothing and equipment where hazards cannot be eliminated;
- Designated staff having emergency duties (e.g. emergency evacuation stewards, first aid responders, spill clean-up, departmental safety representatives, safety advisors, etc.)
- Protection from risk to health and safety any article or hazardous substance (including plant, machinery, equipment, chemicals, dusts, fume, etc.)
- Inspections and audits to review and continuously improve the health and safety performance in the place of work.

The Local Safety Statement should be read in conjunction with the University of Limerick [Safety Statement](#), which sets out the duties and responsibilities of staff and students, as well as general policies on arrangements for safety within the University. The [Health & Safety Essentials Booklet](#) is a pocket edition of the University Safety Statement and can be used for staff reference as required.

This Safety Statement should also be read in conjunction with other relevant School of Medicine safety documentation, including the Building Evacuation Plan and the School of Medicine Research Laboratory Safety Statement.

Emergency Procedures for the School of Medicine are set out in the Building Emergency Plan.

The School of Medicine welcomes feedback regarding any aspect of this document or any other health and safety concerns.

Signed:  \_\_\_\_\_

Date 2 February 2023

Prof Deirdre McGrath  
Head of School, School of Medicine

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## 1.1 Departmental Contacts

| Position                                              | Name                                                     | Extension Number/<br>Email Address                                       |
|-------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------|
| Head of School with overall responsibility for safety | Deirdre McGrath                                          | 2695<br><a href="mailto:Deirdre.McGrath@ul.ie">Deirdre.McGrath@ul.ie</a> |
| Accidents must be reported to:                        | Deirdre McGrath                                          | 2695<br><a href="mailto:Deirdre.McGrath@ul.ie">Deirdre.McGrath@ul.ie</a> |
|                                                       | UL Safety Officer                                        | 2239                                                                     |
| School Safety Representative                          | Margaret Toomey                                          | 3748<br><a href="mailto:Margaret.Toomey@ul.ie">Margaret.Toomey@ul.ie</a> |
| First Aid Responders                                  | Margaret Toomey                                          | 3748<br><a href="mailto:Margaret.Toomey@ul.ie">Margaret.Toomey@ul.ie</a> |
|                                                       | Miranda Kiernan                                          | 4125<br><a href="mailto:Miranda.Kiernan@ul.ie">Miranda.Kiernan@ul.ie</a> |
| Emergency Evacuation Stewards                         | Margaret Toomey                                          | 3748<br><a href="mailto:Margaret.Toomey@ul.ie">Margaret.Toomey@ul.ie</a> |
|                                                       | Elizabeth Guihen                                         | 4701<br>Elizabeth <a href="mailto:Guihen@ul.ie">Guihen@ul.ie</a>         |
|                                                       | Laoise Hogan                                             | 4983<br><a href="mailto:Laoise.Hogan@ul.ie">Laoise.Hogan@ul.ie</a>       |
| University Safety Officer                             |                                                          | 2239                                                                     |
| Safety Representative for School of Medicine Building | Margaret Toomey                                          | 3748<br><a href="mailto:Margaret.Toomey@ul.ie">Margaret.Toomey@ul.ie</a> |
| Display Screen Equipment (DSE) Assessor               | Health and Safety Unit                                   | 2074/2429<br><a href="mailto:hnsbookings@ul.ie">hnsbookings@ul.ie</a>    |
| University's Emergency Number                         | For Medical Assistance<br><b>or</b><br>Ambulance Service | 3333                                                                     |

## 1.2 Fire Assembly Point

Assembly point 22, located in the plaza near the Quigley Residences.

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### 1.3 Location of First Aid Boxes

- At the security desk in the building foyer
- Main reception – GEMS0-029
- From the technical officer office – GEMS2-004
- In the research laboratory

### 1.4 Location of Automatic External Defibrillator

The AED can be found at the security desk in the building foyer. A list of the locations of all the AEDs on campus can be found on the [UL AED Location Guide](#)

## 2.0 Arrangements for Safe Working

### 2.1 Training

Safety training will be provided for staff as necessary. The training needs of the department are determined by the Head of School in conjunction with the School Safety Representative and the University Safety Officer. Relevant staff will receive training in the following:

- Safety Induction Training
- Emergency Evacuation Steward Training
- Fire Fighting Training
- DSE Workstation Training (the e-learning DSE Training Programme that can be accessed [HERE](#))
- First Aid Responder Training
- Manual Handling Training
- Hazard Identification and Risk Assessment Training
- Chemical Agent Risk Assessment Training
- Emergency Evacuation Chair Training
- Gas Safety Awareness
- Liquid Nitrogen Training
- Working at Height Training
- Radiation Safety Awareness training

Details of the specific course arrangements are available on the training section of the Health & Safety/Human Resources website and by email. It is the responsibility of each Head of Department/School/Centre/Unit to assess the safety training needs of their employees and ensure that they have received training appropriate to their job function/assigned roles. To arrange safety training for the employees in the work area The Head of Department/School/Centre/Unit is required to contact [hnsbookings@ul.ie](mailto:hnsbookings@ul.ie) detailing required training course and the number of staff to be trained.

Training records are maintained by the Health and Safety Unit for all courses facilitated by the Unit. Heads of departments are required to maintain staff training records.

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## 2.2 Consultation and Communication

If staff members feel that there are unsafe practices or unsafe equipment they are requested to bring this to the attention of their Line Manager or Head of School immediately upon detection.

The staff in each University building have nominated/elected a person to act as a Safety Representative. Safety Representatives meet on a regular basis to review safety performance and to make recommendations to the University management. The purpose of this consultation is to promote and develop measures to ensure the safety, health and welfare of all employees and in determining the effectiveness of such measures.

This document will be reviewed on an annual basis (or more frequently if work practices change or new equipment is introduced). Department/School/Centre/Unit staff and the Safety Representatives will be consulted on any changes to be made.

## 2.3 Office Equipment

Equipment used in the department includes workstations, computers, photocopiers and printers, scanners, guillotines, filing cabinets, etc.

The following member of staff is responsible for carrying out visual inspections of equipment/area on an annual basis and for ensuring maintenance and servicing is carried out and recorded when required.

Department printer - AV/IT Technical Officers ([medicineresources@ul.ie](mailto:medicineresources@ul.ie))

Office equipment – Admin staff ([medicine@ul.ie](mailto:medicine@ul.ie))

Damaged equipment must be taken out of circulation, marked appropriately until repaired or disposed of. Damage should be reported to the person listed above immediately upon detection.

## 2.4 Hazard & Risk Assessments and Safety Inspections

A hazard is a potential source of harm or adverse health effect on a person or persons. Each Department/School/Centre/Unit must identify all the potential hazards for their areas and activities. A risk assessment assesses the severity of the hazard and its potential outcomes in conjunction with other factors, such as the level of exposure, the number of persons exposed and the likelihood of the hazard being realised.

The Head of School or a designated person from amongst their team should undertake risk assessments in all areas under their control in accordance with Regulation 19 of the Safety, Health and Welfare at Work Act, 2005. The assessment process should be recorded on the University's [General Health & Safety Risk Assessment Form](#). Refer to Section 3.0 for an outline of a general H&S Risk Assessment Process.

Completed risk assessments for the School of Medicine can be reviewed in the Health & Safety folder on the School of Medicine SharePoint site.

The Head of School must carry out an annual safety inspection to monitor the effectiveness of their safety programme.

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If you have a health and safety query or if a problem arises, take the following steps:

- Deal with the problem personally if you can, e.g. by removing a trailing flex from an access route in your work area.
- Check the safety statement and other relevant safety information.
- Report the problem to your Line Manager or Head of School upon detection.
- If repair or servicing is required, report the issue to the relevant person/party. If the equipment or area cannot be used safely in the interim, ensure that it cannot be accessed or used (e.g. isolate the power supply to the equipment) and post signs to warn people of the hazard.

In addition, the following steps may be taken:

- The area Safety Representative may be consulted.
- The University Safety Officer may be contacted for further advice or information as required.

## 2.5 Emergency Procedures

To ensure the safety of all concerned parties, it is important that you become familiar with the University's fire, emergency and other procedures in advance of an emergency occurring.

All lecturers, trainers or conference organisers using a lecture theatre or teaching room must ensure that all students, staff and visitors leave the room immediately, exit the building via the nearest emergency exit and proceed to the building's designated Assembly Point without delay. To ensure you can perform this in a satisfactory manner please familiarise yourself with the nearest fire exits local to the room you are in.

**In any emergency, following these guidelines:**

- Do not put yourself or others at risk – at all times, the most important consideration is human safety.
- Act responsibly and methodically with due care for your safety and the safety of others.
- The most senior employee available should take local control of ensuring the safe evacuation of all persons present. Be prepared to give the emergency services warning of any known special hazards.

**Emergency Phone Numbers - You should know in advance:**

- how to make internal/external calls
- the relevant local phone numbers, such as the emergency services (999/112), the UL internal emergency number (**ext. 3333/ 061 213333**) and the contact numbers of First Aid Responders and the UL Security department etc.
- the location of the nearest telephone(s) and whether or not they are available for use, e.g. that the phone line is not barred.

## 2.6 Fire

### 2.6.1 Fire Action:

Under no circumstances should an untrained person attempt to tackle the fire.

- Activate the fire alarm if this has not already been done.(press a manual call button)

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- Contact the Emergency Services (999/112)
- Contact the UL internal emergency number (3333/061 213333)
- Do not take risks.
- Immediately evacuate the building – do not delay to pick up your personal belongings.
- Close all doors behind you.
- Walk briskly – do not run – to the nearest exit point.
- Assemble at your designated assembly point.
- Do not gather in stairwells and block exit paths.
- Only use fire extinguishers if you have been trained and that are compatible with the fire.
- Do not re-enter the building.
- Upon exiting the building move away from the building exit and report to the Assembly point.

All fires must be reported immediately to the relevant University officers and Head of School. Thereafter, the details of the emergency will be reported by the relevant Head of School to the University Safety Officer.

### **2.6.2 Fire Prevention:**

Fire is a significant risk within the University, and care must be taken both to prevent outbreaks of fire and to minimise damage should a fire occur. The following fire precautions must be adhered to:

- Emergency escape routes must be kept clear at all times.
- Smoke or fire doors must not be wedged open or obstructed in any way.
- Exit doors must be left unlocked or must be easily opened.
- Employees must be familiar with the University fire procedures.
- Particular care is needed in the use and storage of flammable material, including wastes.
- Equipment must be switched off when not in use.
- Care must be taken in the use of portable heaters or other potential ignition sources.

### **2.6.3 Fire Drills**

Fire drills and other trial evacuations are undertaken to familiarise personnel with emergency procedures. You are legally obliged to participate fully in these drills, and you must respond quickly and safely in line with the university's fire safety procedures. Without putting yourself at risk, please ensure that visitors and others not familiar with the building or procedures are guided to safety.

### **2.6.4 Fire Extinguishers**

The University is fully equipped with appropriate fire extinguishers, which are routinely serviced. The maintenance of this equipment is the function of the Buildings & Estates Department. You should report any problems with extinguishers (including problems that occurred when they were discharged) directly to the Buildings & Estates Department immediately upon detection.



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## 2.7 First Aid

The provision of first aid within the university is a legal requirement under the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 2 of Part 7. First Aid Responders and first aid equipment are available throughout the University buildings.

Each Division/School/Department/Unit/Centre/Office must ensure that the First Aid Responders are known locally by means of a prominently displayed safety poster. These employees should be contacted in the event of an injury or illness requiring first aid treatment.

If the injury necessitates further medical assistance, the injured person should be brought to hospital or the emergency services should be contacted, as appropriate. Staff must be aware of the UL [Medical Emergency Response Procedure](#)

Following an incident, First Aid Responders are required to complete a [First Aid Report Form](#) and submit to the Health and Safety Unit.

## 2.8 Accidents/Incidents

An accident can be described as any unplanned event that results in: injury; or ill-health; or damage to or loss of plant, materials, etc. All accidents are 'incidents'. However, the definition of an incident is wider in that it includes dangerous occurrences and 'near misses'.

The purpose of an investigation is to establish all the facts relating to the incident, to draw conclusions from the facts and make recommendations to prevent reoccurrence. Each accident will be looked at from the point of view of place, plant, procedures and people, to see where the safety system has failed and to improve controls.

All staff are required to report accidents, dangerous occurrences and 'near-miss situations' that they are involved in to their immediate supervisor or Head of School.

The immediate supervisor or Head of School will investigate the causes of the incident and complete the [Accident Report Form](#) or the [Dangerous Occurrence Form](#). Copies of the completed form should be forwarded to the Safety Officer and the Buildings Department as soon as possible.

Serious accidents/incidents (i.e. involving injury, death, significant property damage or other serious loss) must be reported immediately to the Safety Officer by email or phone.

## 2.9 Electricity

When used in the correct manner and properly maintained, electrical equipment is quite safe. However, misuse or lack of maintenance can lead to the risk of fatal electrical shocks or fires and explosions. When using electricity, the Head of School/Department must ensure that:

- ensure that all portable equipment used in the place of work is periodically inspected and tested by a competent person i.e. a PAT testing programme is implemented in the local department.
- there are no loose connections and cables are not damaged

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- the appliances are not damaged
- leads are not trailing
- there is no risk of liquids being spilt in the vicinity
- the appropriate fuse rating is used

Residual current devices (RCDs) are required in many cases and need to be in proper working order to operate effectively. The distribution of electricity throughout the university is the responsibility of the Buildings & Estates Department.

## **2.10 Slips, Trips and Falls**

Slips, trips and falls account for a significant number of accidents. Many such incidents occur when employees are moving or carrying loads and may be caused by the condition of the floors, poor lighting or untidiness.

Such accidents can be easily prevented by taking steps such as those below:

- Clear up spillages on floors quickly.
- Do not allow trailing leads to create tripping hazards.
- Report damaged floor coverings, etc., for repair.
- Ensure that stairwells are well lit.
- Ensure that passageways and corridors are kept tidy.

## **2.11 Personal Protective Equipment**

Personal protective equipment (PPE) is required in circumstances in which it is not reasonably practicable to eliminate or control the hazards in the workplace. The University will provide and maintain protective clothing or equipment deemed necessary to ensure the safety, health and welfare of employees.

When using PPE, it is important to remember that you are obliged to use it as instructed, maintain it in a state of good repair and report any defects or other problems promptly. PPE is not the solution to a hazard and should only be used to control a hazard when all other control measures have been exhausted.

## **2.12 Persons with Disabilities**

All work undertaken within the University is subject to risk assessment and suitable preventative and protective measures are to be put into place. The University through the local Head of School provides support to staff with disabilities. The Disability Support Services supports students registered on undergraduate and post graduate programmes of study at the University.

Where work has already been subject to a formal risk assessment, it may be sufficient to review the risk assessment taking care to ensure that any specific vulnerability of persons with disabilities is taken into account.

If a more extensive risk assessment specific to the disability of staff or students is required, this shall be carried out.

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Where it is reasonably foreseeable that persons with disabilities may be visitors to the University, the Head of School is responsible for the visitors. The Head of School shall ensure arrangements fully take into account the disabilities, modifying instructions and making reasonable accommodations as appropriate.

Emergency evacuation chairs are provided in the University buildings to evacuate persons with special needs (i.e. those with mobility disabilities or who are injured) from multi-story buildings with speed and safety.

**Nearest Emergency Evacuation Chair is located at  
School of Medicine Building, at the top of the stairwell near the research lab**  
[Reference Evacuation Chair Locations](#)

Personal Emergency Evacuation Plans (PEEP) are completed by the Health and Safety Unit for staff and students as required. Please contact [hnsbookings@ul.ie](mailto:hnsbookings@ul.ie).

### **2.13 Manual Handling of Loads**

Many injuries are the result of incorrect lifting and handling techniques or attempts to lift or carry loads that are inappropriate for the physical capacity of the person involved. Specific regulations on manual handling are set out in the Safety, Health and Welfare at Work (General Application) Regulations 2007 and can be summarised as follows:

- Where possible, avoid handling loads.
- Use equipment if appropriate.
- Know the correct way to lift. (Training is available at the University.)
- Get help if the load is awkward.

### **2.14 Out-of-Hours Working**

You should never work alone late at night in the University, especially where equipment or operations may be hazardous. In all cases, you must comply with the Buildings and Estates department requirements and carry out a risk assessment of the proposed work, ensure the necessary protective and preventive measures are in place, comply with other required procedures, get prior approval from your Head of School and notify the Security Department as required. No lone working is permitted during out of hours; you should work in pairs (buddy system) and must be familiar with the relevant fire and other out-of-hours emergency procedures.

### **2.15 Office Safety**

Although offices are not particularly hazardous places to work, accidents can happen. The following basic measures can prevent such accidents:

- Keep access routes clear at all times.
- Do not allow flexes (such as to computers or phones) to trail. If this is not possible, take steps to ensure they do not become a trip hazard.
- Take care when handling loads. Do not store heavy items too high or too low on shelving – they are easiest to handle at waist height. Use a ladder/kick-along for items stored up high.

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- Ensure that paper-cutting guillotines and other hazardous equipment are guarded at all times.

## 2.16 Computers

If you work regularly on a computer or similar equipment, you should take these basic precautions to minimise discomfort:

- Complete the e-learning DSE training programme that can be accessed [HERE](#)
- Change your activity regularly.
- Adopt a good posture and adjust your chair to support your back.
- If possible, arrange the equipment to avoid awkward positions that cause neck and shoulder discomfort.
- If possible, reposition the computer so that the monitor is glare-free.
- Take an eyesight test – this is available to employees who regularly use DSE equipment, Information is provided in the [Eye and Eyesight Testing Policy](#)

As required by the Safety, Health and Welfare at Work (General Application) Regulations 2007, computer workstations should be assessed. Requests for DSE assessments should be forwarded to [hnsbookings@ul.ie](mailto:hnsbookings@ul.ie)

## 2.17 Pregnant Employees and New Mothers

A pregnant employee or ‘new’ mother employee (i.e., is someone who has given birth within the last 14 weeks or who is breast-feeding) is required to advise their Head or Supervisor of their condition. This is to ensure that a pregnant employee risk assessment is completed using the [Pregnant Employee Assessment](#) as soon as possible and that the appropriate protective and preventive measures are put in place.

A Mother and Baby Room is located in the Main Building E0-010. The key for the room is available from the HR Central Services office, HR Division in Main Building D1-042.

## 2.18 Occupational Stress

Occupational stress is a term used to define ongoing stress that is related to the workplace. The stress may have to do with the responsibilities associated with the work itself or personality conflicts.

As with other forms of tension, occupation stress can eventually affect both physical and emotional wellbeing if not managed effectively. Staff who are experiencing occupational stress are strongly encouraged to discuss this matter with their Manager or to seek advice from the Human Resources Division.

An Employee Support Service (ESS) is available to UL staff. Details of the service are available at [HERE](#).

## 2.19 Dignity & Respect in the Workplace

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The University is committed to the development and maintenance of a positive working environment, in which all employees have the right to be treated with dignity and respect. The University will not tolerate bullying, harassment or victimisation and may take appropriate action, up to and including dismissal against those who contravene this policy. The University has appointed a number of trained “Designated Contact Persons” to provide a voluntary informal resource for confidential support and information to recipients of bullying behaviour and to those against whom a complaint has been made.

Further information may be obtained from the [Dignity and Respect Policy](#).

## 2.20 Roads and Traffic

All road markings, speed limits and traffic signs must be observed. Be aware of pedestrians and cyclists on campus roads, at junctions and particularly at pedestrian crossings.

Restrictions apply to parking on campus – you can only park in designated car parks. A valid parking permit must be displayed on your vehicle. Cars that are found to be illegally parked may be clamped and/or removed from campus.

## 2.21 Driving for Work

A driving for work risk assessment must be completed for School of Medicine staff driving for work in accordance with the [Driving for Work procedure](#)

The department driving for work risk assessment is available for reference School of Medicine SharePoint site under Health and Safety.

Staff using their private vehicle for business on behalf of University of Limerick must obey The Road Traffic Act 1961 (and its later amendments) and be prepared to react to other drivers and driving conditions. Only full-licenced drivers are permitted to use their personal vehicles for use on University business.

Private motor vehicles must be adequately insured while used on official University business. Staff must confirm with their insurance broker/company that University of Limerick is indemnified.

Staff claiming mileage are required to have made the appropriate arrangements with their insurers as part of the submission process. University of Limerick will not accept liability for any loss or damage resulting from the use of a private motor vehicle on official University business.

## 2.22 Safety Signs

Signs and symbols are used to warn, inform and enforce safety in the workplace. The signs are colour-coded and specifically designed to be readily understood (in accordance with the Safety, Health and Welfare at Work (General Application) Regulations).

For example:

- A prohibitory sign is red and circular, e.g. a no-smoking sign.
- A warning sign is yellow and triangular, e.g. an electrical hazard sign.

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- Signs for emergency escape or first aid are green and rectangular/square.

### 2.23 Chemical Safety Management

A using hazardous chemicals including gases must ensure compliance with the Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001 and associated legislation. The Head of School must ensure the safe management of chemicals from procurement through to final disposal.

Chemical safety data sheets and completed chemical agent risk assessments are available in the SoM research lab. Chemical spill kits are available in the SoM research lab.

A risk assessment is carried out on each chemical before its introduction to the research lab. If it is deemed to be dangerous, an alternative will be used where possible. If an alternative cannot be used, appropriate PPE is provided and safety measures implemented prior to its purchase. Chemicals are stored in appropriate safety cabinets, which are vented where necessary. Chemicals are only transported in appropriate receptacles. Waste chemicals are stored in appropriate containers, in safety cabinets where required and appropriately labelled (date, hazard labels, chemical names etc.) and disposal arranged within 6 months of the date of generation.

### 2.24 Event Management

For divisions, schools, departments, units, centres or offices hosting events it is recommended that an event plan and risk assessment are completed by event organisers. Both the event plan and risk assessment must be reviewed and approved by the Head of Department before the event can take place.

The following templates should be used:

- [Event Management Plan Template](#)
- [General Health & Safety Risk Assessment Form](#)

Event organisers are required to alert the Security department at [UniversitySecurity@ul.ie](mailto:UniversitySecurity@ul.ie) and the Buildings and Estates department at [BuildingsMaintenance@ul.ie](mailto:BuildingsMaintenance@ul.ie) of all events approved by the Head of School/Division/Department/Office/unit at the earliest opportunity.

### 2.25 Remote (Blended) Working

The University have specific duties to ensure the safety, health and welfare at work of all staff members. These duties include the staff member's workspace where they are required/permitted to work from home.

The Head of School must ensure that that all staff members are aware of the [Remote \(Blended\) Working Procedure](#) and the procedure is implemented in their areas.

The Head of School must ensure that completed [Display Screen Equipment: Remote Working Questionnaire](#) received from staff members are forwarded to [hnsbookings@ul.ie](mailto:hnsbookings@ul.ie) to enable the Health and Safety Unit to co-ordinate ergonomic assessments of remote working locations.

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### 3.0 Hazards and Risk Assessments

The Safety Statement is based on the identification of hazards and an assessment of the risks to safety and health at work.

A risk assessment is nothing more than a careful examination of what, in your area, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to ensure that no one gets hurt or becomes ill. The important things you need to decide are whether a hazard is significant and whether you have covered it by satisfactory precautions so that the risk is small.

Contact the Safety Officer for help and advice in carrying out the assessment and for information on the Hazard Identification and Risk Assessment Training Course.

Complete the [General Health & Safety Risk Assessment Form](#) available in the following sequence:

- **List Significant Hazards and Risks;**  
A hazard means anything that can cause harm (e.g. Chemicals, electricity, working with machines, heights, ladders, etc.). Risk is the chance that somebody will be harmed by the hazard. Walk around your work area and look afresh at what could reasonably be expected to cause harm. Ignore the trivial and concentrate on significant hazards which could result in serious harm or affect several people. Ask staff in the area what they think. They may have noticed things which are not immediately obvious. Manufacturers' instructions or data sheets can also help you to spot hazards and put risks in their true perspective. Look out for anything that can result in slips, trips and falls.
- **Persons at Risk:**  
Decide who might be harmed and how and don't forget: Students, young employees, new and expectant mothers, people with disabilities, lone workers, etc. who may be particularly at risk, cleaners, visitors, service providers, maintenance and security staff, etc., who may not be in the workplace all the time, Members of the public, customers (both adults and children) who use the sports facilities, sales representatives and people who share our workplace.
- **Existing Controls**  
List all the precautions you have in place to ensure the safety and health of anyone who may come into contact with the hazard.
- **Risk Class:**  
Even after all precautions have been taken, some risk usually remains. What you have to decide is whether this remaining risk is high, medium or low.
  - **High (H)** Probability of fatality, serious injury or significant loss, possibly of minor injury to a number of people.
  - **Medium (M)** Unlikely possibility of fatality, serious injury or significant material loss, possibility of minor injury to a small number of people.
  - **Low (L)** Injury or material loss unlikely though conceivable.
- **Further Controls Required:**

For the hazards listed, do the precautions already taken:

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- Meet the standards set by legal requirement?
- Comply with recognised industry standards?
- Represent good practice?
- Reduce risk as far as reasonably practicable?

Are the following provided?

- adequate information, instruction, training and supervision?
- adequate systems or written procedures (i.e. Departmental Codes of Practice or Manuals)?

Your aim is to make all risks small by adding to your precautions as necessary. If you find that something needs to be done, draw up an action list and give priority to any remaining risks that are high and/or those which could affect most people. In taking action ask yourself:

- Can I get rid of hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

In controlling the risks apply the principles below, if possible in the following order:

- Try a less hazardous option,
- Prevent access to the hazard (e.g. by guarding),
- Organising work to reduce exposure to the hazard,
- Issue personal protective equipment,
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first aid).
- Persons Responsible:  
Identify individuals or departments who are responsible for implementing the controls necessary to keep the risks low.
- Target Completion Date:  
Set a time scale, commensurate with the risk, to allow remedial action to be taken by the persons responsible.

Most of the risks on the University's premises will be categorised as high. Of course, once the controls are placed on the risks they will be reduced to within the levels required by the Safety, Health and Welfare at Work Act, 2005. The University does recognise that some risks are more difficult to control than others because they cannot be contained or guarded, such as:-

- Electricity,
- Fire,
- Certain chemicals,
- Maintenance Operations.

The level of training and supervision will reflect the hazardous nature of these operations. The risks from all the hazards identified will be assessed periodically and corrective action will be taken if the standards are not being met.



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### 3.1 Fire

**Risk Assessment**      **Low**

**Hazard** Loss of life, adverse health effects, damage/loss of equipment.

#### **Control Measures**

- A fire detection and abatement system has been installed and is maintained throughout the campus.
- Fire extinguishers are in place and are serviced regularly. Do not remove them from their positions.
- Training in the use of fire extinguishers is available, contact [hnsbookings@ul.ie](mailto:hnsbookings@ul.ie)
- Cardboard boxes and other combustible wastes must not be allowed to accumulate in storage areas.
- Smoking and vaping is not permitted on campus.
- It is a requirement of the University's insurers that all flammable substances be stored in purposely designed store rooms or in flame proof cabinets which comply with EN14770-1 (Fire Safety Storage Cabinets – Part 1: Safety Storage Cabinets for Flammable Liquids).

#### **In the event of a fire**

- In the event of a fire, firefighting should only be attempted if training has been undertaken and it is safe to do so.
- Proceed to fire assembly point. The building emergency plan will be put into operation.
- Staff and students should not return to the building until the fire brigade deem it to be safe.

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## 3.2 Electricity

**Risk Assessment**      **Low**

**Hazards** Electric shock, fire, adverse health effects, trips or falls from loose cables.

### Control Measures

- If for any reason there is an electrical fault the Buildings and Estates department should be immediately contacted to remedy the matter.
- Staff and students are not permitted to attempt to carry out repairs either temporary or permanent to the electrical supply system or to any of the electrical appliances.
- Electrical equipment such as projectors must only be repaired and serviced by a competent person. Do not use damaged equipment, electrical cords or plugs.
- Any specialist equipment manufactured or formulated for experimental purposes must comply with electrical safety guidance.
- The Buildings Officer will ensure that the wiring installation to the building is checked by a competent qualified electrician. Dangerous or defective material should be secured and replaced or remedied as soon as is practicable.
- Portable appliances will be inspected and tested in accordance with the requirements of the General Application Regulations 2007.

### WIRING STANDARDS - EQUIPMENT AND MACHINERY

- All new fixed and temporary wiring will be to the latest Irish standards and, where practicable, in compliance with the national rules for electrical installations.
- Portable or temporary equipment will be connected by means of switched socket outlets suitable for the environment.
- Flexible cables will also be adequately protected against external mechanical damage.
- Adequate fusing or excess protection, e.g. circuit breakers, must be provided for all fixed and portable equipment and regularly maintained.
- Sufficient sockets shall be provided to prevent overloading by use of adaptors. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Frayed and damaged cables shall be replaced immediately.
- Flexible cables should not be run across floors. Where damage at floor level to cables is possible, protection by ramps, conduit or armouring must be used.

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### 3.3 Housekeeping

**Risk Assessment:** Low- Medium

**Hazard** Poor housekeeping can lead to a range of issues or accidents including slips, trips, falls, manual handling injuries or fire.

#### Control Measures

- It is the responsibility of all staff to keep their work areas as tidy as possible.
- Items will be allocated a specific storage area and must be kept in that area, e.g. projectors.
- Passage ways must be kept clear at all times. Keep aisles, stairs and walkways clear of obstacles.
- Avoid carrying loads that hinder sight
- Shut cabinet drawers, secure loose carpeting and clean up spills immediately.

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### 3.4 Manual Handling

**Risk assessment:** Low - Medium

#### **Hazards**

Back and limb injury, loss or damage to equipment

#### **Control measures**

- Manual handling will be avoided where possible. Other means of moving or lifting will be employed such as the use of trolleys.
- Staff will be provided with manual handling training as required. Contact [hnsbookings@ul.ie](mailto:hnsbookings@ul.ie)
- Staff should seek assistance where possible when lifting heavy items.

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### 3.5 Display Screen Equipment (DSE)

**Risk Assessment: Low**

The University recognises that only a small proportion of people using DSE suffer health problems as a result, but because there are so many users this can be a significant number. In most cases the problems do not arise directly from the DSE itself, but from the way they are used.

Adverse effects can be avoided/minimised by good workplace and job design and by the way the equipment and workstation is used.

The Display Screen Equipment Regulations apply to employees who are habitual users of display screens. The University will comply with requirements of Safety, Health and Welfare (General Application) Regulations 2007 Chapter 5 of Part 2.

#### **Hazards**

Upper limb pain and discomfort (WRULDs)  
 Temporary fatigue or soreness in the limbs  
 Cramp  
 Ongoing pain in the muscles or nerves  
 Chronic soft tissue disorders  
 Eye strain

#### **Control**

- The University purchase and provide appropriate equipment (hardware) and processing systems (software) and a working environment suitable for display screen work.
- Each workstation will be risk assessed and appropriate steps taken to reduce risks. Assessments can be requested by contacting [hnsbookings@ul.ie](mailto:hnsbookings@ul.ie).
- Offices will be maintained at a comfortable temperature and humidity and the lighting arranged to avoid screen glare.
- The University will provide information, instruction and training to employees in relation to the risks associated with DSE work and how these risks are minimised.
- DSE users should have activities arranged so as to provide regular breaks from screen/keyboard work.
- The University will offer eye and eyesight tests to employees in accordance with the Eye and Eyesight Testing Policy.
- Where an employee is found to require corrective lenses (or an alteration of existing lenses) for DSE work, the basic cost will be borne by the University (excluding employee PRSI entitlements). If other than the basic frames are requested by the employee all additional costs resulting from this must be borne by the user. If the Optician determines that the employee for normal day-to-day use requires spectacles, the University will not cover the costs of these and the employee must make their own arrangements for the supply of these and will be responsible for the full cost.
- All users are requested to report to their supervisor or manager in the event of any problem with their display screen work, defects in environment or equipment, or personal health status which could affect their ability to work safely and in comfort.

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### 3.6 Photocopiers and Laser Printers

**Risk Assessment:**      **Low**

**Hazard** Toner is an extremely fine powder. Any dust in substantial concentration is, as it may cause respiratory tract irritation resulting in coughing and sneezing.

Ozone is produced as a result of the high voltage electrical discharges inside the photocopier or laser printer. Ozone, O<sub>3</sub>, a form of oxygen, is a highly reactive, unstable, colourless gas with a distinctive odour which, at room temperature, decomposes rapidly to oxygen. Ozone levels produced by photocopiers are well below occupational exposure limits.

The lamps in photocopiers emit light in both the visible and ultraviolet ranges. In general, the ultraviolet light does not pass beyond the glass plate in which the original is placed.

Laser printers have a series of interlocking safety devices that prevent operator exposure to the laser beam.

#### Controls

- Departments should give careful consideration to the location of photocopiers in relation to employee work areas to prevent unnecessary stress from the heat or noise of the machine.
- Photocopiers and laser printers should be sited in well-ventilated areas. High volume copiers should ideally be sited in a dedicated room.
- Copiers and printers should not be positioned in corridors where they may cause an obstruction of an emergency exit route.
- Persons who suffer from asthma, bronchitis, etc. should avoid changing toner cartridges.
- Vacuum up any spilled toner, rather than brush off, to avoid raising a dust cloud.
- The remainder should be removed using a damp cloth rinsed in cold water. Hot water should be avoided as it may cause the toner to partially melt and become sticky.
- Operator exposure to visible light is minimal and is well below the permissible exposure level. Nevertheless, as an additional safety measure, keep the cover closed whilst copying. Should the cover have to remain partially open e.g. to copy a book, look away from the light source.

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## Appendix 1 - Organisation for safety within the School of Medicine

|                                                                                             |                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Head of School, with overall responsibility for Health and Safety                           | Prof Deirdre McGrath                                                                                                                                                                 |
| School of Medicine Safety Representative                                                    | Margaret Toomey                                                                                                                                                                      |
| Director of Research, responsibility for Health and Safety in the SoM Research Laboratories | Prof Colum Dunne                                                                                                                                                                     |
| Evacuation Coordinators                                                                     | Margaret Toomey<br>Kieran O'Mahony                                                                                                                                                   |
| Evacuation Stewards                                                                         | Elizabeth Guihen<br>Miranda Kiernan<br>Laoise Hogan<br>Teresa Kennedy<br>Kevin O'Connor<br>Clare Nee<br>Monica Casey<br>Patsy Finn<br>Josephine Lynch<br>Emma Foley<br>Grainne Folan |
| School of Medicine First Aid Responders                                                     | Margaret Toomey<br>Miranda Kiernan                                                                                                                                                   |
| School of Medicine AED Operatives                                                           | Margaret Toomey<br>Miranda Kiernan                                                                                                                                                   |

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## **Appendix 2 - Safety Operation Procedures currently used by the School of Medicine**

University of Limerick Safety Statement  
School of Medicine Safety Statement  
School of Medicine Research Laboratory Safety Statement  
School of Medicine Emergency Plan  
School of Medicine Room Booking Procedure – in development  
School of Medicine Lone Working Procedure – in review  
School of Medicine Building Access Procedure – in development



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### Appendix 3 – Risk Assessment Sheet

#### UNIVERSITY of LIMERICK RISK ASSESSMENT SHEET

LOCATION (Room No.): Clinical and Anatomical Skills Laboratories, PBL Rooms ,      PERSON-IN-CHARGE: Prof Des Leddin  
Office Areas and CAL Building

DIVN / DEPT: Graduate Entry Medical School      LOCATION SAFETY CLASSIFICATION (if relevant): \_\_\_\_\_      Sheet no.1 of 4

ASSESSMENT UNDERTAKEN BY: Margaret Toomey

ASSESSMENT DATE: May 2014

ASSESSMENT REVIEW DATE: May 2015 (SO-Rev1-May 99)

| REF. | LIST SIGNIFICANT HAZARDS & RISKS HERE:                                                                      | PERSONS AT RISK:                                            | EXISTING CONTROLS                                                                                                                                                                                                           | *RISK CLASS: | FURTHER CONTROLS REQUIRED:                                                                                                                                                                                                                      | PERSONS RESPONSIBLE:                                            | TARGET COMPLETION DATE:      |
|------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------|
|      | Location – Clinical Skills Laboratory<br>Hazard – Sharps Usage and Disposal<br>Risk – Sharps Related Injury | Clinical Skills Staff<br><br>Students<br><br>Cleaning Staff | Students will be instructed on the proper use and disposal of sharps prior to laboratory sessions.<br><br>Students will be supervised while using sharps for the first time. All students must complete a Health and Safety | Low          | Waste disposal procedure on School of Medicine Website. Students made aware of this by Sulis announcement/email.<br><br>Failure to follow the correct waste disposal procedures will result in the removal of lab access for SDL. Imposing this | Clinical Skills Faculty and Staff<br><br>Clinical Skills Tutors | Ongoing monitoring required. |

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|--|------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------|
|  |                                                                                          |                                              | <p>Exam prior to using the Lab areas unsupervised.</p> <p>Students will be notified of the risks involved with using sharp objects in the CSEU Health and Safety Guidelines and in the Laboratory Rules which are available in the Clinical Skills Laboratory.</p> <p>Sharps bins are provided for sharps disposal.</p> <p>First Aid boxes are provided if necessary</p> |                     | penalty has proven successful in highlighting the risks associated with incorrect waste disposal.                                                  |                              |                       |
|  | <p>Location – Clinical Skills Laboratory</p> <p>Hazard – Movement of Heavy Equipment</p> | <p>Clinical Skills Staff</p> <p>Students</p> | <p>Manual handling training will be provided to all staff involved in the movement of heavy equipment.</p>                                                                                                                                                                                                                                                               | <p>Low - Medium</p> | <p>Heavy equipment/models will be indicated as such with a red sticker. Students will be advised against moving or lifting any such equipment/</p> | <p>Clinical Skills Staff</p> | <p>September 2008</p> |

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|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------|
|  | Risk – Back Injury when Moving Equipment                                                                                                                                    |                                           | Two people are required to lift heavy equipment at all times.<br><br>Trolleys are available for the transport of equipment where necessary.                                                |              | models on the Laboratory Rules which are available in each of the Clinical and Anatomical Skills Laboratory areas. |                                           |                |
|  | Location – Store rooms and main office area<br>Hazard – Storage of Equipment / Consumables on High Shelving<br>Risk – Injury due to stretching, lifting and falling objects | Clinical Skills Staff<br><br>Office staff | A non-slip kick stool is provided for access to high shelving where required.<br><br>Lighter items will be stored on higher shelves to minimize the risk of injury due to falling objects. | Low - medium |                                                                                                                    | Clinical Skills Staff<br><br>Office Staff | September 2008 |
|  | Location – Store Rooms<br>Hazard – Storage of medical consumables (e.g. needles, syringes etc.)<br>Risk - Theft                                                             | Clinical Skills Staff                     | All consumables to be kept locked away at all times.<br><br>Consumables will only be made available to students for                                                                        | Low          |                                                                                                                    | Clinical Skills Staff                     | September 2008 |

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|  |                                                                                                                                   |                 | scheduled laboratory and SDL sessions.<br>Access to storage areas is limited to core Clinical Skills Staff.     |     |  |                                 |                |
|  | Location – GEMS2-032<br>Hazard – Photocopier<br>Risk – Exposure to toner dust, noise, heat, UV radiation, ozone and intense light | Office Staff    | Photocopier has a designated room.                                                                              | Low |  | All Staff                       | September 2012 |
|  | Location – GEMS2-032<br>Hazard – Laminator<br>Risk – Headaches caused by exposure to fumes                                        | Office staff    | When possible the laminator will be used in a non-occupied and well-ventilated room so as to minimise exposure. | Low |  | Office Staff                    | February 2012  |
|  | Location – PBL rooms, clinical and anatomical skills labs<br>Hazard – Folding tables                                              | Technical staff | Tables should always be moved by two persons                                                                    | Low |  | Technical staff<br>Office staff | March 2011     |

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|  | Risk – Injury due to moving and folding tables                                                                                                                                                                      | Office staff<br><br>Students                                      | Extra care should be taken when folding the tables so as to avoid catching fingers in the table legs.                         |            |                                                                   | Students                                  |                         |
|  | Location – 1 <sup>st</sup> and 3 <sup>rd</sup> Floors<br>Hazards – Weak legs on chairs<br>Risks – Injury due to chair collapsing                                                                                    | Potentially all building users                                    | Damaged chairs taken out of circulation and replaced with suitable alternative.<br>Replacement legs fixed to existing chairs. | Low        |                                                                   | CTO,<br>B&E                               | Complete in August 2013 |
|  | Location – 2 <sup>nd</sup> Floor<br>Hazard – Exit route for patients in event of medical emergency during clinical exams<br>Risks – Inability to move a patient from the building in the event of medical emergency | Patients recruited for exams<br><br>Potentially any building user | Low risk patients to be recruited for Clinical exams.<br><br>Emergency services to be present for Year 3 clinical exams       | Low-Medium | Situation to be reviewed by School of Medicine Staff and Faculty. | Head of Dept.,<br><br>CTO,<br><br>Faculty | March 2014              |

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|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------------------------|--------------------------------------------------------------|--------------|
|  |                                                                                                                                                                                                                             |                                                                             | Defibrillator installed in foyer of building and training on its use to be provided                                                                                                                                                                                                                                              |        |                                        |                                                              | January 2014 |
|  | <p>Location: School of Medicine Building</p> <p>Hazard: Out-of-hours access (evenings from 18.00-22.00 and weekends from 09.00-18.00)</p> <p>Risks: Access to the building by non-authorised personnel<br/>Lone working</p> | <p>All personnel accessing the building outside of normal working hours</p> | <p>A Security Officer is always present in the building outside of normal working hours (evenings from 18.00 to 22.00 and weekends from 09.00 to 18.00)</p> <p>Building accessible out-of-hours by swipe access to School of Medicine staff and students only</p> <p>Signage erected to prevent building users unlocking the</p> | Medium | Situation to be monitored continuously | <p>Head of Dept.</p> <p>CTO</p> <p>Buildings and Estates</p> | On-going     |

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|  |  |  | <p>main door outside of normal working hours</p> <p>Occupants of the Research Lab operate a 'buddy' system, where no person works in the lab on their own.</p> |  |  |  |  |
|--|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|

**\*RISK CLASS** (After existing controls and before further controls):-  
 High (H) (Probability of fatality, serious injury or significant loss, possibility of minor injury to a number of people.)  
 Medium (M) (Unlikely possibility of fatality, serious injury or significant material loss, possibility of minor injury to a small number of people.)  
 Low (L) (Injury or material loss unlikely though conceivable means)