School of Computing.

Safety Statement.

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School of Computing Safety Statement
15/05/2021

1.0   Introduction

The purpose of the Safety, Health and Welfare at Work Act 2005, is to ensure the safety, health and welfare of all employees in the workplace. The Act applies to employees in all types of work and embraces all the activities of Dublin City University (DCU).

In compliance with the Act, the University has prepared a written Framework Safety Statement describing the employer arrangements and the employee co-operation necessary to achieve this purpose. In addition the Framework Safety Statement outlines the University's policies on occupational health and safety matters and defining the necessary management structure for the implementation of these policies.

Specific health and safety issues of relevance to the University as a whole are detailed in this Framework Safety statement.

In compliance with the DCU Framework Safety Statement, the School of Computing has prepared a local safety statement, documenting our own hazards, risks, risk control protective and preventive measures and resources for the School of Computing ensuring a safe and healthy work environment.

This Safety Statement is aimed at protecting employees, students and visitors from potential injury or ill-health arising from our work activities.

This Safety Statement will be updated as necessary in light of new legislation, staff feedback, university structural changes and practical experience. In addition, the Safety Statement will be reviewed annually.

This Safety Statement is available to DCU Management and to all employees, visitors and students of the School of Computing.

1.1   Scope of Safety Statement

This Safety Statement deals in the main with the health and safety issues that fall within the remit of the School of Computing. Our staff offices and operations are located in the following Estates; Offices and Laboratories LG01 - L240 excluding LG08 – LG18A comprising of Sports & Wellbeing/Graduate Studies.

The McNulty Building (Block 1 and Block 1 Extension)

The scope of our operations includes

Classroom and Laboratory based teaching at undergraduate and postgraduate level. Research in Computing and associated disciplines.

2.0   Statement of Safety, Health & Welfare at Work Policy

2.1 The policy of the School of Computing is, in so far as is reasonably practicable, to ensure the safety, health and welfare at work of all our employees and further to ensure that persons not in our employment, who may be affected by the work activities are not thereby exposed to risks to their safety and health.

2.2 In particular the School of Computing recognise our express Responsibilities under Section 8 of the Act will provide the necessary resources, structures and procedures required to safeguard our staff, students and visitors against the risks arising from activities in our workplace.

2.3 The School of Computing considers that it is the strict duty of All staff and students to conform to university safety policies and practices and to carry out their responsibilities as detailed in this document and in accordance with any other relevant legislation. Staff members with specific responsibilities for safety, health and welfare must properly delegate these in their absence.

2.4 In addition to reviewing this Safety Statement, each employee is expected to make himself/herself familiar with the DCU Framework Safety Statement. The Framework Safety Statement is available on the DCU Website.

2.5 Staff and students who fail to cooperate with safety procedures may be subject to the normal DCU disciplinary procedures.

2.6 The School of Computing welcomes feedback from staff or students regarding any aspect of this document or any other health and safety concerns. Feedback in this regard should be directed to the Head of School.

Signed Prof.   *Date 15/05/2021*

School of Computing Safety Statement
15/05/2021

(Head of School of Computing)

3.0 Health and Safety Management Structure and Responsibilities

In accordance with the DCU Framework Safety Statement, the Head of School as part of his management function, is responsible for ensuring, so far as is reasonably practical, the health and safety of persons working, studying or visiting the School of Computing. In particular he is responsible for the following:

1. To ensure that the school/research center has prepared a Local Safety Statement relevant to their operations which complies with Section 20 of the Safety, Health and Welfare at Work Act.
2. To ensure that the Local Safety Statement is reviewed at least annually and that the Health and Safety Steering Group is notified that the review has been completed and is provided with any updated document which may result from such a review.
3. To ensure that the topic of occupational health and safety/fire safety is a standing agenda item on all School/Unit/Research Centre staff meeting agendas.
4. To ensure that all hazards are identified, risks arising are quantified, and risk control measures are identified and implemented.
5. To ensure that regular safety inspections/audits are carried out to monitor compliance with the Local Safety Statement and legal requirements and to ensure appropriate follow-up action is taken.
6. To investigate all accidents to staff/students/visitors in their area of responsibility and to complete the DCU Injury/Incident Report forms as appropriate.
7. To ensure that the DCU Evacuation and First Aid Procedures are implemented and that sufficient Fire Wardens/First Aid personnel are available.
8. To ensure that staff are appropriately trained and competent to carry out their duties safely and to ensure the attendance of staff at designated training courses as appropriate.
9. To ensure that students are adequately trained and supervised in carrying out practical and experimental work. (Adequate level of supervision to be determined having regard to the age, level of experience and status (graduate/post graduate etc) of the student).
10. Based on risk assessment, to arrange for the provision of adequate and appropriate personal protective equipment for employees within the School/Research Centre.
11. To notify the Estates Office of any health and/or safety issues arising within their area of operation requiring Estates Office action/input to resolve.
12. To ensure that all contractors carrying out work in their area operate under the Estates Office Permit to Work system.

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

Appendix 1 details the Safety Management Structure in place within School of Computing

3.1 Health and Safety Consultation on Campus

In order to ensure effective consultation with staff and other campus users, DCU Executive has established a Health and Safety Consultation group to provide a formal structure for the highlighting and resolution of more difficult Health and Safety problems/issues that cannot be resolved locally. The Faculty of Engineering and Computing is represented on this group by

Jim Doyle, School of Computing.
Own Larkin , School of MME.

Health and Safety issues that are not resolvable through internal channels can be referred through these representatives to the Health & Safety Consultation Group and ultimately the H&S Steering Group. In addition, the current Safety Representative for the University can be consulted informally and in confidence by individual staff members with a view to raising specific Health & Safety issues for resolution.

3.2 Employee Co-Operation

Section 13 of the Safety, Health and Welfare at Work Act 2005 imposes a number of obligations on employees while at work:

(1)   An employee shall, while at work

   (a) *Comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,*
   (b) *Ensure that (s)he is not under the influence of an intoxicant to the extent that (s)he is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,*
   (c) *If reasonably required by his or her employer, to submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,*
   (d) *co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provision, as appropriate,*
   (e) *not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,*
   (f) *attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,*
   (g) *having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare to work, including protective clothing or equipment,*
   (h) *report to his or her employer or to any other appropriate person, as soon as practicable-*
      i.) *any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health and welfare at work of the employee or that of any other person,*

ii.)   *any defect in the place of work, the system of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or*

iii.)   *any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which (s)he is aware.*

(2)   An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under subsection (1)(f)

As well as these general duties, it is important that employees are aware of the health and safety duties assigned to them in this Safety Statement as part of their normal duties. These delegated duties are essential for the day to day implementation of safety measures, and employees are obliged to carry out these functions in accordance with Section 13(1)(d) of the Act, as above.

Section 14 of the Act applies to all persons and requires that:
A person shall not intentionally, recklessly or without reasonable cause—
(a)   *interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or*
(b)   *place at risk the safety, health or welfare of persons in connection with work activities.*

In addition to the above legal requirements all staff and students of the School of Computing are required to immediately report to the Head of School any accident resulting in loss or injury and any incident that could have resulted in loss or injury. The injured party is also required to co-operate in the investigation of the incident and the completion of the Injury/Incident Report Form.

4.0 Health & Safety Resources

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

4.2 Where additional equipment, training etc. is required (whether as a result of ongoing risk assessment or legislative change), resources will be allocated on a prioritised basis to meet the identified requirements.

4.3 The Health and Safety Office retains a reference library of texts, literature, videos and other publications on health and safety matters. The Office also subscribes to an online database of safety legislation, codes of practice and international standards. All staff can gain access to these information resources by contacting the Health & Safety Office.

5.0 Health and Safety Training

The School of Computing does not provide any additional H&S Training above that provided by the DCU Health & Safety Office.

The provision of appropriate training and instruction is an important element in the management of safety and the implementation of this safety statement. Such training is also a legal requirement in controlling many of the risks identified in the School of Computing. Training and instruction also serve to improve safety awareness and attitudes that are essential for effective safety management.

5.1 Health and Safety Office Training

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

(1)   Health and Safety Induction of all new employees and students including   information on fire and emergency procedures.
(2)   Manual Handling Training
(3)   Fire Warden Training
(4)   First Aid Training
(5)   Management Training in Health and Safety
(6)   Out of Hours Policy Induction
(7)   Emergency Response Plan
(8)   Risk Assessment & Control
(9)   Office Ergonomics
(10)   Other central training where risk assessment identifies specific campus need

Details of upcoming courses are advertised via e-mail on an ongoing basis. As staff will generally be involved in manual handling at some stage in DCU, all staff of the School of Computing are required to attend Manual Handling training provided by the Health & Safety Office.

6.0 Fire and Emergency Management

6.1   Fire Wardens

The following members of staff are trained Fire Wardens.

Jim Doyle	Anne Daly	Gary Conway	Jiang Zhou
Eugene Curran	Graham Healy	Sean Haran	Patricia White

Fire Wardens for the area LG08 - LG18 occupied by Sports & Wellbeing and Graduate Studies.

Karen Keating   Jonny Hobson

Fire warden for LG28 occupied by the Dublin Business School.

Colette Real.

Their role is to sweep their designated section of the building in the event of an alarm activation and to provide information on building occupancy etc. to DCU security and the emergency services in the event of a genuine emergency. All staff and students are required to comply with the instructions of Fire Wardens and to evacuate the building promptly in the event of an emergency.

The School of Computing will ensure that sufficient Fire Wardens are trained and available on an ongoing basis to provide an effective service throughout the building. The School Safety Officer Jim Doyle is responsible for ensuring that the Health & Safety Office is notified of any changes in the Fire Warden Team and for ensuring that names of new Fire Wardens are added to the waiting list for training.

Persons awaiting Fire Warden Training.
Tom Doyle
Cathal Gurrin

6.2   Evacuation Drills

Evacuation Drills are organised twice annually by the Health and Safety Office in cooperation with the Estates Office. Feedback on performance in terms of time taken to evacuate and particular difficulties with alarm systems / building fabric are notified to all staff via e-mail.

The DCU Evacuation procedure is posted on the Health & Safety Website.

6.3   Local measures

All staff are required to familiarise themselves with the locations of
(a) escape routes
(b) fire alarm call points (red break glass units)
(c) Fire extinguishers and fire blankets
(d) Fire assembly points

6.4   First Aid and Injury/Illness Management

Fully stocked First Aid boxes are available in McNulty Lobby Entance A.

The following members of staff are trained as Occupational First Aiders.

Sean Haran 8703
Jim Doyle 5350

They are available to respond to First Aid incidents during normal office hours. In addition all permanent members of the DCU Security team undergo Occupational First Aid Training with a view to providing first aid response 24 hours a day, 365 days a year.

The School Safety Officer Jim Doyle is responsible for ensuring that the Health & Safety Office is notified of any changes in the First Aid team and for ensuring that names of new First Aiders are added to the waiting list for training.

The DCU First Aid Policy & Procedures, Injury / Incident Management Procedure and the Emergency Ambulance Assistance Procedure are posted on the Health & Safety Website.

7.0 Hazard Identification, Risk Assessment & Controlling Risks

A comprehensive review and assessment of hazards, risks and controls within the School of Computing has been undertaken. This exercise has been carried out in accordance with the definitions and procedures noted below. Appendix 2 contains details of the current Risk Assessments & Control Measures in place in the School of Computing. All new and amended equipment, procedures and processes will be similarly assessed as they arise and the results similarly recorded. All staff are encouraged to review the hazards listed in Appendix 2 to identify any issues that are not currently assessed and to feedback to Jim Doyle.

In relation to postgraduate research, the Academic Supervisor is responsible for carrying out ongoing risk assessment of the research in consultation with the postgraduate student. He/She must ensure that control measures in place comply with all health and safety regulations currently in force. *A copy of all such written risk assessments must be supplied to the School Safety Officer for review and recording purposes.*

7.1   Definitions

Hazard is *any substance, article, material or practice within a workplace which has the potential to cause harm to employees at work or visitors to that workplace.*
Hazards are categorised as Physical, Chemical, Biological, Organisational, Environmental or Human.

Risk *is the potential of the hazard to cause harm in the actual circumstances of use.*

Risk Assessment *is the evaluation of the likelihood that harm could arise from the hazard and the likely severity and extent of the harm.*

The outcome of qualitative risk assessment requires that the identified hazards be given a risk rating of 'high', 'medium', or 'low'. Control measures are prioritized based on the risk rating and are commensurate with the level of risk.

7.2   Risk Control

In selecting controls the following hierarchy is adopted.
1. Elimination
2. Substitution
3. Enclosure
4. Guarding
5. Safe systems of work
6. Supervision
7. Training/Information
8. Personal protective equipment (PPE)

All final decisions on risk control must take into account the relevant legal requirements and industry codes of practice.

7.3   Unacceptable Risk

Where the risk cannot be reduced to acceptable levels and finance is not available to implement appropriate controls, it is the policy of School of Computing to require that the activity cease or the area close.

8.0 Management of Contractors

DCU Estates Office operates a mandatory Permit to Work system for all contractors, incorporating a Hot Work Permit System where necessary. All work undertaken by outside contractors on behalf of the School of Computing must be carried out under an Estates Office issued Permit to Work.

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

https://www.dcu.ie/estates/contractors.shtml

9.0 Bullying and Harassment

The DCU Policy to Promote Respect and Protect Dignity outlines the procedures which should be followed by any member of the University Community who may experience sexual harassment, harassment or bullying.

The DCU Equality Office webpage contains comprehensive information concerning the **Universities Bullying and Harassment Policies.**

https://www.dcu.ie/equality/respect.shtml

10.0   Stress at Work

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

The DCU Employee Assistance Program is a confidential support service designed to support all staff and their immediate family members. Refer to the DCU Webpage for further information -

https://www.dcu.ie/hr/DCU-EAP.shtml

11.0 Out of Hours Work

Lone working/out of hours working is defined as follows:

- Any Laboratory / Experimental work undertaken outside of 9am-6 pm Monday – Friday
- Any other work undertaken outside of 7am-6pm Monday – Friday
- Any other work undertaken at weekends or Bank Holidays

NOTE: All buildings must be vacated by 6pm on Saturdays, Sundays and Bank holidays when they will be subject to full lock-up.

NOTE: At Christmas & Easter the campus may close down for a specified number of days and access will only be granted under exceptional circumstances.

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

The University has launched a free app service to give round-the-clock safety reassurance to staff and students. The SafeZone app is a simple-to-use application that is free to download from the Apple App store and Google Play. Further details on the App and how to use it are available at: (www.dcu.ie/ocoo/safezoneatdcu.shtml)

Refer to Policy on Lone-Out of Hours Working on the DCU Website.

https://www.dcu.ie/sites/default/files/safety/pdfs/70_-_lone_out_of_hours_working_policy_v2.pdf

12.0   Manual Handling

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

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

The School of Computing is committed to minimizing the need for manual handling of loads by employees, e.g. by the use of mechanical equipment, organisational arrangements, etc.

Training in manual handling is coordinated through the Health and Safety Office. All new employees are provided with manual handling training at induction. Training for staff recruited prior to the provision of formal induction is provided on a priority basis, i.e. staff with a substantial involvement in manual handling are trained first but ultimately all staff must have knowledge of manual handling principles. Heads of School/Research Centre/Unit/Campus Companies are responsible for ensuring that 'at risk' staff are provided with manual handling training and that they attend refresher training periodically.

All employees involved in manual handling should acquaint themselves in so far as is possible with
- the weight of each load,
- the centre of gravity of unusual loads,
- the nature and contents of the load.

13.0 Health Risk Management (Occupational Health)

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

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

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

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

14.0 Pregnant Employees

The School of Computing is committed to protecting the reproductive health of all employees and students and minimising risks to the unborn. In accordance with the Safety, Health & Welfare at Work (Pregnant Employees) Regulations (Regulation 3) a pregnant employee of the school of Computing must notify her immediate supervisor of her condition *'as soon as is practicable after it occurs and, at the time of the notification, give to her employer or produce for her employer's inspection a medical or other appropriate certificate confirming her condition'*.

Pregnant employees must complete the Pregnant Employees Risk Assessment Form
for submission to the Head and the Health and Safety Office. Where the preliminary assessment highlights areas of concern, the Health and Safety Office will complete a more in-depth assessment in conjunction with the employee and the School of Computing to establish appropriate controls.

Pregnant students are also encouraged to inform DCU Registry of their condition such that appropriate risk assessment may be carried out.

https://www.dcu.ie/safety/safety-during-pregnancy.shtml

14.1 Rest and Breastfeeding Facilities

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

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

Contact the Health and Safety Office at safety@dcu.ie or at ext. 8678 for information on gaining access to the room.

15.0   Use of Display Screen Equipment (DSE)

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

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

15.1   Supply of DSE User Office Chairs

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

15.2   DSE User Eyesight Screening

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

16.0   Work Equipment

Staff responsible for purchasing work equipment and those responsible for supervising its use are required to ensure those using the equipment have sufficient information and training to do so safely.

In the case of work equipment which is exposed to conditions causing deterioration liable to result in a danger to safety or health, personnel responsible must ensure periodic inspections and where appropriate testing is carried out and deterioration is detected and remedied in good time. The equipment must be maintained and a maintenance log kept.

17.0   Electrical Safety

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

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

The School of Computing will raise a ticket with estates for any electrical issues observed.

18.0   Biological Agents

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

Hazards relating to Biological Agents are not present in the School of Computing.

19.0   Chemical Agents including Carcinogens and Mutagens

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

Hazards relating to Chemical Agents are not present in the School of Computing.

20.0 Smoking on Campus

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

(b) Main door of DCUBS.

(c) Adjacent sliding entrance doors linking DCUBS and the building housing DCU Main Reception.

(d) Area between the offices of Student Affairs, the International Office and Registry.

(e) The covered area adjacent to ground floor offices in the School of Computing Building.

(f) The doorway and covered walkway area adjacent to ground floor offices in the Science Block.

(g) The area between the Helix Stage Door and the offices in the Street area of the Henry Grattan building which back onto the Helix.

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

20.1 Electronic Cigarettes

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

21.0 Traffic Management on Campus

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

Work is continuing on developing formal traffic management procedures and site rules for vehicular traffic on the St Patrick's and All Hallows Campuses.

Refer to https://www.dcu.ie/estates/parking.shtml for details on parking on DCU campuses.

22.0   Driving for Work

The Health and Safety Authority states that driving for work includes any person who drives on a road as part of their work either in a company vehicle or in their own vehicle and receives an allowance from their employer for miles driven.

The Health and Safety Authority and the Road Safety Authority have produced guidance on Safe Driving for Work which staff are required to adhere to. The transport of dangerous substances in private vehicles is prohibited. Certain hazardous substances may be transported subject to risk assessment and appropriate controls being put in place.

23.0 Legionella Management

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

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

24.0   Asbestos

Asbestos containing materials were widely used in buildings up until 1999. When asbestos containing materials are damaged or disturbed asbestos fibres can be released into the air which if breathed in can cause serious and often fatal diseases including cancer. DCU adheres to the Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006 & 2010 and ensures that any work carried out on campus does not lead to the exposure of staff, students or contractors to asbestos fibres. When asbestos containing materials are in good condition and left undisturbed it is unlikely that asbestos fibre will be released into the air and therefore the risk to health is extremely low. An asbestos survey is carried out prior to any demolition or maintenance work in areas where asbestos containing materials are likely to occur.

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

25.0   Radiation Safety

25.1   Radioisotopes

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

25.2   Radon

Exposure to natural radiation sources in the workplace is governed by the Radiological Protection Act 1991 (Ionising Radiation) Order 2000. According to the Health and Safety Authority (HSA), all indoor workplaces in High Radon Areas (where 10% or more of buildings will exceed the Reference Level) located at ground floor or basement level must be measured for radon. The DCU campuses are located in an area where between 1 to 5% of buildings will exceed the Reference Level of 200 bequerel per cubic metre (Bq/m3).

Hazards relating to sources of radiation are not present in the School of Computing.

26.0   Child Protection

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

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

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

https://www.dcu.ie/equality/crc.shtml

27.0   Student Placement

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

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

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

Hazards relating to sources of Student Placement are not present in the School of Computing.

28.0   Injury / Incident Reporting and Investigation

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

(a) the death of any employed or self-employed person, which was caused by an accident during the course of their work.

(b) an injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays. (For example, if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable).

(c) a death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work. Deaths or injuries caused by normal medical treatment (e.g. surgery or medication) do not need to be reported.

(d) a road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.

Specified 'dangerous occurrences' must also be reported.

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

28.1   DCU Injury/Incident Reporting Procedure

For the purposes of internal accident reporting within the University, an Incident Report Form is available online on http://www.dcu.ie/safety/emergencies.shtml.

As soon as possible after any accident which occurs on University premises or as a result of University work activities, this form must be completed. The Health and Safety Office will investigate as soon as is practicable.

When an accident occurs within a School of Computing the Head must complete the online Incident Report Form. When an accident occurs in a common area e.g. in a theatre or on University grounds, the member of staff to whom the accident is reported must ensure that the report form is completed.

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

Incidents/Near Misses can also be reported via the traditional "Yellow Form" however the Health and Safety Office prefer if online reporting is utilized.

28.2   Out of Pocket Expenses

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

29.0 Health and Safety Performance Monitoring

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

- Accidents/dangerous occurrence records
- Attendance records for health and safety/fire safety training
- Emergency management exercises and fire evacuation
- Completed risk assessments
- Infra-structural improvements
- Safety projects completed
- Safety initiatives
- Compliance with specific health and safety policies
- Existence and currency of local safety statements
- Fire safety performance

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

The School of Computing will assist the Health and Safety Office in monitoring the performance of the University by reporting all incidents in a timely manner, attending training as required and cooperating with any investigations or inspections.

30.0   Revision and Updating of Safety Statements

30.1   Framework Safety Statement

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

30.2   Local Safety Statements
The School of Computing Local Safety Statement will be reviewed at least annually by Jim Doyle or more regularly, where the changes or hazards dictate more frequent reviews.

As Confirmation that the annual Safety Statement review has been completed this document must be forwarded by The School of Computing to the Health and Safety Office for reporting to DCU Health and Safety Steering Group.

31.0   Communication of Safety Statements

The University, in compliance with Section 20.3 of the Act, will bring the contents of the Framework Safety Statement to the attention of all employees following its amendment or, where no amendment is required, annually. The Framework Safety Statement is available on the DCU Website.

The School of Computing Local Safety Statements will similarly be brought to the attention of relevant employees via the the School of Computing website

32.0   Legislative Compliance

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

The Health and Safety will update the Framework Safety Statement annually with any relevant legislative changes. The School of Computing will seek guidance from the Health and Safety Office on specific legislative responsibilities. Legislation requirements will be detailed in this document and available to all personnel in the School of Computing.

Document Name	*School of Computing Local Safety Statement*	
Version Reference	*4.0*	
Document Owner	*School of Computing*	
Approved By	*Prof Martin Crane*	
Date	*15/05/2021*	
Review Date	*15/05/2022*	

Appendix 1

Organisation for Safety

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                    ┌──────────────────┐        ┌──────────────────┐
                    │   H & S Office   │────────│  Head of School  │
                    │                  │        │  Prof. Martin    │
                    │                  │        │     Crane        │
                    └──────────────────┘        └──────────────────┘
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H & S Office

Head of School
Prof. Martin
Crane

First Aid
Sean Haran
Jim Doyle

H & S Officer
Jim Doyle

Fire Wardens
Jim Doyle
Eugene Curran
Gary Conway
Sean Haran
Jiang Zhou
Graham Healy
Anne Daly
Patricia White
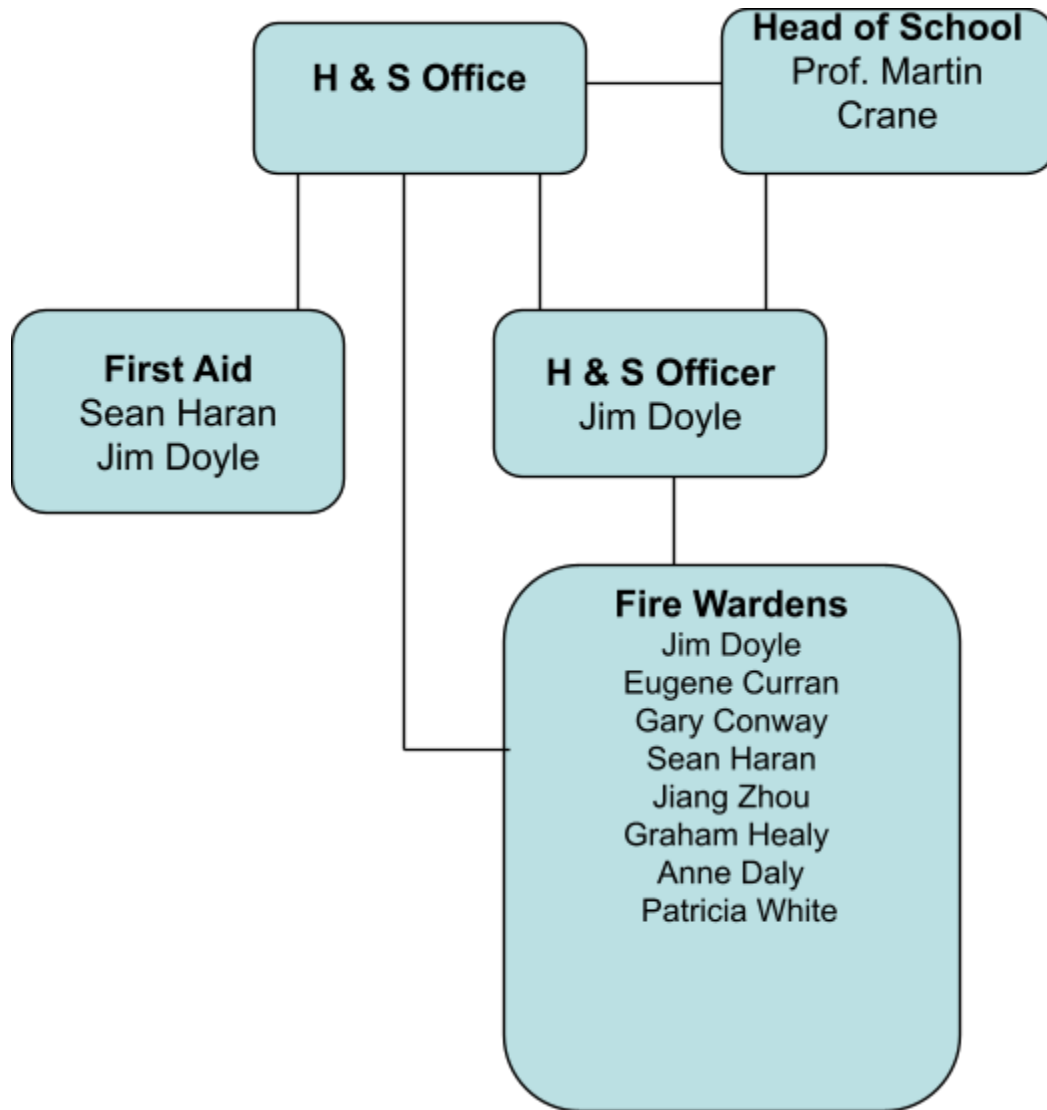
Appendix 2.

Risk Assessments & Controls.

Office Risk Assessment

DCU Health and Safety Office
Hazard Identification and Risk Assessment Template Rev 00 Rev date 06032018   **Prepared by: Jim Doyle**

Date: 15/05/2021
Review date: 15/05/2022

McNulty Building, excluding LG08 - LG18A & LG28 and Undergraduate Student Laboratories: All Persons.

Hazards	Is the Hazard present? Y/N	What is the risk?	Controls - Controls in place to reduce risks	Is the control in place? Y/N or n/a	Likelihood	Severity	Risk Rating (L x S)	L/M/H	Control measure(s) to be put in place	By whom	By date
Workplace and work equipment **Note: Office Safety Checklist to be completed annually for each office/storage room or other room under the control of the school/unit**	Y	Poor ventilation resulting in respiratory illness	Sufficient fresh air is provided in enclosed places of work, having regard to the working methods used and physical demands	y							
			Forced ventilation eg. air conditioning unit(if provided) is maintained in working order and any breakdowns are reported to Estates	y	1	1	1	L			
			When forced ventilatioin is used, staff are not exposed to draughts which cause discomfort	Y							
		Room temperature resulting in illness such as colds etc	The temperature in rooms containing workstations (having regard to the work methods) is appropriate, for sedentary work a min temp of 17.5 oC SFARP*, is achieved and maintained at every workstation after the first hours work	Y							
			Workers are shielded from the effects of sunlight in relation to windows, skylights and glass partitions	Y	1	1	1	L			
			Window openings are accessible from ground level or a suitable tool is provided to open/close same	Y							
		General layout preventing slips, trips, falls, bumping into objects or being struck by object	Floors of rooms have no dangerous bumps, holes or slopes and are fixed, stable and SFARP, not slippery	Y							

			Transparent walls/partititions in rooms or in the vicinity of of workstations or traffic routes are clearly indicated/marked, made of safety material	Y	**2**	**1**	**2**	**L**			
			Staff are instructed to never to leave the doors of filing cabinet and storage drawers open	Y							
			All areas are well lit. Faulty lighting is reported to Estates as soon as practicable.	Y							
	Y	**Toner cartridges contain small amounts of carbon black and amorphous silica, some individuals may become sensitive to these substances**	**Only authorised personel, who have read the manufacturers instructions, replace toner in printer/photocopier.** **Note: IF toner cartridge is damaged, do not proceed, immediately place cartridge into the sealabele plastic bag provided in the packaging.**	Y	**1**	**1**	**1**	**L**			
		Electrocution	**Replacing toner cartridge: If toner gets on clothing, it is wiped off by using a dry cloth and wash the clothes in cold water. Hot water sets toner into fabric.**	Y							
			Servicing and repairs of the device are undertaken by an authorised service agent. **Note: Safety features isolate the energy sources and mechanical parts are typically present. These should only be bypassed by a competent technician after the device has been unplugged from the power.**	Y							
General Access and Egress from offices to external areas	Y	**Delayed escape in the event of a fire or other emergency** **Trips, Slips and Falls** **Hand Injuries** **Struck by object** **Walk into object**	**The position, number and dimenstions of doors and the materials of constructions are appropriate**	Y							
			Swing doors are transparent or have see-through panels	Y							
			Transpartent doors are appropriately marked at conspicious level	n.a							

		Mechanical doors are functioning in a safe way and are fitted with easily identifiable and accessible emergency shutdown devices and can be opened manually where they operate as an emergency exit, unless they open automatically in the event of a power failure	N							
		Emergency routes to emergency exits and the exits themselves are kept clear at all times and lead as directly as possible to the open air or to a safe area	Y							
		Emergency routes and exits are checked on a weekly basis and issues identified are addressed	Y					Online Checklist to be completed weekly	Technical Staff	12/1/2018
		All staff are aware than revolving doors are not intended to be used as emergency exits	n.a	1	4	4	M			
		Adequate lighting at entrance/exit (inside and out)	Y							
		Emergency routes and exists are clearly indicated	Y							
		No trip hazards on entrance/exit routes or on walk ways	Y							
		Doors checked and repaired when necessary	Y							
		Excessive force not required to open doors taking into account mobility impaired users	Y							
		Fire doors are not "chocked" open	Y							

			Operation of fire doors checked wkly	N							
General Access and Egress from offices - stairwells	Y	Delayed escape in the event of a fire or other emergency Slips, Trips, falls	Signage in place to outline rules when using stairs: - avoid keeping hands in pockets - avoid use of hand held devices or phones - avoid reading - avoid wet cleaning of steps - avoid carrying items, use lift if provided - avoid carrying open liquids - avoid storing items on steps	Y							
			Contrasting material is present on the edge or nosing of the steps	Y	1	3	3	L			
			Surprise steps, irregular steps, short steps are marked using slip resistant yellow and black tape and appropriate warning signange in place	n.a							
			Handrails are present at an appropriate height, accessible and free from damage	y							
Fire	Y	Fatal Injury, Smoke inhalation, burns	Evacuations drills are carried out annually.	Y							
			Fire wardens are trained in the department to assist in evacuation.	Y					Additional Fire Wardens required Post Covid in Research Areas. Postdoc's and Researchers who carried out Fire Warden duties have left DCU.	J Doyle	Q4 2021
			Fire alarm, emergency lighting and fire extinguishers are functioning and regularly serviced as appropriate. Any deficiencies noted are reported to estates.	Y							
			Fire doors not kept open unless on mag lock.	Y							
					1	4	4	M			

					1	4	4	M			
			Sockets are not to be overloaded. Daisy chaining is not permitted with extension leads.	Y							
			Staff to report defective plugs, discoloured sockets or damaged cables to Estates via ticketing system.	Y							
			Unnecessary sources of ignition are to be avoided such as heat producing appliacnces and candles / incense	Y							
			Escape routes checked regularly and fire inspection checklist submitted to university fire safety officer	N							
Display Screen Equipment and Workstation Layout	Y	Repetitive strain injury (RSI) Upper limb pain and discomfort Bad working posture Visual problems	Employee's workstations are assessed in line with HSA requirements for display screen equipment - See the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 5 of Part 2, e.g. areas that should be assessed include display screen, keyboard, work chair, lighting	Y	1	3	3	L			
			Workstations are arranged to avoid awkward movements, reflections, aches and pains	Y							
			Work is planned to include change of activity and regular breaks	N							
			Ergonomic Assessment and Training provided to all staff by the Health and Safety Office.	Y							
Inadequate Breaks	Y	Eye strain Eye Fatigue Headache	When VDU work is intensive adequate breaks taken to rest eyes	Y	1	3	3	L			

			Eye tests are available to employees where an employee habitually uses a VDU as part of his/her normal work (Contact DCU HR)	Y	1	3	3	L			
Electricity/Electrical Cables relating to office equipment	Y	Trip, Slip, Fall Electrical Shock Electricution	No trailing cables. Desktop computers are to be set up with cables tucked behind desks.	Y							
			Sockets are not to be overloaded. Daisy chaining is not permitted with extension leads.	N							
			New electrical equipment sourced with procurement approved supplier.	Y	1	2	2	L			
			Staff to report defective plugs, discoloured sockets or damaged cables to Estates via ticketing system.	Y							
			Defective equipment removed and put in WEEE collection.	Y							
General welfare and Housekeeping & Cleaning relating to office spaces	Y	Cooupational Health Injury due to slip, trip, fall	Every workroom is kept clean and accumulations of dirt and rubbish are removed as frequenctly as necessary to maintain an appropriate level of safety	Y							
			Floors are cleaned as frequently as necessary	Y							
			An adequate supply of potable drinking water is provided and maitained	Y							
			Suitable and adequate facilities for boiling water and taking meals are provided and maintained, or employees have reasonable access to other suitable and adequate facilities for the taking of meals	Y							

	The taking of meals is prohibited at any location where there is likely to be a risk to safety, health or welfare	Y					
	An adequate supply of lavatories and washbasins is provided and maintained	Y					
	Staff keep work areas clear of excess boxes/papers.	Y					
	Staff use a coat rack for bags and coats .	Y	1	3	3	L	
	Traffic routes and exits are kept unobstructed?	Y					
	Stored materials: stable - no fall/spill hazards	Y					
	Storage areas are available, managed and with no trip or fire hazards.	Y					
	Tops of cabinets and shelves are free from stored items, heavy items are stored on bottom shelves	Y					
	Staff clean any spillages immediately isolating area until it is safe.	Y					
	Staff will report any defective furniture/flooring/equipment immediately.	Y					

				Y							
			Any damaged furniture/equipment will be immediately and clearly labelled not fit for use and ticket raised to have to removed by estates.	Y							
Manual Handling injuries relating to: (specify) e.g. unpacking and storage stationary supplies	Y	Back or upper limb injury	All stationary deliveries are made directly to the location required or to a location that minimises the distance that the delivery needs to be carried	y							
			Computer and or IT deliveries are made directly to the office of the school unit by the supplier	y							
			Boxes of paper are opened at floor level and individual packs of 500 sheets are stored on shelving	N							
			Paper deliveried to users in small packs of 500 sheets	Y							
			An appropriate trolley is used to transfer heavy loads.	Y							
			Porters are used to move/transport other items of equipment/furniture etc.	Y	1	4	4	M			
			Loads are not tranported using stairways - lifts are used	Y							
			Staff have received appropriate training on how to lift loads safely on and off the trolley.	Y							
			Heavy items stored/accessible at appropriate heights	Y							

			Stock is purchased in smaller weight packages when possible or split into smaller components when delivered.	n.a							
			Storage is arranged so frequently accessed items are stored on middle shelves, not on floor or above shoulder height.	Y							
			Risk assessment of tasks are carried out prior to manual handling. Staff have received training from a competent trainer when need is identified in Risk Assessment (contact DCU HSO)	n.a							
Working at Height relating to: -e.g. use of step ladder to access top shelves - use of foot stool to access shelving unit	Y	Injury due to slip, trip, fall	Stable platforms in serviceable condition available for staff to access items on high shelves.	Y							
			Appropriate step ladder in serviceable condition available for use if necessary.	Y							
			Work is designed to avoid to the use of ladders.	Y	1	4	4	M			
			Training provided on using step ladder, foot stool and how to check integrity before use.	Y							
Lone Working	Y	Accident/Injury due to non compliance with University Policy	All lone working to be as per DCU Lone and Out of Hours Working Policy.	Y							
		Sudden illness Accidents relating to work activity being undertaken	All Staff who carry out lone work must notify their manager in advance if required by policy.	Y							
		Physical Violence from Intruders			1	4	4	M			

		Intruders	All staff who carry out lone work have recieved Induction training if required by policy.	Y							
		Fire									
		Slip, Trip, Fall									
Movement of pedestrians and vehicles		Serious injury	Outdoor spaces are organised in a way that pedestrians and vehicles can ciruclate in a safe manner	n.a							
		fatality			1	4	4	M			
			routes used for pedestrian traffic and vehicular traffic are clearly segregated	n.a							
Contractor Management	Y	Activities of contractor puts employees at risk of injury	Procument of work(s) to office space(s) or other areas is approved by Unit/School Head and notified to Estates	Y							
			All contractors scheduled to do works are notified in advance to Estates and a Permit to Work is requested by contacting estatespermits@dcu.ie	Y	1	1	1	L			
			No work is allowed proceed unless approval is given by Estates and a PTW issued	Y							
Pregnant, postnatal and Breastfeeding employees	Y	ill health due to work activities	A risk Assessment is completed to assess the risk to the safety or health of employees who are Pregnant, postnatal and Breastfeeding by contacting the HSO.	y	1	2	2	L			
First Aid	Y	Treatment of injuries not available putting casualty at additoinal risk	Suitable and easily accessible first-aid equipment is provided	Y	1	3	3	L			
			Suitably trained Occupational First Aiders are available	Y							

Health and Wellbeing of Workers	Y	Staff suffering physiological or physical harm in the course of carrying out their duties.	DCU Policy page publishes all policies in place in the University	Y							
			Work life balance information posted on DCU Human Resource web page	Y							
			DCU Harassment and bullying Policy in place	Y							
			Conflict management, Grievance procedures and policies in place	Y							
			Clear lines of Communication are in place	Y							
			Absence management and return to work policies are in place	Y	1	3	3	L			
			Independent and confidential Employee Assist Programme (EAP) is available	Y							
			Job descriptions clearly inform staff of their duties and responsibilities.	Y							
			Staff are encouraged to raise concerns or questions if they are uneasy about any element of the work.	Y							
			Change is managed and communicated effectively	Y							

			Systems in place to ensure work demands are reasonable.	Y						
Noise					1	2	2	L		

* **SFARP - so far as is reasonably practicable**

COVID Risk Assessment

COVID-19 Phase 1 Return to Campus (RTC) RISK ASSESSMENT

Groups affected: Staff   Student   Visitor/Public   Contractor   Cleaning Staff

Prepared by: Eugene Curran & Graham Healy

Date: (dd/mm/yyyy)   29 June 2020

Revision Date: (dd/mm/yyyy)   Ongoing

Hazards	Is the Hazard present? Y/N	What is the risk?	Controls - Controls in place to reduce risks	Is the control in place? Y/N	Likelihood	Severity	Risk Rating (L x S)	L/M/H	Control measure(s) to be put in place	By whom	By date
Virus transmission due to lack of coordinated approach to management of RTC	Y	Uncontrolled RTC increasing risk of virus transmission	A clear structure has been put in place to manage COVID-19 RTC processes in the unit/school	y					RTC team setup to manage RTC activities and implement policies.	Head of School	Complete
			A COVID-19 Coordinator(s) has been appointed with consideration given to shift patterns, area and staff numbers	y					COVID-19 Coordinator appointed.	Head of School	Complete
			A deputy COVID-19 Coordinator(s) has been appointed for each team to ensure back up in the event of illness	y	2	4	8	M	Deputy COVID-19 Coordinator appointed.	Head of School	Complete
			Clear communication with staff on the role and duties of the COVID-19 Coordinator	Y					Covered in staff online training.	Head of School	Complete
			Training arrangements have been developed to ensure staff have been trained before returning to campus on any new procedures	Y					Covered in staff online training and School RTC information sheet.	Head of School	Ongoing
Potential Virus transmission due to infected staff RTC	Y	Staff/researchers return to work with the infection	C-19 Health Declaration forms have been distributed and returned	Y					All returning staff must complete health declaration forms online before returning to campus.	Head of School	Ongoing
			Specific individual worker risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	y	2	4	8	M	Individual risk assessment for any self-declared health conditions carried out as needed by School Head and H&S	Head of School	Ongoing
			Staff are advised on procedure to follow if they experience any symptoms while at home i.e. do not present for work, notify COVID-19 Coordinator.	Y					Covered in staff online training.	Head of School	Ongoing
			RTC approval is only given to staff who cannot effectively complete a key business function from home. Staff are requested to work remotely where possible and for the foreseeable future.	Y					Unit managers to complete list of critical workers/researchers and seek approval prior to their return, which will be in accordance with any DCU and local RTC policies/procedures.	Head of School	Ongoing
Business function is not protected	Y	Overlap of key staff resulting in risk to business function if community transmission occurs	Units has ensured that teams are split to ensure separation of critical personnel in order to limit joint exposure and protect the business function.	Y					Teams divided into rota groups, scheduled for different days or weeks as needed.	Head of School	Complete
			In as much as possible, a full complement of skills and expertise is available on each team	y					Managers to account for skills and expertise when allocating rota groups.	Head of School	Complete
			Switching of employees from one shift to another is avoided	Y	2	4	8	M	Managers to avoid group switching of workers except in exceptional circumstances or in response to changing business needs.	Head of School	Complete
			In order to support contact tracing, all staff check in using the SafeZone App	Y					Covered in online training.	Head of School	Complete
			A booking or communication system is in place to share the rota/schedule; this will ensure there is no confusion about scheduling of space	Y					Workers in shared areas assigned fixed desks and a rota schedule to ensure the covid max occupancy limit is not exceeded. Rota schedule will be displayed on entry to each area.	Head of School	Complete

COVID-19 Phase 1 Return to Campus (RTC) RISK ASSESSMENT

Groups affected: Staff   Student   Visitor/Public   Contractor   Cleaning Staff

Prepared by: Eugene Curran & Graham Healy

Date: (dd/mm/yyyy)   29 June 2020

Revision Date: (dd/mm/yyyy)   Ongoing

Hazards	Is the Hazard present? Y/N	What is the risk?	Controls - Controls in place to reduce risks	Is the control in place? Y/N	Likelihood	Severity	Risk Rating (L x S)	L/M/H	Control measure(s) to be put in place	By whom	By date
Potential virus transmission while travelling to work	Y	Increased risk of infection while sharing spaces	If feasible, staff have been advised to use their own transport for travel to work.	Y	2	4	8	M	Covered in staff online training.	HSO	Ongoing
			Workers using public transport should comply with guidelines on safe use and where feasible consider using alternatives e.g. cycling, walking to work etc. Use of face coverings is advised when using pubic transport.	Y					Covered in staff online training.	HSO	Ongoing
Entry and Exit to buildings	Y	Social distancing not applied to entry/exit points increasing risk of overlap of staff and community transmission	A staggered start and finish time is in place to allow for phased entry exit of the workspace.	Y	2	4	8	M	Not required for initial phase of RTC.	Head of School	Ongoing
			Manager/COVID-19 Coordinator has checked with Estates if building arrangements particularly in relation to stairwells and lift operation are in place, ensure staff are made aware of same	Y					Estates contacted. Lifts will be single occupancy.	Head of School	Complete
			Signage is in place to clearly indicate entry and exit points	Y					Signs placed accordingly.	Head of School	Complete
			Hand sanitiser stations are available at entry/exit points	y					In place at main building entry/exit points with additional gel dispensers on each floor.	Head of School	Complete
			All staff have been instructed that they must check-in on Safe Zone	Y					Covered in staff online training.	Head of School	Complete
Virus transmission in the workspace	Y	Virus is transmitted in the workspace due to lack of planning Overlap of key staff resulting in risk to business function if community transmission occurs	A deep clean of the workspace has been performed	Y					Performed by Estates.	Estates	Complete
			The number of persons sharing a workspace has been determined in advance based on room dimensions and layout.	Y					All desks allocated on 2.5m distance between desks.	Head of School	Complete
			Staff activities are segregated to promote 2 metre distance and signage is in place to identify distancing requirements.	y					Signs placed accordingly.	Head of School	Complete
			If required to maintain social distancing a one-way system has been considered to limit the potential for overlap.	Y					Not required for initial RTC phase. Plans and signs ready to deploy if required.	Head of School	Ongoing
			Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds	Y					Covered in staff online training.	HSO	Ongoing
			A clean desk policy is in place, all items are removed from desk and space dividers to allow for cleaning. PC and telephone only to be left on the desk at the end of the work day.	Y					All desk allocations are fixed (no desk sharing). Users will clear and wipe desk, phone etc. daily before leaving.	Head of School	Complete
			Sharing of equipment such as printers is not permitted unless post use disinfection procedures are in place and supervised e.g. wipe down with disinfectant.	Y					Minimize sharing of printers and equipment and when shared, users to wipe down before/after use.	Head of School	Complete

COVID-19 Phase 1 Return to Campus (RTC) RISK ASSESSMENT

Groups affected: Staff   Student   Visitor/Public   Contractor   Cleaning Staff

Prepared by: Eugene Curran & Graham Healy

Date: (dd/mm/yyyy)   29 June 2020

Revision Date: (dd/mm/yyyy)   Ongoing

Hazards	Is the Hazard present? Y/N	What is the risk?	Controls - Controls in place to reduce risks	Is the control in place? Y/N	Likelihood	Severity	Risk Rating (L x S)	L/M/H	Control measure(s) to be put in place	By whom	By date
			Sharing of office equipment/consumables is avoided e.g. staplers, pens, white board markers and staff have been made aware of this. Each staff member will be advised to retain their own supply of office supplies	Y	1	4	4	M	Covered in staff online training.	HSO	Ongoing
			Employees are made aware of supportive mechanisms available to them (e.g. counselling, health promotion campaigns, HR, etc.) through managers.	Y					Covered in staff online training.	HSO	Ongoing
			Management have advised staff that in as much as possible, to minimal movement in and around the workspace and to keep as low a geographical footprint as possible. This is included as part of the RTC staff induction.	Y					Covered in staff online training.	HSO	Ongoing
			Face to face meetings and supervision are eliminated/minimized through the use of technology etc.	Y					Covered in staff online training.	HSO	Ongoing
			Lunch/tea breaks are staggered, and staff are encouraged to bring their own packed lunch and cutlery including cups.	Y					Staggered breaks not required in initial RTC phase.	Head of School	Complete
			All toilets have been assessed for safe capacity and signage has been placed on the door. Staff should wear a face covering into the toilet. If the toilet is in use they should queue outside or seek other facilities.	Y					Staggered toilet breaks not required. Covid max occupancy signs on toilets.	Head of School	Complete
			A revised cleaning protocol is in place to allow for decontamination of the space at the end of each working day/shift - agreed with Estates	Y					Users will clear and wipe desks, in addition to campus wide cleaning protocols.	Head of School	Ongoing
			Management of deliveries - a delivery protocol/arrangement has been put in place with suppliers to ensure that all delivery transactions enforce physical distancing.	Y					Physical distancing enforced for all delivery transactions.	Head of School	Ongoing
			Staff are made aware of COVID-19 symptoms via visual aids such as posters in key locations, screensavers, on line information.	Y					Signs placed accordingly.	Head of School	Ongoing
Psychological well being		Health and well-being of staff is impacted by changed circumstances	Regular communication is in place (individual and group) to ensure staff are kept informed about policies and procedures for returning to campus safely and how to raise any concerns they may have.	y	3	4	12	M	Weekly updates from School Head to staff as part of Covid Circular email.	Head of School	Ongoing
			Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.	y					Information sheet/links for staff and managers	Head of School	Complete
			Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.	y					Information sheet/links for staff and managers	Head of School	Complete
			Staff are advised that concerns on workload issues or support needs are to be escalated to manager.	y					Information sheet/links for staff and managers	Head of School	Complete
			Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs	y					Information sheet/links for staff and managers	Head of School	Complete

COVID-19 Phase 1 Return to Campus (RTC) RISK ASSESSMENT

Groups affected: Staff   Student   Visitor/Public   Contractor   Cleaning Staff

Prepared by: Eugene Curran & Graham Healy

Date: (dd/mm/yyyy)   29 June 2020

Revision Date: (dd/mm/yyyy)   Ongoing

Hazards	Is the Hazard present? Y/N	What is the risk?	Controls - Controls in place to reduce risks	Is the control in place? Y/N	Likelihood	Severity	Risk Rating (L x S)	L/M/H	Control measure(s) to be put in place	By whom	By date
			Employees are made aware of supportive mechanisms available to them (e.g. counselling, health promotion campaigns, HR, etc.) through managers.	y					Information sheet/links for staff and managers	Head of School	Ongoing
Emergency response - fire alarm activation	Y	Social distancing not applied during emergency situations increasing risk of overlap of staff and community transmission	The Evacuation response plan has been considered and no changes are required. Staff should evacuate as normal, maintaining social distance if possible.	y	2	4	8	M	Staff and fire wardens instructed that social distancing to be maintained at assembly points.	Head of School	Ongoing
			Assembly points - staff are advised to that general location of assembly point has been maintained but they must maintain social distancing around general assembly point	y					School information sheet for staff. Assembly signs updated or supplemented accordingly.	Head of School	Complete
Emergency response - fire alarm activation	Y	Increased risk of infection while using shared kitchen spaces or tea stations	Only kitchenettes with sinks will be open for use. Tea stations without a sink will remain closed.	y	3	4	12	M	All utensils, cups plates etc. removed and presses sealed. Only sink, kettle and fridge available for use and muste be wiped before and after each use.	Head of School	Ongoing
			Clear guidelines on safe use of Kitchenette are provided (e.g. wash hands, no shared utensils, wipe down surfaces, etc.) and communicated to employees.						H&S guidelines on safe use of kitchens communicated to all staff and guidelines displayed in all kitchen areas.		

Laser HIRA 25_11_2019