



September 2023

FRAMEWORK (PARENT) SAFETY STATEMENT

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1.0 Introduction

Maynooth University was established in 1997 and is based in Maynooth Co Kildare. The University has approximately 1300 staff members, both academic and administrative, and 18,000 students including undergraduates, taught postgraduates and research postgraduates. Maynooth University is spread over two campuses, North Campus and South Campus, and shares facilities with St Patricks College Maynooth over a total area of approximately 0.61km².

Maynooth University is committed, as far as reasonably practicable, to ensure that no person whilst working with, or on behalf of the University, will receive any injury or suffer ill health as a result of the activity being undertaken.

This Framework Safety Statement has been prepared in accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005, and it is the goal of Maynooth University to adhere to all requirements set out under the the 2005 Act and subsequent Health and Safety regulations to ensure a safe environment for staff, students, contractors and visitors.

Due to the diverse activities of the University, this Framework document is not a standalone document, but is to be used in conjunction with other relevant approved Health and Safety documentation such as Department Safety Statements, Safety Guidelines and Safety Procedures. These health and safety documents have been developed by the University in the best interests of all and must be adhered to regardless of the type of activity conducted on behalf of the University. These documents, including this Framework Safety Statement, are available through the University Health and Safety Webpage or through the various Departments.

This Safety Statement will set out the management structure with the University and the relevant health and safety roles and responsibilities of the various personnel within the University and will include the requirements of implementing the University health and safety management system. The safety statement will outline how employees will be trained to execute their relevant health and safety roles and responsibilities, and will also detail how employees are consulted with in the workplace regarding health and safety and how this information will be disseminated.

This Safety Statement will be updated as required following the publication of new legislation, organisation changes, experience and feedback. Furthermore, the safety statement will be reviewed on an annual basis.

1.1 University Health and Safety Policy

Maynooth University supports the aims and provisions of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation. The University is committed to complying with all relevant legislation. It recognises that it has a responsibility to provide so far as is reasonably practicable a safe and healthy work environment to all its staff and students. It also recognises its responsibilities to guests, visitors, contractors, and other persons who may be affected by the university's activities.

The University is fully committed to the implementation of this policy. The University will ensure that responsibility for Safety, Health and Welfare is effectively assigned, accepted, and fulfilled at all levels of the University.

The University undertakes to ensure that adequate resources are provided to implement the University's safety policy. This includes that in so far as reasonably practicable:

- i. Adequate resources are provided to ensure that proper provision can be made for safety, health and welfare
- ii. Safety is a prime consideration in all forward planning
- iii. Adequate numbers of suitably trained personnel are available to undertake all work activities,
- iv. Sufficient resources are available to provide necessary information, instruction and training with respect to safety, health and welfare.

It is the duty of staff members and student to take reasonable care of their own safety and health and welfare and that of any other person who may be affected by their acts or omissions on campus.

The commitment and co-operation of all staff and students of the University is essential for the implementation of this policy, and I would like to thank you in anticipation for your co-operation in this regard. This policy will be reviewed annually, considering any changes in legislation and when necessary, taking account of developments at the University.

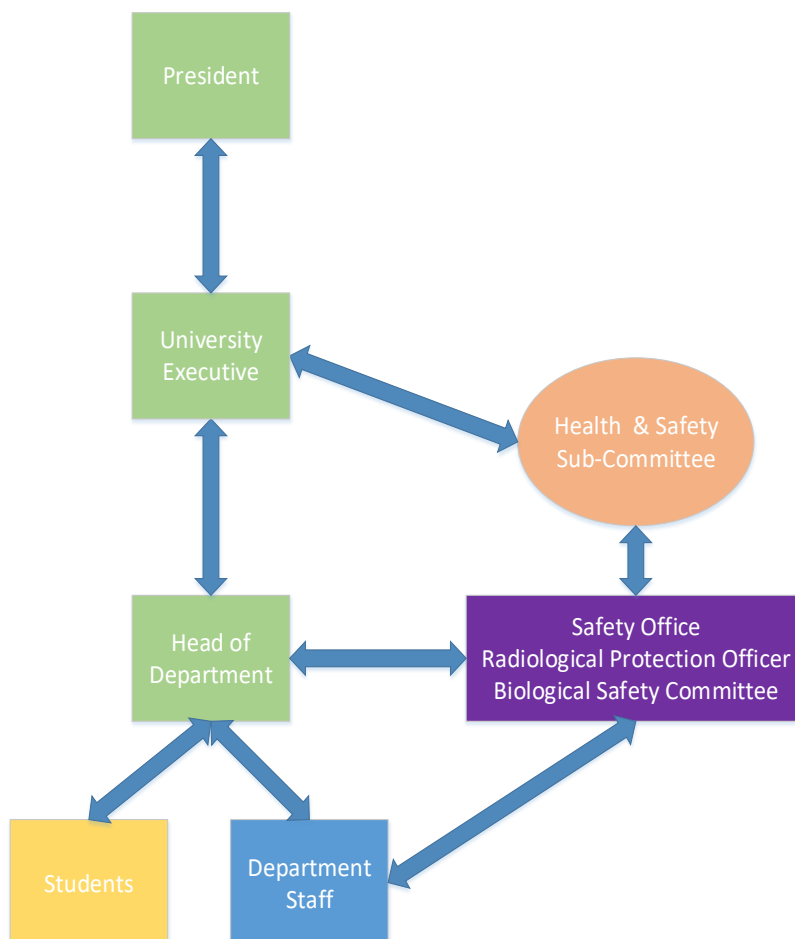


Professor Eeva Leinonen
President
Maynooth University

Date 3 January 2023

2.0 Health and Safety Management Structure and Responsibilities

Maynooth University Organisation of Safety, Health & Welfare



2.1 University President

The President of the University, appointed by the University Governing Authority acts on behalf of the Governing authority and is responsible for the implementation of the safety, health and welfare policy in the University. The President discharges that responsibility through the Heads of Departments / Offices with the support of the Safety Office. The planning, organising, controlling and monitoring of all relevant safety matters rests with the individual Head of Department / Office with the support and guidance of the safety office. The Health and Safety Officer and the University Health & Safety Sub Committee have an advisory role to assist in ensuring that the above functions are carried out effectively.

2.2 University Executive

The University Executive has ultimate responsibility for the safety, health and welfare of all members of staff, visitors and contractors, who may be affected by the Universities activities. The University Executive assisted by the University Health & Safety Sub Committee, is responsible for maintaining and promoting the safety policy of the University.

2.3 Heads of Department

Heads of Department include all heads of academic departments and service departments as well as officers of the University who are responsible for their own work and that of their staff, if any. Heads of Department are expected to take reasonable measures to ensure the relevant safety measures are undertaken within their department, in many cases this is delegated to a designated departmental safety focal point.

Each department is expected to supplement the university safety policy with a written safety statement relevant to their own department which should be based on the nine management headings identified below.

Departmental Heads may seek assistance from the Health and Safety Office in the preparation, auditing, and review of their Departmental Safety Statements. The co-operation and active management involvement by Heads of Academic and Service Departments form the basis of the University's management approach to Safety, Health and Welfare.

A current copy of the departmental safety statement should be lodged with the Health and Safety Office. Heads of Department may appoint a local safety advisor or committee to assist and advise on safety matters but ultimately responsibility for safety rests with the Head of Department.

The Head of Department is expected to ensure that:

1. The safety statement is brought to the attention of all staff within their department,
2. All staff fully understand and observe the arrangements for safety, and that they sign a statement to this effect,
3. Safety audits, safety inspections and regular review of the safety statement (changes should be noted and implemented) are undertaken in order to ensure the effectiveness of the department's safety procedures,
4. All staff are provided with adequate information, training and instruction on the hazards and risk associated with work in their department (records of formal and informal training of staff must be kept and copies should be forwarded to the Health and Safety Office),
5. Clear formal communication channels are maintained in order that the results of ongoing risk assessments are communicated to staff (departments may form a departmental safety committee to advise the head on safety matters; where appropriate the committee should meet at least once a term and keep a record of their meetings),
6. Records are kept of all accidents, dangerous occurrences, and fire drills (these records must be communicated to the Health and Safety Office),
7. Appropriate personnel protective equipment (PPE) is supplied to staff where required,
8. First aid facilities are available in the department and there is a staff member available who has received training in occupational first aid.
9. Undergraduate and postgraduate students are taken to be untrained in safety matters. Academic Heads of Department are responsible for ensuring that, in so far as is reasonably practicable, students receive safety information and training appropriate to the hazards and risks that they may be exposed to while in the department. The Departmental Safety Statement will draw attention to potential hazards within the department and detail the necessary safety measures to be taken.

2.4 Health and safety sub-committee

The Health and Safety Sub-Committee will address all aspects of Health and Safety. Specifically;

- To maintain and promote the Health and Safety Policy of the University;
- To promote improved access and facilities for people with disabilities;
- To report annually to the University Executive and at other times as desirable;
- The Sub-Committee may establish working groups to assist it in completing its work.

The Sub-Committee will also address all matters appropriate to it as defined under relevant legislation. With this in mind this Sub-Committee will;

- Ensure the University's Safety Policy is reviewed at regular intervals;
- Work to improve the integration of health and safety into the existing management structure in order to ensure effective monitoring of new legislation and the auditing and review of the University's safety management programme;
- Monitor the implementation of departmental safety statements;
- Keep under review the safety management of the campus as associated with significant capital developments
- Make recommendations to the University Executive on the implementation of the University's health and safety policies; to include University staff, students and external contractors and suppliers on campus;
- Review University Guidance documents in order to ensure compliance with current legislation and advise the University Executive accordingly.

The Health & Safety Sub-committee will report to the University Executive where recommendations for improving health and safety within the University will be submitted for approval.

2.5 Estates Office

In addition to the general duties listed under the department heads for the academic and non-academic functional areas, the Estates Manager will also be responsible for:

- The maintenance of the common parts of all Maynooth University buildings and grounds.
- The direct management of the common parts of all Maynooth University facilities and grounds.
- The provision of fire detection and prevention measures
- The provision of security and general campus services.
- The provision of adequate cleaning services.
- The management of external contractors engaged in any or all of the activities listed above to ensure in so far as is reasonably practical the safety, health and welfare of all campus users who may be affected by the works
- Ensuring that Maynooth University, as the 'Client' in construction projects, complies in particular with the Safety, Health & Welfare at Work (Construction) Regulations 2006.

2.6 HR Department

In addition to the general duties listed under the department heads for the academic and non-academic functional areas, the Human Resources Manager will also have responsibility to:

- Implement relevant training programmes in conjunction with the Health and Safety Officer
- Arrange Safety Induction for new employees in conjunction with the Health and Safety Officer.
- Arrange for medical surveillance for employees in areas where Risk Assessments have identified a need.
- Investigate unusual absenteeism patterns which may be related to occupational health problems.
- Maintain employee attendance records on training.

2.7 Health and Safety Office

The University Safety Office reports to the Estates office and has an advisory role including the following:

- Advise Maynooth University management on any new safety, health and welfare legislation and assist in the preparation of policies and procedures to ensure the implementation of same
- To recommend to the University Health & Safety Sub Committee appropriate action necessary to implement the University Safety policy
- To set and prioritize performance standards in order to ensure the continued improvement of health and safety in the University,
- To keep a complete record of occupational accidents and centrally-managed safety training,
- To advise heads of department and individuals directly on matters of safety, health and welfare.
- The sourcing and provision of specific health and safety training with campus wide application
- Updating / revision of Maynooth University Framework Safety Statement, guidance documents, policies and procedures.
- To promote in association with the Executive and the Heads of Department a safety culture in Maynooth University.
- Submit the required reports to the Health and Safety Authority and other relevant regulatory bodies.

2.8 Academic Staff in Charge of Research Groups

Academic staff in charge of research groups are responsible, under the direction of the Head of Department, for safety within their research group. This includes responsibility for post-doctoral fellows, postgraduates, research assistants, administrative, technical and professional staff, undergraduates and visiting academics while working under their supervision.

All staff and students under their supervision must receive information, instruction and training on the hazards and risks associated with their work. As a general rule, the standards of safety in University research laboratories should not be inferior to those in good commercial or professional practice.

Where required members of staff responsible for research students and postdoctoral / research staff must ensure that a full safety review of their activities has been conducted, this may where applicable include a full risk assessment of any activity undertaken or hazardous substance used.

2.9 Academic Staff in Departments who Carry Out Fieldwork/Concerts/Workshops/Travel.

Academic staff in departments which carry out fieldwork/concerts/workshops/travel, are responsible, under the direction of the Head of Department, for safety within their group. This includes responsibility for post-doctoral fellows, postgraduates, research assistants, technical staff, undergraduates and visiting academics while working under their supervision.

All staff and students under their supervision should receive information, instruction and training on the particular hazards and risks associated with their work. Where required members of staff responsible for students and postdoctoral student/staff should ensure that a safety review of their activities has been conducted, this may where applicable include a full risk assessment of any activity undertaken and any hazardous substance/equipment/conditions.

2.10 Radiation Protection Officer

The University has Appointed a Radiation Protection Officer (RPO) to advise and monitor on the use of ionising radiation. The RPO will ensure that the University complies in full with the Radiological Protection Act 1991 (Ionising Radiation) Regulations 2019 and other relevant legislation. *The RPO is required to:*

- Advise the University on all matters relating to the safe use, transport, storage, and disposal of all sealed and unsealed radioactive sources,
- Ensure that there is a written risk assessment in place for the use of any radiation source, which considers training, access arrangements and authorisation requirements,
- Ensure that the risk assessment identifies the hazards associated with the use of radioactive sources and that appropriate control measures are in place,
- Control the purchasing and disposal of all radiation sources and to keep a record of all such transactions,
- Ensure radiation monitoring equipment is available and that it is properly maintained and calibrated,
- Make periodic contamination checks of personnel and work areas,
- Liaise with the Office of Radiation Protection in the Environmental Protection Agency.

The University has also appointed an RPA (Radiological Protection Advisor) whose role is to carry out an independent audit of the radiological activities, provide training on a structured basis, and to produce a resulting report to the RPO.

2.11 University Staff

All University staff, postgraduates and researchers are legally required to work in a safe manner and not to endanger their own health and safety or that of any of their co-workers.

To ensure a safe working environment all staff must:

- Comply with relevant statutory provisions that have been communicated to them by management, as appropriate and take reasonable care of their own safety and not endanger others by their acts or omissions,
- Co-operate with the University and any other person to enable them to comply with any relevant statutory provisions,
- Read and fully understand the University safety policies and Departmental safety statements and procedures,
- Promote safe work practices in accordance with the Departmental safety statements,
- Ensure that equipment is operated in a safe manner and that good housekeeping standards are maintained,
- Use PPE (Personal Protective Equipment) as required,
- Report any accident, dangerous occurrence, or potential safety hazard to the Head of Department or departmental safety advisor and co-operate fully in any accident investigation,
- Ensure all safety rules are communicated to students, contractors and other persons working in their department,
- Refrain from misusing anything that is provided in the interests of health and safety;
- Undertake appropriate health and safety training which includes the use of work equipment, as required,
- Pregnant staff report their pregnancy / breastfeeding to their Head of Department or Unit / Facility Manager or the University Health and Safety Office as early as possible so that a Pregnant Woman Risk Assessment can be carried out.
- Employees should note that the University has in place an ‘Equality and Diversity Policy’ and an ‘Anti-bullying and harassment Policy’ which all staff are expected to adhere to.
- A member of staff while at work shall ensure that he/she is not under the influence of an intoxicant to the extent that he/she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person.
- All staff of the University are reminded that the failure to adhere to the statutory duties placed upon them by relevant safety legislation may be used by the enforcing authorities in the event of a prosecution.

2.12 Students

Students of the University are required to:

- Co-operate with all safety rules and regulations of the University,
- Ensure equipment is operated in a safe manner and that good housekeeping standards are maintained,
- Use personal protective equipment as necessary (some students may be required to provide their own Personal Protective Equipment, i.e. laboratory coats, safety glasses etc.),
- Use safe work practices,

- Report any accident, dangerous occurrence, defective equipment or potential safety hazard to the Head of Department or departmental safety advisor and co-operate fully in any accident investigation,
- Take reasonable care of their own safety and not endanger others by their acts or omissions,
- Refrain from misusing / interfering with equipment and systems provided in the interest of health and safety.

All students are reminded that the failure to engage in safe behaviour may be used by the enforcing authorities in the event of a prosecution.

Clubs and Societies are responsible for safety of students within their group and should complete a safety statement and full risk assessment in advance of any activity undertaken by the relevant Club or Society.

2.13 Postgraduate Research Students

All postgraduate students are legally required to work in a safe manner and not to endanger their own health and safety or that of any of their co-workers. To ensure a safe working environment all postgraduate researchers must;

- Comply with relevant statutory provisions that have been communicated to them, as appropriate and take reasonable care of their own safety and not endanger others by their acts or omissions,
- Co-operate with the University and any other person to enable them to comply with any relevant statutory provisions,
- Read and fully understand the University safety policies and Departmental safety statements and procedures,
- Promote safe work practices in accordance with the Departmental safety statements,
- Ensure that equipment is operated in a safe manner and that good housekeeping standards are maintained,
- Use Personal Protective Equipment as required, (such as Lab Glasses, Lab coat, gloves etc.)
- Report any accident, dangerous occurrence, or potential safety hazard to the Head of Department or departmental safety advisor and co-operate fully in any accident investigation,
- Ensure any relevant safety rules are communicated to students, contractors and other persons working in their vicinity,
- Refrain from misusing anything that is provided in the interests of health and safety;
- Undertake appropriate health and safety training which includes the use of work equipment, as required.
- Pregnant staff report their pregnancy / breastfeeding to their Head of Department, HE Department or the University Health and Safety Office as early as possible so that a Pregnant Woman Risk Assessment can be carried out.

A postgraduate research student while working within the University shall ensure that he/she is not under the influence of an intoxicant to the extent that he/she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person.

2.14 Safety Representative / Safety Lead Worker

In addition to the Safety Sub-Committee, Section 25 of the Act entitles employees to decide on, select and appoint a safety representative or, by agreement with their employers, more than one safety representative to represent them in consultations with the employer on matters of safety, health and welfare at the place of work. The Safety Representatives shall be elected by employees within departments and/or faculties and will participate in departmental/faculty safety meetings.

Furthermore, employees can put themselves forward as safety lead workers and can partake in the University safety lead workers meetings. The role of the safety lead worker is to assist the safety office in reporting health and safety issues that they may observe while on campus. Safety lead workers have no additional responsibilities towards health and safety other than those required under their normal role.

2.15 Third Party Companies

Each campus based company is responsible for the management of the Health and Safety of its employees and for the safe upkeep and maintenance of all equipment and fixtures under their ownership.

- They must provide a copy of their own Safety Statement and Risk Assessments specific to the work they conduct on campus
- They must ensure safe systems of work are operated and do not endanger other users on campus
- They must ensure their work and work practices comply with all relevant fire, and Health and Safety Legislation
- They must ensure that their employees are made aware of Maynooth University emergency and evacuation procedures.
- They should report all defects in facilities or equipment to the University and immediately taking out of service any facility/equipment deemed unsafe until repair has been effected.
- Report all near misses , accidents to their MU Contact persons or safety office

2.16 Visitors

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

The Maynooth Campus Conference and Accommodation (MCCA) Office requires all conference/event organisers to ensure that appropriate announcements are made in relation to fire safety and emergency assistance.

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

- Safety signage advising of hazards or restricted areas.

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

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

3.0 Health and Safety Resources

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

3.1 Time Resources

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

3.2 Financial Resources

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

- (a) Rectifying safety shortcomings in existing buildings by way of a phased programme of work prioritised in accordance with the level of risk and the resources available.
- (b) Engaging reputable contractors to maintain and service fire protection equipment and machinery and to maintain all buildings and equipment in a clean and safe condition.
- (c) Ensuring that all new buildings/refurbishments comply with relevant fire and health and safety standards from the outset.
- (d) Providing ongoing funding for competent health and safety advisors, both external and internal (H & S Office, Biological Safety Advisor, Radiation Protection Officer, Health Risk Management service, specialist consultants etc.)
- (e) Allocating to Faculties and Units, by way of their annual budgets, sufficient resources to ensure that health and safety issues can be tackled in a phased, prioritised fashion at local level.
- (f) Allocating an annual budgetary sum to the Health & Safety Office to support the implementation of various health and safety programs and projects across the campus.

3.3 Information Resources

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

4.0 Health and Safety Training

The university offers a wide range of safety training courses to staff and in some cases students in order to allow them to work in a safe manner. An indicative list is outlined below. Courses can be tailored to suit a particular group's needs and further training courses can be designed or sourced as required. Training will be completed either in person, online through a programme such as Microsoft Teams or e-training will be arranged through an approved University Safety training platform.

Courses offered include:

- Health and Safety Induction for new employees
- Occupational First Aid and refresher
- Display Screen Equipment safety
- Laboratory Safety
- Manual Handling

Specialised training will be provided for staff whose job necessitates they have additional training because of their role or because it has been identified in a risk assessment.

- Safety Representative
- Safe Pass
- Abrasive Wheels
- Health and Safety Training for Managers/Supervisors
- Radiation Safety Officer
- Biological Safety Officer
- Manual Handling Instructors course
- Display Screen Assessors course
- Hazard Identification and Risk Assessment

The Health and Safety officer will work with the individual functional areas to identify local training needs, develop appropriate training materials and identify competent training providers. Training requirements identified as necessary to control risks at local level must be documented in local safety statements. Personnel will receive specific department health and safety training when on commencing work with the department. This will be controlled by the department. Further details of training course and their content can be found on the Health and Safety Office website.

4.1 Health and Safety Training Records

The Health and Safety Office and the HR Office will retain training attendance and copies of examination records (where applicable) of all staff involved in Health and Safety.

4.2 Attendance at Health and Safety Training

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

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

5.0 Revision and Updating of Safety Statements

5.1 Framework Safety Statement

This Framework Safety Statement shall be annually reviewed to ensure that it is current and relevant. This review will be carried out by the Health & Safety Office who will make recommendations to Maynooth University Safety Sub-Committee.

5.2 Department Safety Statements

Department Safety Statements must similarly be reviewed at least annually by the Heads of Department or more regularly where the changes or hazards dictate more frequent reviews. Confirmation that the annual safety statement review has been completed and any resulting updated safety statements must be forwarded by each Department to the University Health and Safety Office. The Health and Safety Office provides training in developing and updating safety statements.

Clubs and societies are required to complete an annual safety statement based on their activities. This will be managed through MU life by the Clubs and Societies office and assisted by the Health and Safety Office.

5.3 Communication of Safety Statements

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

5.4 Legislative Compliance

The Health and Safety Office maintains a register of health and safety legislation and guidance relevant to all operations in Maynooth University. This is updated regularly and any changes in legislation that affect the University are communicated to the Health and Safety Sub-Committee.

The Health and Safety Officer advises on changes required to the Framework Safety Statement as a result of legislative changes as well as advising Faculty Heads and Academic / Non Academic Department Heads on the implications for their Department Safety Statements.

5.5 Safety Audits

Safety audits will be carried out by the H&S Office or external consultants acting on their behalf. Managers can request such an audit from the H&S Office at any time. In addition to this Managers may also wish to undertake their own safety audits within their areas. Guidance on same can also be provided by the H&S Office.

6.0 Safety Consultation Arrangements

The University will provide information on relevant safety, health, and welfare issues, and this may be provided through the Health and Safety Office / Head of Department, Supervisor, or another competent person. Health and safety information will be made available through the University health and safety website.

The Health & Safety Sub-Committee is responsible for addressing all aspects of health and safety and reports into the University Executive. The composition of the Committee will include representation from across the University including the university executive, faculty dean, access office, campus services, campus planning and development, research office, safety office, student services, academic, technical and administration staff, and a student representative. The members of the committee is posted on the University health and safety website.

Departments can set up local consultation arrangements through the development of a departmental safety committee. Departments can also look to appoint a local safety advisor and/or a safety representative or safety lead worker to consult on health and safety matters. Actions from these meetings and consultations can be brought to the Health & Safety Sub-Committee through relevant committee members.

Employees at a place of work are entitled to select from among their number Employee Safety Representatives, who may make representations on the employees' behalf to the University on matters of health and safety. Employee Safety Representatives are expected to sit on and take an active role in Local Area Safety Committees.

7.0 Health and Safety Policies, Guidance Documents and Procedures

Maynooth University has developed a number of Health and Safety Policies, Guidance Documents and Procedures which will further strengthen our safety management programme. These Policies, Guidance Documents and Procedures are summarised below and are available in full on the University Website.

7.1 Staff Health

Information regarding staff health is available on the University Health and Safety webpage under “Staff Health”. Under this section of the webpage will include information on the following:

- Eyesight tests
- VDU workstation assessment
- Pregnant employees
- Smoking restrictions

7.2 Manual Handling

All employees who carry out manual handling as part of their job must complete manual handling training (and refresher training every 3 years). The scheduling and tracking of manual handling is coordinated by Health and safety and by individual depts.

Departments are to ensure a manual handling risk assessment is completed on manual handling tasks in particular high risk tasks such as lifting heavy items / handling hazardous substances.

Guidance on manual handling requirements is available through the University Health and Safety Webpage.

7.3 Office Safety – DSE (Display Screen Equipment)

Guidance on office safety and workstation set up is available on the University Health and Safety Webpage. Staff awareness training available on Health and Safety software

7.4 Lone Working

Lone working involves working alone and unsupervised for a significant period in a separate building or in a segregated area of the university.

Lone workers may be exposed to additional hazards because of their location or the consequences of an incident or accident may be greater because they are alone.

Guidance on lone working is available on the University Health and Safety Webpage.

7.5 Insurance

Guidelines in relation to Travel, Motor and general Insurance is available on the University Health and Safety webpage under “Insurance”. This is managed by the Governance Office.

7.6 Travel

Guidelines in relation to travel safety and Insurance is available on the University Health and Safety webpage under “Insurance”. This is managed by the Governance Office and the Health and Safety Office.

7.7 Reporting of accidents / Incidents

All accidents, incidents and near misses must be reported to the relevant head of department and the Health and Safety Office and may be subject to an investigation by the University Health and Safety Office.

The University is legally obliged to report certain accidents / dangerous occurrences / occupational illnesses to the Health and Safety Authority (HSA) and insurance company. It is therefore vital that all accidents, incidents and near misses are reported promptly to ensure that the University is compliant in fulfilling its statutory accident reporting duties.

Guidelines in relation to reporting accidents / incidents and contact numbers are available on the University Health and Safety web page.

7.8 Training

It is the policy of the University that all staff will receive appropriate health and safety training. Staff will be advised on how to complete relevant training and information will be provided to staff as part of the induction programme at University and departmental level.

The Head of Department in conjunction with the Health and Safety Office will identify the on-going safety training and re-training needs of staff. Records of the training should be sent to the Health & Safety Office in a manner specified by the Health & Safety Office. The Health & Safety Office will, as required, provide specialised safety training courses on campus. The availability of these training courses will be communicated to University staff.

Information regarding Health and Safety training is provided on the University Health and Safety webpage.

7.9 Contractors

All work carried out by contractors is carried out in accordance with current Health & Safety and Construction Regulations and Standards.

The University outlines its requirements for contractors in ‘The Guidance Document for the carrying out of Maintenance and Small Works for Contractors on the University Campus’. This gives information on insurance and H&S documentation that the contractor needs to submit prior to commencing work. It also gives information on H&S arrangements such as the permit system and fire safety. Information for contractor management is available on the University Health and Safety webpage and Health and Safety Software

7.10 First Aid

Departments should appoint “occupational first-aiders” within their staff. The names and phone numbers of departmental first aiders will be included in each departmental safety statement, displayed on the first-aid box and identified on the University Health and Safety webpage.

In the event of a first aid requirement first aid boxes are available in all buildings. Security are to be contacted on (01) 7083929 if additional medical attention is required.

First Aid boxes

Each department is required to maintain a first aid box, which is adequately stocked. A list of the University first aiders must be posted beside the individual first aid box. Security staff can also be contacted to assist, particularly outside Office hours. The mobile Security Units are fitted with first aid boxes. The first aid facilities are supplemented by the medical supplies and equipment located in the Student Health Centre. The University’s Student Health Centre is on campus during office hours, Monday – Friday: 09.30 - 16.00.

In an emergency contact security (01) 7083929.

Recommended Contents of First-Aid Boxes is available on the University Health and Safety webpage.

Automatic External Defibrillators (AED’s)

Automatic External Defibrillators are located throughout the University. For the current locations of AED’s refer to the University Health and Safety webpage. To avail of training in the use of defibrillators please contact the Health and Safety Office.

7.11 Fire

Any person discovering a fire should:

1. Raise the Alarm by activating the break glass unit at the nearest fire point, which are found in the corridors and on the exit routes
2. Inform the Fire Brigade - The Fire Brigade must be notified of any fire - Emergency No. 999 or 112 (mobile). Give your address and clear directions. University Security Staff must also be alerted - Emergency No. (01) 708 3929.
3. Deal with the Fire if safe to do so. Attack the fire using the nearest suitable extinguisher or fire hose reel where appropriate.
4. **DO NOT TAKE PERSONAL RISKS OR PUT LIVES IN DANGER**
5. Evacuate from the premises

On hearing the fire alarm:

1. The evacuation of the building must commence immediately.
2. Ensure that all equipment is left in a safe condition within the time available, prior to evacuating.
3. Leave the building by the nearest safe exit, closing all doors behind you.
4. Do not delay to collect personal belongings or for any other reason.
5. Assemble at the prescribed assembly point(s)
6. Do not take risks.

7. Do not return to the building for any reason unless authorized to do so.
8. Do not use lift(s)

Each department should seek members of staff to become trained as fire marshals to assist their office to be safely evacuated in the event of a fire. Personnel will receive external specialist training to fulfil this role and training will be arranged through the Health and Safety Office.

Fire drills will be held across the University throughout the year and all departments are to fully adhere to any reasonable requests made as part of the fire drill. Failure to follow fire safety rules during a fire event or a drill is viewed as a serious breach of health and safety.

Further Information on Fire safety is available on the University Health and Safety webpage.

If a staff member or student suffers from a sensory, physical or medical impairment that may make evacuation of a building in an emergency more challenging a Personal Emergency Evacuation Plan (PEEP) will be completed with them. Staff members looking to get a PEEP should contact the H&S Office and EDI Office, while Students should contact the Access office.

7.12 Personal Protection Equipment

It is the policy of the University to eliminate all hazards where reasonably practicable and to assess what PPE is required only when further risk reduction is not reasonably practicable. PPE is to be purchased as required by the relevant department and provided to employees as required. Employees are responsible for the care and upkeep of their PPE and should reports any defects in same to their manager or Head of Department.

PPE shall be provided and worn in designated areas and whilst carrying out specific tasks. Details of the designated areas and the tasks requiring PPE are outlined in each Department Safety Statements.

Visitors and Sub-Contractors working on site shall comply with the Maynooth University policy in respect to the wearing of personal protective equipment.

7.13 Smoking

Smoking including the use of e-cigarettes and vaping is prohibited in all university buildings.

7.14 Welfare Facilities

The University provide adequate welfare facilities for staff and students and these facilities are maintained by Campus Commercial services. Eating, drinking, and smoking are not allowed in the University laboratories and Lecture Rooms.

7.15 Housekeeping

Good housekeeping must be maintained in all work areas as it is key in the prevention of accidents. This is the responsibility of each individual Department. The keeping of work areas and walkways in a safe and clean condition is managed by cleaning contractors through Campus Services.

7.16 Security

All incidents should be reported immediately to Security at the Security office which is located in the John Hume Building or by contacting (01) 7083929.

Information on security is available on the University Security webpage

7.17 Use of Lecture Theatres, Classrooms, and tutorial Rooms in the University

There is a guidance document available on the University health and safety webpage on the use of lecture theatres and teaching rooms. Lecturers and other users are expected to observe the following guidance, to main the quality of the learning environment of the University.

7.18 Guidance for Safe Working Practices covering Fieldwork/trips and Transport.

The organiser/leader of all fieldwork/trips is responsible for carrying out a risk assessment which identifies the necessary safe arrangements for the fieldwork/trip. This risk assessment requires the prior approval of the Head of Department and notification to the Safety Office before the fieldwork/trip is undertaken. Departments should maintain a list of those attending with emergency contact numbers.

These form are available through the University Health and Safety Webpage.

7.19 Electricity

The electrical installations in the University are inspected and maintained by the Campus Services Department / Powerhouse. Regular Inspections of electrical equipment and machinery are carried out primarily by the Powerhouse.

Local Departments should schedule and maintain portable appliance testing on their portable equipment. All staff should take due care of cables and plug tops to ensure their safe use. In the event of loose cables or damaged plug tops these are to be reported immediately to the Maintenance Helpdesk. All electrical equipment should be visually inspected annually.

Staff should not bring in their own personal electrical equipment on campus

7.20 Chemicals/Hazardous Substances

It is the intention of the University to ensure that hazardous materials are used and stored safely, and that departmental policies, procedures and local rules are developed to support this process.

It is the intention of the University that the use and storage of hazardous materials is limited where possible.

There is guidance on the safe use of chemical / hazardous substances available on the Health and safety webpage.

7.21 Loss / Spillage of a Chemical Agent

In the case of a spill or leak of a chemical agent the local Spills procedure is to be followed:

- In the event that a chemical is spilled or is discovered to have leaked then the PI or supervisor is to be contacted and the area should be demarcated until relevant advice has been received.
- The Safety Data Sheet (SDS) for the chemical concerned and the Local Department Safety Statement and/or Spills procedure should be consulted before dealing with the spillage and the information contained therein utilised to ensure a safe clean-up response.
- For large spills (>5 litres / kgs) the University H&S Office should be informed.
- Some chemicals require specialist responses, e.g. elemental mercury, cyanides, strong acids, etc. Reference should be made to a materials' SDS before it is used in the laboratory for the first time and if required any recommended specialist spill response equipment should be sourced and held in a suitable location.

7.22 Loss / Spillage of A Biological Agent

In the case of a spill or leak of a biological agent the local Spills procedure should be followed:

- In the event that a biological agent is spilled or is discovered to have leaked then the PI or supervisor is to be contacted and the area should be demarcated until relevant advice has been received.
- The Local Department Safety Statement and/or Spills procedure should be consulted before dealing with the spillage and the information contained therein utilised to ensure a safe clean-up response.
- It should be noted that the spill response will vary depending on the nature of the biological agent concerned and whether or not infectious aerosols have been generated.
- As a rule Virkon should be used for the treatment of spillages of biological agents. If a different disinfectant is required then this should be indicated in any relevant risk assessment / Local Area Safety Statement and/or Spills procedure.

7.23 Major Events

A number of major events are held in the University each year and include Conferring, Open Days etc. Prior to each event a planning meeting is held between the Department concerned, the Safety Office, the Security Office, the Campus Services Department, and the Planning & Development Office and an event management plan is developed.

Departments planning new events should consult with the relevant department as listed above. The Maynooth Campus Conference and Accommodation Office manage other events on campus, and they liaise closely with the University in this regard.

There is guidance on event planning available on the Health and safety webpage and Health and Safety Software.

7.24 Work Equipment

All plant, equipment and appliances purchased or hired must comply with Maynooth University Purchasing Policy, current E.U. standards and regulations such as CE marking.

All work equipment is to be fit for purpose, inspected and certified and if necessary advised to the insurance company.

7.25 Access and Egress

Access and Egress covers vehicles, cyclists and pedestrians accessing the grounds of the University. Failure to adhere to the designated speed limits, parking guidelines and cycling restrictions could result in serious accidents.

Within buildings the work areas and walkways must be maintained in a safe manner to prevent accidents. The emergency routes and doors should be kept clear at all times.

During inclement weather or impacting activities, additional measures will be taken, as far as reasonably practicable, to ensure that access and egress routes are maintained in a safe condition.

7.26 HR Workplace Policies

Maynooth University values its staff and is committed to maintaining and enhancing a good working environment. It has in place a range of policies and services to support the wellbeing of staff and help them to achieve their work goals and to balance their work and other roles. Further information on Maynooth University Policies and the services available to staff can be obtained on the Human Resources webpage on the University website.

HR policies and services include:

- Bullying, Harassment & Sexual Harassment
- Policy on the protection of dignity of staff and students
- Disability policies

7.27 Covid

Guidance to staff and students relating to Covid -19 is available on the University website.

7.28 Hybrid Working

Maynooth University facilitates a hybrid working arrangement with staff where staff can work an agreed number of days away from the office up to a maximum of two days. Staff will be required to complete a DSE assessment, as agreed with the Health and Safety Office, to ensure working conditions are up to the required standard. Guidance on hybrid working is available on the Human Resources webpage on the University website.

7.29 Protection of Pregnant, Post Natal and Breastfeeding Employees

Staff who become pregnant should inform Human Resources as soon as they become aware that they are pregnant and provide confirmation from a doctor or midwife, if requested. When the University receives notification that an employee is pregnant a risk assessment will be

carried out to ensure the safety of the staff member. Two mothering rooms are available on north campus.

7.30 Stress Management

Work related stress simply refers to those reactions due to pressures within the working environment'. Maynooth University recognises that from time to time employees may experience work related stress. It is our aim to be proactive in the reduction / management of sources of stress. Employees who are subject to occupational stressors are encouraged to seek assistance from their own local management or Maynooth University HR Department.

Maynooth University provide a free of charge Employee Assistance Programme through Human Resources.

7.31 Health Surveillance

A Health surveillance service will be arranged by the Human Resources Department in consultation with the Health and Safety Officer.

Employees will receive a health screening prior to commencing work and as required thereafter as stipulated by external occupational medical practitioner; as per the safety requirements of their role and if required through risk assessment.

7.32 Driving for Work

Driving for work includes any person who drives on a road as part of their work either in a Maynooth University owned company vehicle; or an employee's own vehicle who receives an allowance from Maynooth University for miles driven on university business and must have Business cover arranged with their own insurance provider.

Commuting to work is not classified as driving for work, except where the person's journey starts from their home and they are travelling to a work location that is not their normal place of work.

Driving for work involves a risk not only for the driver, but also for fellow workers and members of the public, such as pedestrians and other road users.

Maynooth University cannot directly control roadway conditions but we do promote safe driving behaviour amongst its employees

Employees are encouraged to take Public transport where possible to avoid the necessity of driving for work.

7.33 Permit to Work

The Health and Safety and Estates office operates a "Permit to Work" system for the management of the following specific hazards.

- Hot Work
- Working at Heights
- Confined Space Entry
- Electrical Isolation

All employees must ensure the work involving any of the above which is undertaken in their area is co-ordinated through the estates office and under the appropriate “Permit to Work”.

7.34 Workplace Drugs, Intoxicants and Alcohol Policy

Employee’s must ensure that they are not under the influence of an intoxicant to the extent they could endanger his or her own safety, health or welfare at work or that of any other person. Employees are to advise management if they are using prescribed medication as this may require a risk assessment to be completed.

7.35 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, pedestrian walkways, speed ramps and markings are in place. Parking is permitted throughout campus and enforcement is by a third party contractor.

7.36 Legionella Management

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

7.37 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. Maynooth University 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 South Campus 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)

8.0 Major Emergency Plans

The University has prepared a Major Emergency Response Plan to provide a framework for the co-ordination of the University response to a major emergency or critical event. Its aim is to simplify the flow of information within the University structure and to clarify the roles of all those involved in providing support to both internal University and external bodies.

The purpose of the Plan is to.

- i) Provide the University with an overall framework designed to facilitate communications, decision making and prudent use of available resources during response and recovery operations;
- ii) Put in place arrangements that will enable the University, in conjunction with the principal emergency response services (as appropriate), to prepare for and make a co-ordinated response to a major emergency or critical event;
- iii) Outline generally the actions necessary for managing the emergency / event, the procedures to be followed and the functions to be undertaken by the University Authorities to protect the lives, property and reputation of the University and its community;
- iv) Establish a mutual understanding of the authority, responsibilities, functions and operations of the University's response team during the emergency;
- v) Identify the role and responsibility of University personnel in coordinating response operations with those of the emergency services;
- vi) Provide an orderly and efficient transition from emergency / critical event to normal conditions.

8.1 Action in the event of fire

Any person discovering a fire should:

1. Raise the Alarm by activating the break glass unit at the nearest fire point, which are found in the corridors and on the exit routes.

2. Inform the Fire Brigade

The Fire Brigade must be notified of any fire - Emergency No. 999 or 112 (mobile). Give your address and clear directions. Security Staff must also be alerted - Emergency Number: Security Mobile Unit: (01) 708 3929

3. Deal with the Fire if safe to do so

Attack the fire using the nearest suitable extinguisher or fire hose reel where appropriate.

DO NOT TAKE PERSONAL RISKS OR PUT LIVES IN DANGER

4. OTHERWISE EVACUATE FROM THE PREMISES

On hearing the fire alarm

The evacuation of the building must commence immediately.

1. Ensure that all equipment is left in a safe condition within the time available, prior to evacuating. (lab gas shut off)

2. Leave the building by the nearest safe exit, closing all doors behind you.

3. Do not delay to collect personal belongings or for any other reason.

4. Assemble at the prescribed assembly point(s)

DO NOT TAKE RISKS.

DO NOT RETURN TO THE BUILDING FOR ANY REASON UNLESS AUTHORIZED TO DO SO.

DO NOT USE LIFT(S)

8.2 Bomb threat strategy & response

1. When informed of a bomb threat get all the information possible about the call from the person who received it. Guidelines to Telephonists/Persons receiving bomb threat call on page the next page.
2. Staff on receipt of the call should if possible:
Detain the caller on the line for as long as possible, asking the questions outlined on the attached form. Record as much information as possible.
3. When the caller hangs up advise Head of Security/Security immediately (01) 7083929
Head of Security/Security is to advise the following:
 - The Gardaí
 - Safety Officer
 - Head of Department (if a Department is the location)
3. This may also include advising the Emergency Services, Bord Gais and ESB or any other relevant authority.
4. Gather all information needed for the Gardaí i.e., plans of the building, staff lists and keys.
5. Assessing the threat is probably the most difficult aspect of the task.
There are two options:
 - (a) to search and evacuate in the event of a suspicious object being found.
 - (b) to evacuate immediately without searching ensuring that all personnel are evacuated
6. This decision will be made with the help of the Gardaí, if present, or in the absence of the Gardaí with the Head of Security
7. The Bomb Threat Report will assist in assessing the threat.
8. If a suspect object such as a bag, briefcase or parcel without an owner is found, then that area and all adjacent areas must be evacuated away from the object immediately. An assembly point must be selected at least 300 metres away from the building and its car park by those in charge.
9. The Gardaí will have been contacted by Security and on arrival will take charge of the incident.

IF A SUSPICIOUS OBJECT IS FOUND – FOLLOW THE GOLDEN RULE:

1. DO NOT TOUCH THE OBJECT
2. CLEAR PEOPLE AWAY FROM THE IMMEDIATE VICINITY A MINIMUM OF 300 METRES FROM THE AREA
3. SECURE THE AREA AND INFORM SECURITY WHO SHOULD THEN INITIATE EVACUATION, IF NOT ALREADY DONE.

8.3 Action in the event of robbery/by an intruder

In the event of an intruder in the building, do not confront the individual, contact Security immediately extn. (01) 708 3929 if able to do so. Under no circumstances are you to apprehend the intruder. Move to a safe area and observe if possible.

8.4 CRIME

Given the size of the Campus and its population there is a potential risk of being a victim of crime. This can result in loss or damage to property and assault of the person.

All staff and students should report any suspicious activity on Campus to Campus Security at (01) 708 3929

- Security staff are provided on Campus 24 hours a day
- Security staff can be contacted by radio
- The utilisation of CCTV and ACCESS control
- Campus Watch involving the Gardai, Staff and Students
- The upgrading of lighting system on both campuses
- The provision of emergency phones in key locations (North Campus only)
- Anti theft measures for computers are in place
- Security Alarms are monitored by a central station
- Counselling and support for victims of assault or crime are available
- The provision of a Campus Watch booklet which outlines a wide range of precautions to be taken to prevent loss or assault

8.5 Action in the event of gas leak or the smell of gas in an area.

1. Do not answer or use mobile phone/radios
2. Do not switch on lights or any other electrical equipment on or off.
3. Do not use naked lights
4. Ring Security/Safety Officer and Bord Gais immediately from a safe location.
5. Check whether the gas is coming from a pilot or burner:-
 - If from a pilot or burner, turn of the burner
 - If from elsewhere, turn off the gas supply to the area.
6. Open doors and windows and leave them open until the leak has stopped and any build-up of gas has dispersed.
7. If gas continues to escape after the supply has been isolated leave the building immediately and go upwind away from the gas leak.
8. Report the leak to your Head of Department.
9. Obey the instructions of Security/Safety Officer/Person in charge.

8.6 Unplanned power outage

In the event of an unplanned power outage in a building(s) these must be cleared as soon as practicable and at the discretion of the Safety Officer or Head of Security. The emergency lighting systems are only designed to provide lighting for a limited period to aid safe egress and to provide lighting for the emergency services. In the event of a power outage please advise Security (01) 708 3929 and they will liaise with the Powerhouse.

If staff or students with access requirements are on upper levels of a building and the lifts are out of use due to a power outage, security are to be contacted on (01) 7083929. Security will in turn contact the Safety Officer or Head of Security to advise of the issue.

9.0 Risk Assessment

The University, as per Section 19 of the 2005 Act, is committed to continuously auditing hazards in the workplace, assessing the risks these present and implementing appropriate arrangements to deal with them.

All Staff are encouraged to identify hazards in their departments and to report them to their Heads of Department. Staff participation is required when carrying out risk assessments. The Health and Safety office will disclose how and where risk assessments are to be completed and saved. There are a number of quantitative risk assessments templates in use across the University with the online health and safety software system (iProtectU) being the preferred method. Please contact the Health and Safety Office to confirm the Risk Assessment template required to be used.

Risk assessment is carried out in three stages.

1. Identify the hazard
2. Assess the likelihood of the event and the severity of the injury as result of the hazard
3. Identify and put control measures in place to reduce the risk of these hazards causing harm.

The likelihood and severity must then be combined to provide an overall assessment of the hazard.

The risk associated with each hazard can be described by a Rating Number calculated using the following equation:

Residual Rating with controls in place = Severity x Likelihood (SxL)

A 'hazard' is a source or situation with a potential harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

'Risk' is a combination of the likelihood and the consequences of a specified hazardous event (accident or incident).

Risk always has two elements:

- (i) The likelihood that a hazard may occur,
- (ii) The consequences or severity of the hazardous event.

Risk assessment is based on the process of evaluating risk to health and safety arising from the circumstances of the occurrence of a hazard at the workplace. Risk is categorized as "high" "medium" and "low".

Risk Rating

Select the risk level for the Hazard on the risk matrix.

		LIKELIHOOD				
5	Almost Certain	L	M	H	H	H
4	Likely	L	M	M	H	H
3	Possible	L	M	M	M	H
2	Unlikely	L	L	M	M	M
1	Rare/Remote	L	L	L	L	L
		Negligible	Minor	Moderate	Major	Extreme
		1	2	3	4	5
		SEVERITY				

Low risk: This is where the likelihood of an accident occurring is low and the severity is low. For example, intermittent work on a computer where the workstation is well laid out is unlikely to result in any harm to the user.

Medium risk: As the level of likelihood and severity increases, a hazard may be assessed as a medium risk. For example, manual handling of heavy loads without mechanical aids. You should use control measures to reduce these hazards to low risk.

High risk: You should focus on high-risk hazards first, as there is a likelihood that an accident could occur and if it does then there could be serious injuries, ill health or death. For example, vehicles reversing where pedestrians / members of the public are walking.

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

Medium Risk (M) actions should be dealt with as soon as possible.

Low Risk (L) actions should be dealt with as soon as practicable.

All staff and postgraduate students must be familiar with the contents of the risk assessments that are relevant to their work. Training and further information on workplace safety and risk assessment is available from the University H&S Office. A list of current University Risk Assessments is available on the H&S Office website.

Staff and postgraduates working within the University must review all available relevant risk assessments prior to initiating work or undertaking new tasks to establish whether or not these documents identify and manage the hazards associated with their work adequately.

In the event that existing risk assessments do not adequately manage the hazards associated with their work employees and postgraduates can modify an existing risk assessment or complete their own risk assessments (see H&S Office website for available risk assessment templates). Assistance is available at all times from the University H&S Office.

A range of guidance documents have been developed by the H&S Office that assist in the assessment of risk. These can be found at on the H&S Office Website

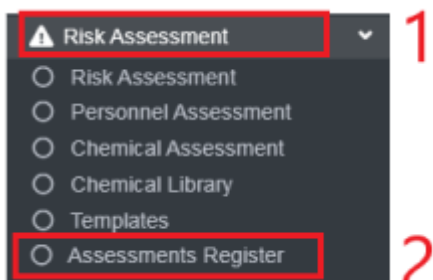
Chemical Risk assessments are carried out by that Departments that store and use chemicals.

The risk assessments take into account Classification, quantities used, storage and safe disposal etc.

Departments will agree with the Health and Safety office how and where chemical risk assessments are to be completed and saved.

How to access Risk Assessments on iProtectU

1. Log into iProtectU through the link on the Health and Safety page of the University website:
<https://www.maynoothuniversity.ie/health-safety/iprotectu>
2. On iProtectU click on “Risk Assessment” to open risk assessment options and then click on “Assessments Register”



3. On the Assessments Register page use the “SEARCH” feature to look for specific risk assessments. Risk assessment numbers, title, author, location can be used to find risk assessments.

Assessment Register

Notes +

Risk Assessment Register

Filtering and User Group Search
 Please use filters to refine search (Max 100 displayed).

Do not filter on assessor | Do not filter on group | Do not filter on department | Do not filter on location

Clear Filter | Display archived and past issue assessments. NO

Show 500 entries

Search:

No.	Iss.	Category	Title	Assessor	Location	Area	Date	Review
-----	------	----------	-------	----------	----------	------	------	--------

4. Click on the PDF icon of the required risk assessment and this will open a PDF version of the document:

Assessment Register

Notes +

Risk Assessment Register

Filtering and User Group Search
 Please use filters to refine search (Max 100 displayed).

Do not filter on assessor | Do not filter on group | Do not filter on department | Do not filter on location

Clear Filter | Display archived and past issue assessments. NO

Show 500 entries

Search: fire | x

No.	Iss.	Category	Title	Assessor	Location	Area	Date	Review
RA 3	6	General	MU Fire	Daniel McDermott	Maynooth University	All Locations	27 Mar 23	27 Mar 24

Showing 1 to 1 of 1 entries (filtered from 125 total entries)

Previous 1 Next

Depending on the privacy settings of the risk assessment, access to the risk assessment may not be possible. If this occurs please contact the Health and Safety Office.