



January 2025

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 1400 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 Pontifical University Maynooth.

Maynooth University is committed, as far as reasonably practicable, to ensure that no person working, studying or conducting research either within or on behalf of the University, will receive any injury or suffer ill health as a result of the activity being undertaken. This commitment extends, as far as reasonably practicable, to visitors or member of the public that attend and/or use University facilities.

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 aim 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 local 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, organisational changes, experience and feedback. The University Framework Safety Statement will be reviewed on an annual basis and published on the University Health and Safety Webpage - <https://www.maynoothuniversity.ie/health-safety>.

Field Code Changed

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.



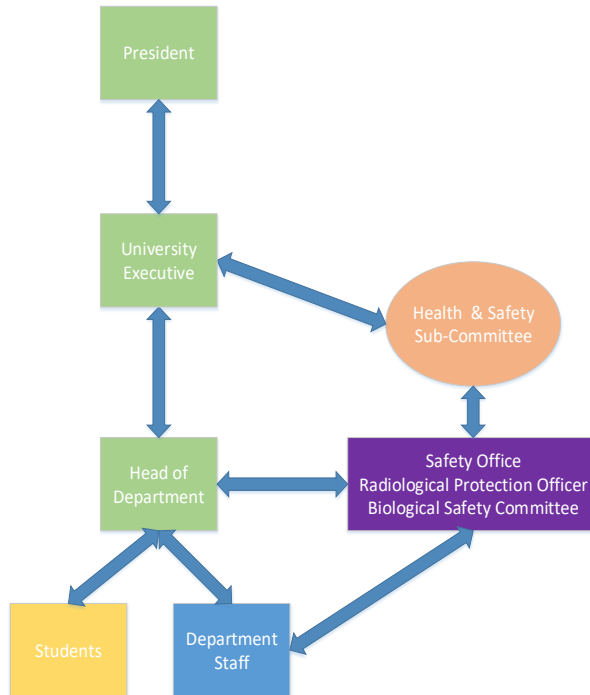
Professor Eeva Leinonen
President
Maynooth University

Date 3 January 2023

This Policy will be formally reviewed by the University Executive every four years or if there is a change in President.

2.0 Health and Safety Management Structure and Responsibilities

Maynooth University Organisation of Safety, Health and 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 and 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 and 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 and 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 and 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, Human Resources 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 and 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 and/or 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.
- To develop and review Emergency Evacuation Plans for the University and communicate as required. This is inclusive of Personal Emergency Evacuation Plans (PEEPs) for personnel with access requirements.

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 are to 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 in use.

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 a 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 Biological Safety Committee – GMM and GMO

The Maynooth University Biological Safety Committee (BSC) is a subcommittee of the University Safety Committee, to ensure all activities within the University involving GMOs Genetically Modified Organisms (plants and animals) and GMMs Genetically Modified Microorganisms are conducted in a safe manner and in conformity with generally accepted standards.

The Biological Safety Committee will complete the following:

- Review applications for the contained use of GMMs/GMOs, provide advice on the Risk Assessment (RA), the classification of the contained use activity and the appropriate containment measures to be applied, in order to avoid any potential adverse effects to human health and the environment
- Review periodically the contained use of GMMs/GMOs ongoing within the facility, in order to ensure that the requirements of the GMO (Contained Use) Regulations, S.I. No. 73 of 2001 and the consent conditions issued in respect of the GMM/GMO activity are fulfilled
- Review any new information which could have significant consequences for the risks posed by the contained use activity, for human health and the environment and ensure this is reflected in updated risk assessments
- Review all relevant policies and procedures and update as necessary
- Provide an annual report to the University Safety Sub-Committee

Within the University there are departmental Biological Safety Officers, who are members of the University Biological Safety Committee, and their duties include the following:

- Ensure all GMM/GMO users are aware of the legal requirements
- Complete periodic inspections of GMM/GMO facility to ensure the requirements of the GMO (Contained Use) Regulations are adhered to
- To report all accidents and emergencies relating to GMM/GMO work to the BSC and EPA, if applicable.
- To investigate GMM/GMO incidents
- To provide advice on laboratory security
- Provide technical advice to the BSC as required
- To liaise with the regulatory bodies i.e. EPA, as required.

2.12 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 other person

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, fully understand and comply with the University safety policies, Departmental safety statement and procedures and the University Code of Conduct for Employees
- Promote and adhere to safe working practices and safe working systems in accordance with the Departmental safety statements,
- Ensure that equipment is operated in a safe manner and that good housekeeping standards are maintained,
- Use appropriate PPE (Personal Protective Equipment) as required,
- Report any accident, dangerous occurrence, or potential safety hazard to the Head of Department or departmental safety advisor or University Health and Safety Office and co-operate fully in any relevant 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 Pregnancy 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.

2.13 Students

Students of the University are required to:

- Co-operate with all safety rules and regulations of the University including General Rules of the University and Campus Regulations,
- 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.),
- Adhere to safe working practices and/or safe working systems,
- Report any accident, dangerous occurrence, defective equipment or potential safety hazard to the Head of Department or departmental safety advisor or University Health and Safety Office and co-operate fully in any relevant 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.

2.14 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 other personnel. 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, fully understand and comply with the University safety policies, Departmental safety statements and procedures and the University Code of Conduct for Employees
- Promote and adhere to safe working practices and safe working systems in accordance with the Departmental safety statement,
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- 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 or University Health and Safety Office and co-operate fully in any relevant 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.

2.15 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 worker 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.

2.16 Service Providers / Contractors

Any service provider / Contractor appointed and/or instructed to complete work on Maynooth University campus are responsible for the management of the Health and Safety of its operation and its employees and for the safe upkeep and maintenance of all equipment and fixtures under their ownership.

- Co-operate with all safety rules and regulations of the University and ensure their employees or any personnel working on their behalf are aware of campus rules and regulations,
- They must provide a copy of their Company Safety Statement, Risk Assessments and Safety Systems of Work specific to the work that they are undertaking on campus prior to work commencing,
- They must ensure safe systems of work are in place, communicated to employees prior to work commencing and complied with.
- Ensure their work does not endanger any personnel on campus
- Ensure that adequate supervision of activities is in place during the course of work
- 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 any accident, dangerous occurrence, or potential safety hazard to their MU Contact persons or the University Health and Safety Office and co-operate fully in any relevant investigation,

2.17 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 safety rules are in place i.e. wearing personal protective equipment, or where other control measures are required it is the responsibility of the host to ensure the visitors are made aware of and adhere to these requirements. Visitors are expected to report accidents to their MU Contact or the University Health and Safety Office.

Maynooth University requires that conference or event organisers arrange for appropriate announcements are made in relation to fire safety and emergency assistance, where required.

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

Safety Office Framework Statement: January 2025

- Signage advising of safety hazards, campus rules or information on 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 and event risk assessment is produced in consultation with the Health and Safety Office 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, guidance documents 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 following up on incidents, injuries and near misses.

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 (Health and Safety Office, Biological Safety Officer, 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 and Safety Office to support the implementation of various health and safety systems, 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 and 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. On commencing work in the University employees will be requested to complete a number of mandatory e-learning health and safety courses.

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.

A Selection of 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. A Selection of these Courses offered include:

- 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
- Evacuation Chair

The Health and Safety Office 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. New employees will be requested to complete a number of mandatory e-learning health and safety courses.

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 and Safety Office who will, where significant changes are required, 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.

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 Office 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 Health and Safety Office or external consultants acting on their behalf. Managers can request such an audit from the Health and Safety 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 Health and Safety 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 and Safety Sub-Committee reviews 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 and 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, Procedures and Guidance Documents

Maynooth University has developed a number of Health and Safety Policies, Procedures and Guidance Documents which will further strengthen the University's safety management programme. These Policies, Guidance Documents and Procedures are identified below and are available to view in Department Safety Statements and/or on the Maynooth University Health and Safety Webpage - <https://www.maynoothuniversity.ie/health-safety>

- Staff Health i.e. Eyesight tests, DSE assessments, Pregnant Employees
- Manual Handling
- Office Safety – DSE (Display Screen Equipment)
- Lone Working
- Insurance i.e. Travel, Motor and General Insurance
- Travel
- Contractor Management
- Personal Protection Equipment
- Smoking
- Welfare Facilities
- Housekeeping
- Security
- Use of Lecture Theatres, Classrooms, and tutorial Rooms in the University
- Guidance for Safe Working Practices covering Fieldwork/trips and Transport.
- Electricity
- Chemicals/Hazardous Substances
- Event Management
- Work Equipment
- Access and Egress
- HR Workplace Policies
- Stress Management
- Health Surveillance
- Driving for Work
- Workplace Drugs, Intoxicants and Alcohol Policy
- Traffic Management on Campus
- Legionella Management
- Asbestos Management

8.0 Emergency Planning and Response

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.

8.1 Medical Response

First Aid

Departments should appoint and train first aiders within their staff, including postgraduates if beneficial. The first aid training requirements within University departments is to be agreed between the department and the University Health and Safety Office. The names and phone numbers of departmental first aiders will be included in each departmental safety statement, displayed on first-aid boxes 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.

In the event of advanced medical attention being required, the National Ambulance Service is to be contacted by dialling 999 or 112. Give your address and clear directions. Building Eircode can be found on information signage with the front door of buildings.

The scenarios below are recommended to be dealt with in the following manner:

1. **Minor Injury:** In the event of a minor injury, the First Aider should provide treatment. All first aid treatment must be recorded. The person receiving the treatment should be advised to seek medical attention if their condition worsens.
2. **Significant Injury:** The first aider should contact 999 or 112 and provide initial treatment until the emergency services arrive. Contact Security to advise of location. The health centre can be contacted in event of an emergency but guarantee of assistance is not provided.
3. **Major Injury:** The Emergency services must be contacted immediately, 999 or 112. First aid staff must be alerted to provide assistance to minimise the injuries pending the arrival of the emergency services. The health centre can be contacted in event of an emergency but guarantee of assistance is not provided. Contact Security staff 01 708 3929 who can provide assistance and direct emergency services to the correct location on campus.

Out of Hours Medical Service

In the event of out of hours care being required, the emergency services are to be contacted on 999 or 112.

Note All injuries must be reported to the University Safety Office by completing as per the following:

First Aid boxes

First Aid boxes are located in each building of the University and these are managed by departments in conjunction with the University Health and Safety Office. First aid kits will be regularly checked to ensure all contents are in place and in date.

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 and its office hours are Monday – Friday: 09.30 - 16.00.

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. The provision, maintenance and inspection of an AED is to be agreed between the University Health and Safety Office and the applicable department. For the current locations of AED's refer to the University Health and Safety webpage.

AED's are monitored and managed on the campus as per manufacturers recommendations.

Personnel wishing to avail of training in the use of defibrillators please contact the Health and Safety Office.

8.2 Reporting of Accidents, Incidents And Dangerous Occurrences

Maynooth University will comply with the Safety, Health and Welfare at Work (General Application) Regulations (S.I 370 of 2016), regarding the reporting of accidents, incidents and dangerous occurrences.

Where required, Maynooth University will report the following to the Health and Safety Authority (HSA):

- Accidents where an employee or self-employed person has sustained an injury at a place of work and cannot perform their normal work for more than 3 consecutive days (not including the day of the accident).
- An accident that has resulted in a fatality. These must be reported immediately to the HSA or Gardai, with a formal report submitted to the HSA within five working days of the death
- Non-fatal accidents or dangerous occurrences should be reported to the Authority within ten working days of the event

When an accident, incident or dangerous occurrence occurs on either Maynooth University property or whilst engaged in work for Maynooth University, the University Health and Safety Office and University Security are to be advised as soon as possible.

If a person requires medical treatment they are to be treated as per the Medical Response requirements previously stipulated and the University Health and Safety Office and University Security are to be advised as soon as possible .

Where a serious accident has occurred the scene is not to be altered until a member of the University Health and Safety Office attends the scene.

Personnel involved in an accident, incident or dangerous occurrence are required to partake in any associated investigations. Results and learning outcomes from investigations will be communicated to relevant personnel.

In the event of an accident the following are to be contacted:

| | |
|--|------------|
| Maynooth University Health and Safety Office | 01 7084720 |
| Maynooth University Security Office | 01 7083929 |

8.3 Fire Planning and Response

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. Building Eircode's can be found on information signage with the front door of buildings.

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

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. (e.g. lab gas is shut off).
3. Leave the building by the nearest safe exit route, 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).

DO NOT TAKE RISKS.

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

DO NOT USE LIFT(S)

Fire marshals within each building will be requested and 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.

Personal Emergency Evacuation Plan (PEEP)

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 Health and Safety Office and EDI Office, while Students should contact the Access office.

Information regarding PEEPs is available on the Health and Safety and Access Office Webpage.

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 flames.
4. Open doors and windows and leave them open until the leak has stopped and any build-up of gas has dispersed.
5. If safe to do so, check your appliances to see if the gas has been left on without being lit
 - If from a pilot or burner, turn off the burner
 - If from elsewhere, turn off the gas supply to the area if known.
6. Vacate the building and contact Security 01 7083929 or Health and Safety Office 01 7084720 AND Bord Gais 1800 205050 immediately from a safe location.
7. Advise any person you encounter to vacate the building due to a gas leak.
8. If gas continues to escape after the supply has been isolated go upwind away from the gas leak.
9. Report the leak to your Head of Department.
10. Obey the instructions of Security/Health and Safety Office/Person in charge.

8.6 Unplanned power outage

In the event of an unplanned power outage in a building(s) the outage will be assessed and the building may be evacuated at the discretion of the University Director of Estates, Campus and Commercial Services Manager, the Health and 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 and/or Health and Safety Office. 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 risk assessment 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 Health and Safety Office. A list of current University Risk Assessments is available on the Health and Safety 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 Health and Safety Office website for available risk assessment templates). Assistance is available at all times from the University Health and Safety Office.

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

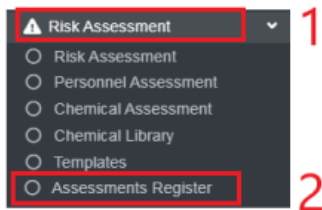
Chemical Risk assessments are carried out by that Departments that store and use chemicals.

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

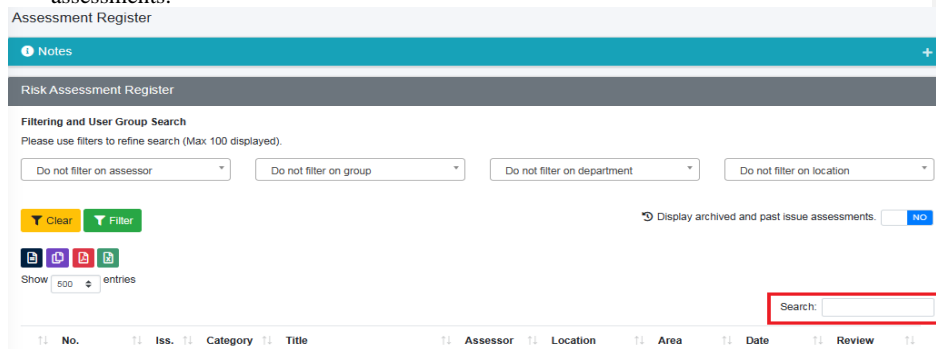
Departments will agree with the Health and Safety office how and where chemical risk assessments are to be completed and saved.

How to access Risk Assessments on iProtectU

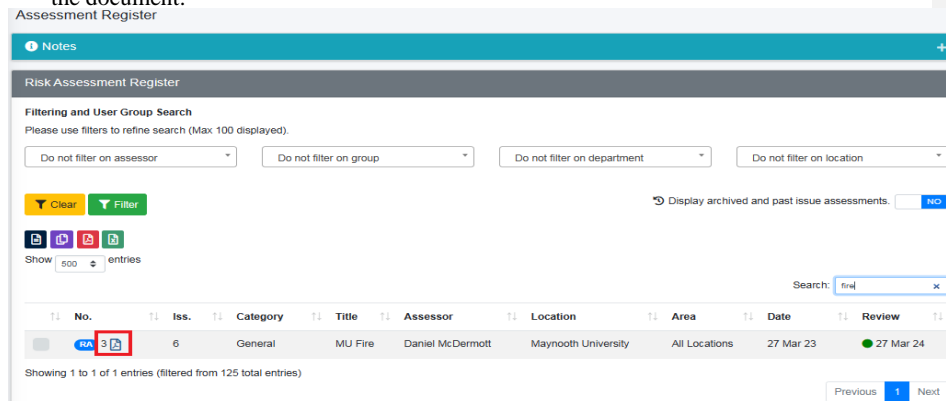
1. Log into iProtectU through the link on the Health and Safety webpage:
<https://www.maynoothuniversity.ie/health-safety/iprotectu>
2. On iProtectU click on “Risk Assessment” to open risk assessment options and then click on “Assessments Register”



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.



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



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.