

School of Computing Safety Statement

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1.0 Introduction

- 1.1 The purpose of the Safety, Health and Welfare at Work Act 1989, is to ensure the safety, health and welfare of all employees in the workplace. The Act applies to employees in all types of work and embraces all the activities of Dublin City University (DCU).
- 1.2 In compliance with the Act, the University has prepared a written Framework Safety Statement describing the employer arrangements and the employee co-operation necessary to achieve this purpose. In addition the Framework Safety Statement outlines the University's policies on occupational health and safety matters and defining the necessary management structure for the implementation of these policies. Specific health and safety issues of relevance to the University as a whole are detailed in this framework safety statement.
- 1.3 In compliance with the DCU Framework Safety Statement, School of Computing has prepared our own local safety statement, documenting our own hazards, risks, risk control measures and arrangements and resources for ensuring a safe and healthy work environment.
- 1.4 This Safety Statement is aimed at protecting employees, students and visitors from workplace accidents and ill health at work
- 1.5 This Safety Statement will be updated as necessary in light of new legislation, staff feedback, university structural changes and practical experience. In addition, the Safety Statement will be reviewed annually.
- 1.6 This Safety Statement is available to DCU Management and to all employees, visitors and students of the School of Computing.

2.0 Statement of Safety, Health & Welfare at Work Policy

- 2.1 The policy of School of Computing is, in so far as is reasonably practicable, to ensure the safety, health and welfare at work of all our employees and further to ensure that persons not in our employment, who may be affected by the work activities are not thereby exposed to risks to their safety and health.
- 2.2 School of Computing will provide the necessary resources, structures and procedures required to safeguard them against the risks arising from activities in the workplace.
- 2.3 It is the strict duty of all employees to conform to university safety policies and practices and to carry out their responsibilities as detailed in this document and in

accordance with any other relevant legislation. Staff members with specific responsibilities for safety, health and welfare must properly delegate these in their absence.

- 2.4 In addition to reviewing this Safety Statement, each employee is expected to make himself/herself familiar with the DCU Framework Safety Statement. The Framework Safety Statement is available on the DCU Website.
- 2.5 Employees who fail to cooperate with safety procedures will be given a verbal warning by their supervisor. Employees who continue to be noncompliant may be subject to the normal DCU disciplinary procedures.
- 2.6 The School of Computing welcomes feedback from staff or students regarding any aspect of this document or any other health and safety concerns. Feedback in this regard should be directed to the Head of School of Computing.

*Signed ...Stephen Blott.....
(Head of School of Computing)*

Date...21-02-2008.....

3.0 Scope of Safety Statement

This safety statement deals in the main with the health and safety issues that fall within the remit of School of Computing. Our staff offices and operations are located in the following buildings;

School of Computing Block 1 and Block 1 Extension

The scope of our operations includes

Classroom and Lab based teaching at undergraduate & postgraduate level; Research in Computing and associated disciplines.

4.0 Health and Safety Management Structure and Responsibilities

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

1. To ensure that we have prepared a Safety Statement relevant to our operations which complies with Section 13 of the Safety, Health and Welfare at Work Act.
2. To ensure that all hazards are identified and risks controlled.
3. To ensure that regular safety inspections/audits are carried out to monitor compliance with the Safety Statement and legal requirements
4. To investigate all accidents to staff/students and to complete the DCU Injury/Incident Report forms as appropriate.
5. To ensure that the DCU Evacuation and First Aid Procedures are implemented and that sufficient Fire Wardens/First Aid personnel are available.
6. To ensure that staff are appropriately trained to carry out their duties safely and to ensure the attendance of staff at designated training courses as appropriate.
7. Based on risk assessment, to arrange for the provision of adequate and appropriate personal protective equipment for employees
8. To ensure that students are adequately supervised in carrying out practical and experimental work. (Adequate level of supervision to be determined having regard to the age, level of experience and status (graduate/post graduate etc) of the student).

4.2 The designated Safety Officer is Jim Doyle (Technical Services Manager). First Aid Officers are Peter McGorman (Senior Unix Administrator) Sean Haran (Windows Administrator) and Gillian Smyth (Faculty Office).

4.3 Appendix 1 details the Safety Management Structure in place within School/Unit/Centre

4.4 Health and Safety Consultation on Campus

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

Health and Safety issues that are not resolvable through internal channels can be referred through these representatives to the Health & Safety Consultation Group and ultimately the H&S Steering Group. In addition, the current Safety Representative for the University is Dr. Paul Young (Faculty of Engineering and Computing) can be consulted by individual staff members with a view to raising specific Health & Safety issues for resolution.

4.4 Employee Co-Operation

Section 9 of the Safety, Health and Welfare at Work Act 1989 imposes a number of obligations on employees while at work:

1. To take reasonable care of one's own health and safety and that of any other person who may be affected by their acts or omissions.
2. To co-operate with his employer to such extent as will enable his employer to comply with statutory provisions.
3. To use protective clothing or safety devices provided for protection.
4. To report without delay the defects which might endanger safety or health.
5. Not to intentionally or recklessly interfere with safety measures provided.

Additionally, employees are required to immediately report to the School of Computing any accident resulting in loss or injury and any incident that could have resulted in loss or injury. The injured party is also required to co-operate with the investigation of the accident and the completion of the DCU Injury/Incident Report Form.

5.0 Health & Safety Resources

- 5.1 Considerable resources are expended by School of Computing in securing the health, safety and welfare of employees in terms of personnel, time, materials, equipment and the purchase of goods and services.
- 5.2 Where additional equipment, training etc is required (whether as a result of ongoing risk assessment or legislative change), resources will be allocated on a prioritised basis to meet the identified requirements.
- 5.3 The Health and Safety Office retains a reference library of texts, literature, videos and other publications on health and safety matters. The Office also subscribes to an online database of safety legislation, codes of practice and international standards. All staff can gain access to these information resources by contacting the Health & Safety Office.

6.0 Health and Safety Training

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

6.2 Health and Safety Office Training

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

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

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

7.0 Fire and Emergency Management

7.1 Fire Wardens

The following members of staff are trained Fire Wardens.

Jim Doyle	Waiting List for training
Peter McGorman	Peter Wilkins CDVP
Eugene Curran	Colum Foley CDVP
Gary Conway	Malcolm Tyrrell
Sean Haran	

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

School of Computing will ensure that sufficient Fire Wardens are trained and available on an ongoing basis to provide an effective service throughout the building

The School Safety Officer, Jim Doyle, is responsible for ensuring that the Health & Safety Office is notified of any changes in the Fire Warden Team and for ensuring that names of new Fire Wardens are added to the waiting list for training.

7.2 Evacuation Drills

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

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

7.3 Local measures

All staff are required to familiarise themselves with the locations of

- (a) escape routes
- (b) fire alarm call points (red break glass units)
- (c) Fire extinguishers and fire blankets
- (d) Fire assembly points

7.4 First Aid and Injury/Illness Management

Fully stocked First Aid boxes are available in the main lobby of the two Computing Buildings (Block 1 and Block 1 Extension).

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

Peter McGorman (ext. 5359)
Sean Haran (ext 8703)
Gillian Smyth (ext 8487 FEC)

They are available to respond to First Aid incidents during normal office hours. In addition all permanent members of the DCU Security team undergo Occupational First Aid Training with a view to providing first aid response up until 10pm Monday – Friday and to 6pm on Saturday & Sunday.

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

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

8.0 Hazard Identification, Risk Assessment & Controlling Risks

8.1 A comprehensive review and assessment of hazards, risks and controls within the School of Computing has been undertaken. This exercise has been carried out in accordance with the definitions and procedures noted below. Appendix 2 contains details of the current Risk Assessments & Control Measures in place in School of Computing.

All new and amended equipment, procedures and processes will be similarly assessed as they arise and the results similarly recorded. All staff are encouraged to review the hazards listed in Appendix 2 to identify any issues that are not currently assessed and to feedback to the School Safety Officer, Jim Doyle.

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

8.2 Definitions

Hazard is *any substance, article, material or practice within a workplace which has the potential to cause harm to employees at work or visitors to that workplace.*

Hazards are categorised as Physical, Chemical, Biological, Organisational, Environmental or Human.

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

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

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

8.3 Risk Control

In selecting controls the following hierarchy is adopted.

1. Elimination
2. Substitution
3. Enclosure
4. Guarding
5. Safe systems of work
6. Supervision
7. Training/Information
8. Personal protective equipment (ppe)

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

8.4 Unacceptable Risk

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

9.0 Management of Contractors

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

Details of the Permit to Work system are available on the Buildings Office Web site.

10.0 Bullying and Harassment

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

11 Stress at Work

11.1 Occupational stress can be defined as ‘the reaction a person may have to excessive demands or pressures arising when they try to cope with tasks, responsibilities or other types of pressures connected with their job but find difficulty, strain or excessive worry in doing so’. Stress can result when the cumulative demands on a person (both occupational and personal/family) exceed the person’s capacity to cope at a given time.

Examples of sources of stress are:

- Organisational change
- Strained working relationships
- Overwork / underwork
- Lack of control
- Inattainable / constant deadlines
- Skills shortfalls to cope with job requirements
- Bullying and harassment
- Personal, non work related difficulties

11.2 The effects of stress, particularly where pressure is intense and continues for some time, can be sustained and damaging both physically and psychologically. School of Computing recognises that from time to time staff may experience work related stress. It is our aim to be proactive in the reduction / management of sources of stress. Staff who are subject to occupational stressors beyond their control are encouraged to seek assistance from the Head of School.

Staff experiencing personal difficulties may avail of the University Employee Assistance Program. This is a confidential service provided by an external agency. Staff may contact the Head of School or DCU HR Department to arrange assistance.

12.0 Pregnant Employees

School of Computing is committed to protecting the reproductive health of all employees and students and minimising risks to the unborn. Pregnant employees of the School of Computing must make their immediate supervisor aware of their condition as soon as possible. Each pregnant employee must complete the web based preliminary risk assessment for submission to the Health and Safety Office. Where the preliminary assessment highlights areas of concern, the Health and Safety Office will complete a more in-depth assessment in conjunction with the employee and the School Safety Officer to establish appropriate controls.

13.0 Out of Hours Work

Out of hours working is defined as follows;

Any Laboratory / Experimental work undertaken outside of 9am-5.15 pm
Monday – Friday

Any other work undertaken outside of 7am-10pm Monday – Friday and
during the hours of 9am -6pm on Saturday, Sunday & Bank Holidays.

School of Computing strongly recommends that in the interest of health, safety and personal security, out of hours work should only be undertaken when absolutely necessary and no other alternatives are available. Where employees or postgraduate students need to undertake work out of hours they must adhere strictly to the University Policy & Procedures for Lone/Out of Hours Work. This policy is available on the Health & Safety Office Website.

Appendix 1

Organisation For Safety

On matters of Health and Safety, the School Health and Safety Office reports directly to the Head of School and the DCU Health and Safety Officer.

Appendix 2

Risk Assessments & Controls

This Appendix lists all significant health & safety hazards in accordance with the following categories:-

(1) Physical Hazards

(2) Human Factor Hazards

(1) Physical Hazards

- Fire
- Manual Handling
- Visual Display Units
- Electricity
- Poor Housekeeping, Slips / Trips

Hazard: Fire

Risk Assessment: Medium

Who may be Harmed & How:

Staff, students, visitors – potential for multiple fatalities

Controls: Fire Safety Management Program

- All occupied buildings fitted with fire alarm systems
- Detector and Alarm systems fully maintained
- All systems linked to Security Control Room
- Trained Fire Wardens in place to assist in evacuation & sweep of building in event of alarm activation
- Evacuation Drills held at least annually and results fed back to staff & management
- Fire extinguishers fitted and maintained in all buildings
- Escape routes and exits inspected regularly to ensure that they are available for use
- Emergency lighting maintained

Responsible Persons: School Safety Officer - Inspection of escape routes / exits – provision of sufficient Fire Wardens to implement evacuation systems

Buildings Office – Maintenance of alarm & lighting systems – Investigation of alarm activations and pre-alerts

Health & Safety Office – Coordination of evacuation drills & staff feedback – provision of training for Fire Wardens

Staff: - to evacuate building on alarm activation – not to impede escape routes / exits – be familiar with means of escape, location of call points and fire extinguishers.

Hazard: **Manual Handling**

Risk Assessment: **Medium**

Who may be Harmed & How?

Staff engaged in routine lifting / pushing / pulling / accessing materials at height. Staff involved in once off lift – office moves etc.

Potential injuries include back injury / lacerations / crush injuries

Controls: **The need for manual handling is eliminated where possible with the provision of mechanical lifting equipment**

- Loads to be manually handled are risk assessed and the method of lifting established to take account of the weight, shape, condition and location of the load.
- Training in Manual Handling techniques is available to all staff through the Health & Safety Office
- Staff with pre existing back problems may be required to undergo medical review prior to or as a result of such training
- Trolleys are provided to assist in the transfer of loads?

Responsible Persons: **School Safety Office** – to ensure that individual loads are risk assessed and appropriate lifting techniques and mechanical aids are provided and used – to ensure that staff engaged in manual handling attend manual handling training
Health & Safety Office – to provide manual handling training
Staff – to lift in accordance with training & risk assessment and to use mechanical aids and gloves where provided.

Hazard: **Work with Visual Display Units (VDUs)**

Risk Assessment: **Low**

Who may be Harmed & How?

Office based staff and others who use a VDU for more than 1 hour per day. Prolonged use may result in Work Related Upper Limb Disorders (WRULDs) including muscle strain, back pain, carpal tunnel syndrome and eyesight problems

Controls:

- All staff are required to complete the Computer Workstation Self Audit Checklist available on the Health & Safety Web. Where the assessment identifies particular issues that cannot be resolved locally, or where further advice is required staff members are required to seek assistance from the Health and Safety Office.
- The Health & Safety Office provides a rolling program of training in Office Ergonomics. All staff members are encouraged to attend one such training session.
- VDU eyesight testing is available to all users. Where such testing indicates that special corrective lenses are required exclusively for VDU work the basic cost will be covered by DCU
- Specific equipment, identified as required as a result of individual risk assessment, is supplied by the School/ Unit etc (eg footrest, monitor stand etc)

Responsible Persons: Head of School – to ensure that correct VDU furniture and equipment is provided – to ensure that equipment specified as a result of individual risk assessment is made available -

Health & Safety Office – to provide a rolling program of Office Ergonomics Training

Staff – to complete the web based self assessment – to attend office ergonomics training – to report any symptoms of suspected ergonomic injury and seek H&S Office assistance in resolving their symptoms

Hazard: **Poor Housekeeping / Slips, Trips & Falls**

Risk Assessment: **Medium**

Who may be Harmed & How?

All staff and students who operate in areas under our control. Poor housekeeping can result in the accumulation of combustible materials, the impeding of escape routes, the proliferation of trip hazards, slippery floors, objects falling from heights etc.

Controls:

- All areas must be kept clean & tidy at all times
- All corridors and passageways between desks in open plan areas must be kept free from obstruction at all times.
- All workplaces, passageways and stairs are adequately lit. Problems with lighting must be reported to the Buildings Office for immediate repair
- All defects in flooring / stair treads and handrails must be similarly reported.
- Storage and stacking of materials / articles must be done in specifically designated areas. Heavier / bulkier articles must not be placed above head height where mechanical lifting devices and/or appropriate steps or other access is not provided.
- All liquid spillages must be cleaned up as soon as possible. The Buildings Office must be contacted to deal with spillages in corridors. All spillages must be cordoned off / warning signs erected if not immediately cleaned up.

Responsible Persons: **School Health and Safety Officer** – to ensure office layouts are designed to minimize risks to staff – to ensure all staff are aware of requirements in relation to housekeeping – to ensure that all building defects are rectified
Buildings Office – to repair all notified defects
Staff – to comply with all housekeeping requirements and to report defects

(4) Human Factor Hazards

Hazard: **Violence, particularly in areas of cash handling.**

Risk Assessment: **Low**

Who may be Harmed & How?

**Staff transferring cash from printing paystation(s) to the Finance Office.
Potential injuries include physical injury from attack.**

Controls:

- Paystation(s) to be placed in well lit public areas, covered by security cameras.
- Paystation(s) to be emptied by two or more staff.
- Paystation to be empty on weekends and emptied regularly to avoid a large cash build-up.

Responsible Persons: School Technical Staff – to ensure that all adequate safety precautions are taken.

Appendix 3

Safety Checklists

School of Computing
Office Safety Checklist

Office Area Inspected:	Date:
Inspector 1:	

1.0	HOUSEKEEPING	<u>Y/N</u>
1.1	Is the overall condition of room/area tidy with surplus items stored away safely?	
1.2	Are heavy items stored at an appropriate height for ease of manual handling?	
1.3	Are passageways, especially emergency exits, kept free of obstruction?	
1.4	Are floor coverings damaged or worn so as to be a tripping hazard?	
1.5	Are there trailing cables, which are likely to be a tripping hazard?	
1.6	Are filing cabinets anchored and interlocked (only 1 drawer opens at a time)?	
1.7	Are sufficient bins provided for rubbish, and are they emptied regularly?	
1.8	Are kettles, coffee machines, etc., securely fixed to avoid risk of scalds?	
1.9	Are areas cleaned regularly?	
1.10	<i>ANY OTHER HOUSEKEEPING OBSERVATIONS</i>	
2.0	ELECTRICAL SAFETY	
2.1	Are all plugtops and sockets in good condition (Insulating tape / broken plug tops / loose sockets etc are unacceptable)	
2.2	Are all electrical leads / cables free from obvious damage (no exposed cores / frayed cables/ burn marks)	
2.3	Are electrical repairs carried out by trained and competent personnel only?	
2.4	Are there any multi-point adapters in use?	
2.5	<i>ANY OTHER ELECTRICAL SAFETY OBSERVATIONS</i>	
3.0	FIRE SAFETY	
3.1	Are Fire Wardens appointed for each floor of building	
3.2	Have Fire Wardens undergone training in respect of their duties	
3.3	Are fire exits & escape routes accessible and unimpeded	
3.4	Is a fire drill conducted at least annually?	
3.5	Do all personnel know where fire extinguishers are located	
3.6	Are all flammable materials stored securely in appropriate locations?	
3.7	Do all staff know the alternative escape routes in the event of fire?	
3.8	Are the escape routes clearly marked?	
3.9	<i>ANY OTHER FIRE SAFETY OBSERVATIONS</i>	

4.0	VDU ERGONOMICS			
4.1	Are all chairs in use at VDU stations fully adjustable (Height adjustable, backrest height adjustable, backrest tiltable)			
4.2	Do staff take regular breaks from display screen work (min 5 minutes in each hour)			
4.3	Is there adequate space underneath desks to swivel knees 90 degrees in each direction			
4.4	Are windows fitted with blinds to eliminate glare			
4.5	Where chairs have armrests are these adjustable			
4.6	Is the temperature in the office 17.5 degrees or above			
4.7	Are headphones provided for staff who spend extended time on the phone			
4.8	<i>ANY OTHER VDU SAFETY OBSERVATIONS</i>			
5.0	MANUAL HANDLING			
5.1	Are staff who routinely lift / Push / Pull loads trained in correct manual handling techniques			
5.2	Are ladders, kickalongs available to access higher shelving/storage space?			
5.3	Are trolleys / other manual handling aids available to transport loads			
5.4	Are heavy items stored at an appropriate height for ease of manual handling?			
5.5	<i>ANY OTHER MANUAL HANDLING OBSERVATIONS</i>			
6.0	EMERGENCY PREPAREDNESS			
6.1	Is a member of staff trained in occupational First Aid			
6.2	Is the First Aid box located in a prominent position – With contact details for First Aid Treatment			
6.3	Are all staff aware of what to do in the event of an emergency (requiring First Aid / Spotting a fire etc)			
6.4	Is the Security Response Number prominently displayed for staff working out of hours?			
6.5	<i>ANY OTHER OBSERVATIONS</i>			
REMEDIAL MEASURES REQUIRED				
	List Issues For Rectification in order of Priority	Required Action	Responsible Person	Before What Date?

Note 1: Readily resolved Issues should be rectified during the inspection process

Note 2: Time frame for rectification of prioritised issues must be agreed by management with responsible person

Inspector's Signatures: (1) _____ (2) _____

Date of next Scheduled Inspection: _____