



National College of Art and Design

Corporate Safety Statement

2018

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SAFETY STATEMENT OVERVIEW

The National College of Art and Design (NCAD) origins date from 1746. In its present structure the college was established in 1971 by an Act of the Oireachtas and is now governed by a board appointed by the Minister for Education and the Sciences. Students have two places on the board.

The NCAD has been located at Thomas Street since 1980 but it is only since 1998 that all faculties and departments have been located on the one campus. In 2008 the College completed the refurbishment of the old Fire Station on Thomas Street, now renamed the Harry Clarke building.

The College comprises seven separate buildings in total as follows:

- Administration Building;
- Harry Clarke Building
- Clock Building
- School of Design;
- Ceramics, Glass and Metals Building
- Granary Building

In order to deal with the diverse nature of its operations the National College of Art and Design (NCAD) Safety Statement takes the form of two Volumes as follows:

Volume 1: Core document

This document is applicable to all departments and sets out policies, responsibilities and how safety within the NCAD is managed. This document contains general hazards, risk assessments and control measures considered most likely to affect the NCAD range of activities for guidance.

Volume 2: Department specific risk assessments and procedures

This is a separate document specific to each department with specific details and procedures and risk assessments based on the hazards and risks associated with that location. This is to ensure that the risks in each department are adequately reflected in the Safety Statement.

Amendment List**Ref: 2017 A**

Change/ Revision Doc. No.	Date	Brief Description of Change	Sections Involved	No. of Pages	Directors Signature	Registrar Signature
2017/1	Jan 2018	Insert revision no & date	All			
2017/2	Jan 2018	Insert new content items	Table of Contents	1		
2017/3	Jan 2018	Statement of Intent	1.1	1		
2017/4	Jan 2018	Personnel list updated	2.2	1		
2017/5	Jan 2018	Insert new item	3.12	1		
2017/6	Jan 2018	Insert new item	4.16	1		
2017/7	Jan 2018	Amendment procedure	Appendix 3	1		
2017/8	Jan 2018	Amendment Circulation List	Appendix 3	1		
2017/9	Jan 2018	Safety Statement Log	Appendix 4	1		
End						

Amendment List

Ref: 2017 B

Change/ Revision Doc. No.	Date	Brief Description of Change	Sections Involved	No. of Pages	Directors Signature	Registrar Signature
2017/10	Oct 2018	Personnel title updates	All	86		
22 nd Nov 2018	Nov 2018	Item added to Attendants R&R	Attendants R&R	1		
End						

Job title	Job number
National College of Art and Design Safety Statement	10-006

Document title	File reference
10-004 NCAD Safety Statement.doc	10-006

Revision	Date	Filename		
A	29/01/10	Description	First Issue of Safety Statement	
			Prepared by	Approved by
		Name	Michael Gleeson	Fearghal Cunningham
		Signature		
B	20/01/17	Filename	NCAD SS	
		Description	Revision # 2A of Core Doc	
			Prepared by	Approved by
		Name	Gerard Horgan	Director & Registrar
C	27/03/18	Filename	NCAD Safety Statement	
		Description	Revision 3 of Core Document	
			Prepared by	Approved by
		Name	Sean McCusker CMIOSH	
		Signature		

SECTION 1: SAFETY POLICY

1. Statement of Intent

It is the policy of the NCAD to promote standards of health and safety within the workforce which will lead to the avoidance or reduction in risks to health and safety and to ensure that the best practicable methods of compliance with the Safety, Health and Welfare at Work Act 2005, and associated legislation are achieved. We also take the general application of 2007 and any other associative regulations that may apply.

This Safety Statement, in accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005, outlines the policy of the NCAD in relation to the management of health and safety. The NCAD is committed to managing and conducting their work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of their employees, students and others who may be affected by their activities.

This will be achieved by the following (so far as is reasonably practicable):

- the provision of a safe place of work, including safe access and egress;
- the provision of safe plant and equipment, articles and substances;
- the provision of safe systems of work;
- the provision of welfare facilities;
- the provision of appropriate information, instruction, training and supervision;
- determining and implementing appropriate preventative and protective measures;
- having regard to the general principles of prevention;
- the provision of emergency plans and procedures;
- reporting prescribed accidents and dangerous occurrences to the Health & Safety Authority ;
- Obtaining, when necessary, the services of a competent person to give advice on health and safety.

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement. The NCAD is also committed to managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour (including bullying/harassment) likely to put the safety, health or welfare at work of their employees at risk.

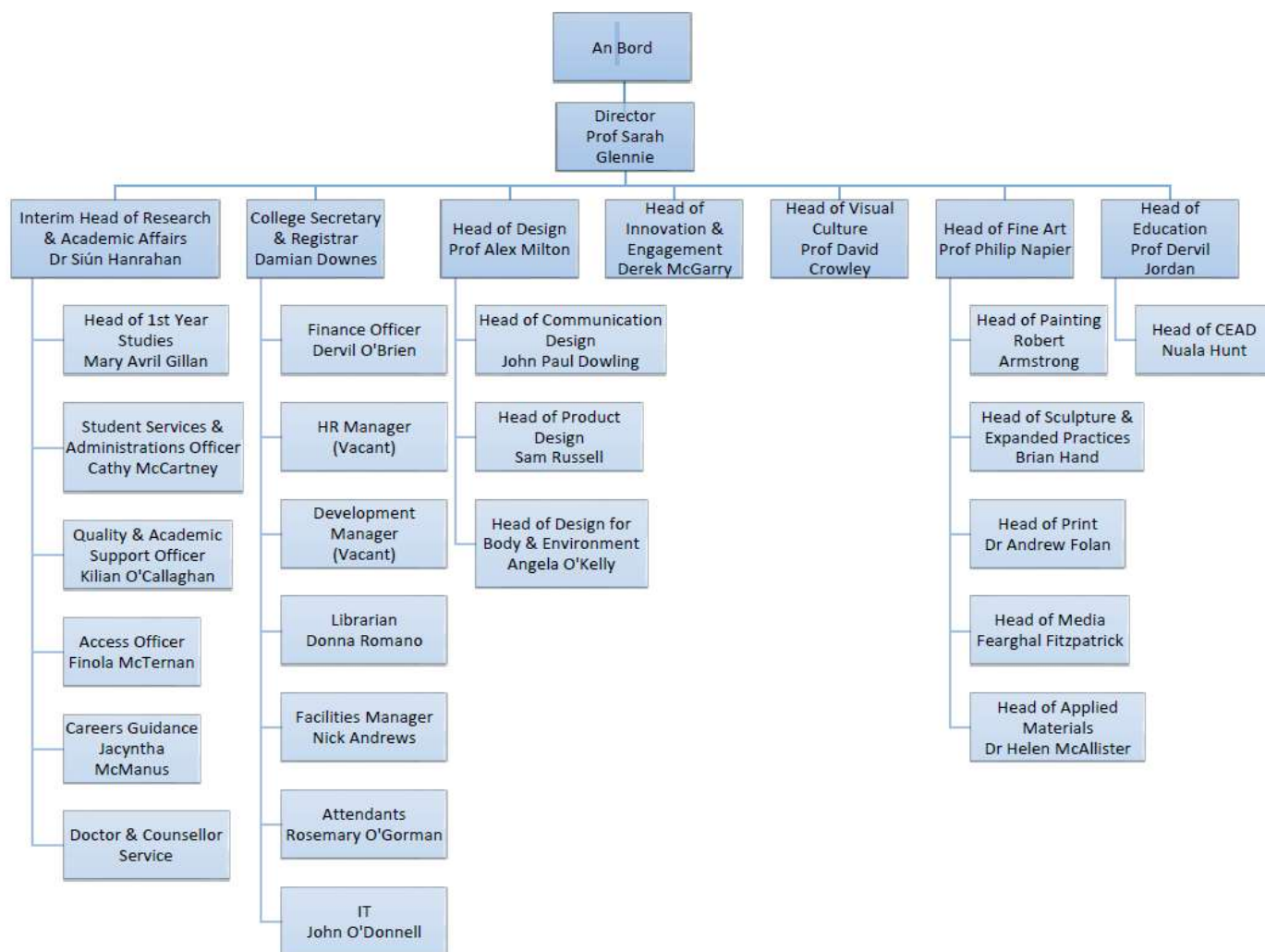
The Director has overall responsibility for health and safety within the NCAD. Employees share a responsibility with management in ensuring their own safety while at work. This Safety Statement requires the co-operation of all staff, visitors, contractors and others to enable the college to discharge its responsibilities under law.

The NCAD is committed to upholding the standards outlined in this Safety Statement. Sufficient authority and resources, both financial and otherwise, will be made available to enable staff to carry out their responsibilities in a reasonable and efficient manner. All employees will be made aware of and have access to this Safety Statement. The Safety Statement will also be available to third parties where appropriate. Employees are encouraged to put forward suggestions for improvement to this document. The Safety Statement will be reviewed in light of experience and future developments within the organisation.

Signed

SECTION 2: ORGANISATIONAL STRUCTURE

2.1 Management Structure



SECTION 3: DUTIES & RESPONSIBILITIES

3.1 Personnel

The following health and safety responsibilities have been allocated to those shown in the table below.

See appendix 2 for list of relevant staff

3.2 An Bord

The role of An Bord at NCAD is to provide leadership and direction of NCAD within a framework of prudent and effective controls which enables risk to be assessed and managed. As the governing authority of NCAD An Bord have the ultimate responsibility for Health and Safety management.

An Bord is responsible for;

- Monitoring activities and effectiveness of Health and Safety management at NCAD
- Supporting and providing counsel to NCAD management
- Ensuring that NCAD has a robust system of internal control as it relates to Health and Safety Management

3.3 Review Health and Safety Management controls and procedures adopted by NCAD to provide itself with reasonable assurance that such controls and procedures are adequate to secure compliance with statutory and governance obligations.

3.4 Director

The Director is responsible for the planned implementation of effective health and safety standards within the NCAD according to agreed objectives and for ensuring that health and safety standards are taken into account in planning, administration and maintenance activities and in organising work generally.

The Director bears the ultimate responsibility for ensuring that staffs are given correct information and training for them to do their job effectively and do not compromise health and safety requirements.

The Director is also responsible for ensuring that staffs are supported in enabling them to reach the correct decisions in respect of health and safety matters, and that the standards described in this Safety Statement are met in a practical manner.

The practical monitoring and implementation of the policy will be undertaken with the assistance of the Safety Committee.

The Director will:

- Ensure that proper corrective action is taken and recorded when required.
- As far as is reasonably practicable, take into account representations made by employees on matters of safety, health and welfare.
- Ensure safety is a prime consideration in all planning.
- Ensure adequate funds, materials, equipment and human resources are budgeted for to meet all health & safety requirements.
- Ensure that all accidents and ill health, property damage or near miss situations arising out of the work activity are reported immediately and thoroughly investigated, recorded and reported as detailed in the Accident Reporting Procedure in Section 4.
- Ensure that adequate fire and emergency precautions are taken including the provision of equipment, equipment servicing, and training in the use of the equipment and training in the evacuation procedure. Emergency evacuations must be held twice a year.
- Ensure safe systems of work and policies are developed and implemented across the college.

3.5 Registrar

The Registrar should:

- Understand the Safety Statement and ensure that it is brought to the notice of all staff under his/her control.
- Ensure that employees under his/her control know the procedure in the event of fire.
- Ensure that employees under his/her control know the location of the first aid box.
- Ensure that all contractors used by the college have a Safety Statement as required by the Safety, Health and Welfare at Work Act 2005.
- Have oversight of all functions under the control of the Office of the Registrar, these include Human Resources & Staff Development, Facilities, ICT, Finance, Attendants and the Library.
- Convene the Health & Safety Committee on a minimum of a quarterly basis.
- Ensure safe systems of work are developed and implemented within all areas under his/her control.

3.6 Head of School

Heads of Schools will be held accountable for health and safety performance and standards in respect of those activities, which are within their control.

They have a responsibility to:

- Understand the Safety Statement and ensure that it is brought to the notice of all staff under their control.
- Ensure that employees under their control know the procedure in the event of fire.
- Ensure that employees under their control know the location of the first aid box.
- Ensure staff under their control adhere to all college policies and procedures in relation to H&S management.
- Ensure safe systems of work are developed and implemented within all areas under his/her control.
- Ensure so far as is reasonably practicable that all departments under their control comply with Fire, Health and Safety regulations, acts and guidance.

3.7 Head of Human Resources and Staff Development

The Head of Academic Affairs will be held accountable for health and safety performance and standards in respect of those activities, which are within their control.

They have a responsibility to:

- Understand the Safety Statement and ensure that it is brought to the notice of all staff under their control.
- Ensure that employees under their control know the procedure in the event of fire.
- Ensure that employees under their control know the location of the first aid box.
- Ensure staff under their control adhere to all college policies and procedures in relation to H&S management.
- Ensure safe systems of work are developed and implemented within all areas under his/her control.
- Ensure so far as is reasonably practicable that all departments under their control comply with Fire, Health and Safety regulations, acts and guidance.
- Advise the Director on all aspects of training in relation to safety.
- Ensure that health & safety induction training of new employees is being carried out.
- Ensure that all employees receive health & safety refresher induction training every three years as required (first aid, fire safety etc.)
- Ensure all relevant employees receive manual handling training.
- Ensure that sufficient numbers of staff are trained and hold the positions of first aider, fire marshal and fire warden. Seek professional advice regarding the numbers of fire wardens, marshals and first aiders as necessary.
- Ensure that sufficient numbers of staff are trained to carry out chemical risk assessments.
- Co-ordinate training for VDU assessors.
- Arrange for job specific health and safety training in conjunction with the Head of Departments.
- Co-ordinate and or carry out pregnant employee assessments as required.

3.8 Head of Academic Affairs

The Head of Academic Affairs will be held accountable for health and safety performance and standards in respect of those activities, which are within their control.

They have a responsibility to:

- Understand the Safety Statement and ensure that it is brought to the notice of all staff under their control.
- Ensure that employees under their control know the procedure in the event of fire.
- Ensure that employees under their control know the location of the first aid box.
- Ensure staff under their control adhere to all college policies and procedures in relation to H&S management.
- Ensure safe systems of work are developed and implemented within all areas under his/her control.
- Ensure so far as is reasonably practicable that all departments under their control comply with Fire, Health and Safety regulations, acts and guidance.

3.9 Head of Department

Heads of Schools and Departments will be held accountable for health and safety performance and standards in respect of those activities, which are within their control.

They have a responsibility to:

- Understand the Safety Statement and ensure that it is brought to the notice of all staff.
- Carry out all work in accordance with its requirements.
- Set a personal example by carrying out their own work in a safe manner.
- Ensure that new employees, particularly young people, are shown the correct method of working and all safety precautions.
- Ascertain if new employees have any disability or illness, which could prevent them carrying out certain operations safely or require additional protective measures.
- Be familiar with the NCAD Procedures & Guidelines applicable to the work in which staff are engaged and insist that these procedures and guidelines be obeyed.
- Ensure employees are issued with, and use, any protective clothing or equipment as required.
- Incorporate safety instructions in routine orders and see that they are obeyed.
- Ensure that employees do not take unnecessary risks.
- Commend people who, by action or initiative, eliminate hazards.
- Suggest ways of minimising hazards and improving safety performance. Such changes should be communicated to the Chair of the Safety Committee for inclusion in the Safety Statement.
- Ensure that accidents and near misses are recorded.
- Assistance in the investigation of accidents and dangerous occurrences.
- The co-ordination of training with H.R. of employees under their control.
- The planning and allocation of work and new processes in such a way that health and safety standards are not compromised.
- The motivation of employees under their control to take the appropriate safety precautions.
- Ensure that Safety Data Sheets (SDS s) are available for all chemicals used and that Chemical Risk Assessments are carried out.
- Ensure that no member of staff purchases any solvent/chemical independently of the purchasing department
- Not allow horseplay and reprimand those who consistently fail to consider their own safety or that of others around them.
- Ensure that issues raised by the employees are communicated to the colleges Safety Committee.
- Advise the Human Resources when Pregnant Employees Assessment is required.

3.10 Lecturer

All full-time, part-time and visiting lecturers should:

- Ensure that they familiarise themselves with the College Health and Safety policy and carry out all work in accordance with its requirements;
- Incorporate safety instructions in routine orders and see that they are obeyed;
- Not allow students to take unnecessary risks;
- Ensure that new students have been shown the correct method of working and all safety precautions;
- Suggest ways of eliminating hazards and improving working methods;
- Commend students who, by action or initiative, eliminate hazards;
- Not allow 'horseplay' or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others;
- Set a personal example by wearing protective clothing when appropriate and carrying out their own work in a safe manner;
- Look for and suggest ways of eliminating hazards and bring any hazards to the notice of the appropriate heads. Bring to the notice of Heads of Schools and Departments any improvements or additions to the College's Health & Safety Policy which they feel should be made;
- Report immediately any accident or damage, however minor, to Management;
- Co-operate in the investigation of accidents and reporting of them;
- Ensure that all employees/students under their control know the procedure in the event of fire;
- Advise all employees under their control of the position of the first-aid box(es);
- Ensure that corridors, office floors, doorways etc. are kept clear and free from obstruction;
- Not attempt to lift or move, on their own, articles or materials so heavy as likely to cause injury; and
- Not attempt to reach high shelves unless using steps or a properly designed hop-up; not improvise or climb.

3.11 Technical Assistant

Technical Assistants will be held accountable for health and safety performance and standards in respect of those activities, which are within their control.

They have a responsibility to:

- Understand the Safety Statement and ensure that it is brought to the notice of all staff.
- Carry out all work in accordance with its requirements.
- Set a personal example by carrying out their own work in a safe manner.
- Ensure that new employees and students are shown the correct method of working and all safety precautions.
- Ascertain if new employees or students have any disability or illness, which could prevent them carrying out certain operations safely or require additional protective measures.
- Be familiar with the NCAD Procedures & Guidelines applicable to the work in which staff are engaged and insist that these procedures and guidelines be obeyed.
- Ensure employees are issued with, and use, any protective clothing or equipment as required.
- Incorporate safety instructions in routine orders and see that they are obeyed.
- Ensure that students do not take unnecessary risks.
- Commend people who, by action or initiative, eliminate hazards.
- Suggest ways of minimising hazards and improving safety performance to their Line Manager / Safety Representative
- Ensure that accidents and near misses are recorded and reported to the Health & Safety Manager.
- Assistance in the investigation of accidents and dangerous occurrences.
- The co-ordination of training with H.R. of employees under their control.
- The planning and allocation of work and new processes in such a way that health and safety standards are not compromised.
- The motivation of employees under their control to take the appropriate safety precautions.
- Ensure that corridors, office floors, doorways etc. are kept clear and free from obstruction;
- Not attempt to lift or move, on their own, articles or materials so heavy as likely to cause injury;
- Not attempt to reach high shelves unless using steps or a properly designed hop-up; not improvise or climb;
- Ensure that machinery / equipment used is maintained in accordance with the manufacturer's instructions, that records are kept and that faulty machinery is disconnected (cannot be used);

- Ensure that Safety Data Sheets (SDS s) are available for all chemicals used and that Chemical Risk Assessments are carried out.
- Ensure that solvent/chemical independently are not purchased independently of the purchasing department
- Not allow horseplay and reprimand those who consistently fail to consider their own safety or that of others around them.
- Ensure that issues raised by the employees / students are communicated to the colleges Safety Committee.

3.12

Gallery Curator

- Ensure that they familiarise themselves with the College Health and Safety policy and carry out all work in accordance with its requirements;
- Ensure all gallery exhibitions are carried out in accordance with NCAD policies and procedures.
- Ensure all staff have been given necessary training and instruction.
- Incorporate safety instructions in routine orders and see that they are followed;
- Not allow students to take unnecessary risks;
- Suggest ways of eliminating hazards and improving working methods;
- Not allow 'horseplay' or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others;
- Report immediately any accident or damage, however minor, to Management;
- Co-operate in the investigation of accidents and reporting of them;
- Ensure that all employees/students / contractors under their control know the procedure in the event of fire;
- Advise all employees and external contractors under their control of the position of the first-aid box(es);
- Ensure that corridors, office floors, doorways etc. are kept clear and free from obstruction;
- Not attempt to lift or move, on their own, articles or materials so heavy as likely to cause injury; and
- Not attempt to reach high shelves unless using steps or a properly designed hop-up; not improvise or climb.
- Ensure all Contractors used in Gallery are booked through the Facilities Manager.
- Ensure the engagement of contractors follows the Control of Contractor procedures and they follow the rules as detailed in section 4.10

3.13

Head Attendant

The Head Attendant should:

- Know and understand the College's Policy for Health and Safety and bring it to the attention of all Attendant staff;
- Ensure that all work is carried out in accordance with the requirements of the College's Health and Safety Policy;
- Not allow employees to take unnecessary risks;
- Ensure that all employees directly under her/his control know the position of first-aid box(es) and names of first aiders;
- Assist with regular fire evacuation drills and training in firefighting equipment;
- Ensure that corridors, office floors, doorways etc. are kept clear and free from obstruction;
- Not attempt to lift or move, on their own, articles or materials so heavy as likely to cause injury;
- Not attempt to reach high shelves unless using steps or a properly designed hop-up; not improvise or climb;
- Ensure that Attendant staff checks that all persons have left the buildings, that lights and equipment are switched off in all areas before handing over to security.

3.14 Attendants

Attendants should:

- Read and understand the College Safety Statement and carry out their work in accordance with its requirements;
- Suggest to supervisor ways of improving safety and eliminating hazards;
- Report to supervisor any person abusing welfare facilities;
- Warn new employees and students, of known hazards;
- Report any accident or damage, however minor, to supervisor;
- Ensure that he/she takes all personal hygiene measures to prevent industrial dermatitis;
- Find out from supervisor the position of the first-aid box(es) and names of first aiders; provide first-aid materials where necessary;
- Know the procedures in the event of fire;
- Assist in fire evacuation drills and demonstrations;
- Not allow 'horseplay' or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others;
- Not allow students to take unnecessary risks;
- Ensure that corridors, office floors, doorways etc. are kept clear and free from obstruction;
- Not attempt to lift or move, on their own, articles or materials so heavy as likely to cause injury;
- Not attempt to reach high shelves unless using steps or a properly designed hop-up; not improvise or climb.

3.15 Facilities Manager

The Facilities Manager will ensure that:

- All buildings under the control of the NCAD are maintained as directed by the Director;
- A fire safety programme is maintained to guard against the outbreak of fire;
- The fire detection system is operational, serviced, maintained, fully checked annually, compliant with current standards and covers all areas;
- Regular inspections are carried out of all fire points and alarms;
- Fire escapes for the building are understood, documented and kept up to date;
- Risk assessments are carried out and / or updated for specific maintenance activities and safe systems of work are established where appropriate;
- Emergency lighting is operational, serviced, maintained and covers all areas; and
- Contractors are engaged in accordance with the NCAD policy and that the Contractors Approval Form is completed in all cases.
- Understand the Safety Statement and ensure that it is brought to the notice of all staff under their control.
- Carry out all work in accordance with its requirements.
- Set a personal example by carrying out their own work in a safe manner.
- Ascertain if new employees have any disability or illness, which could prevent them carrying out certain operations safely or require additional protective measures.
- Be familiar with the NCAD Procedures & Guidelines applicable to the work in which staff are engaged and insist that these procedures and guidelines be obeyed.
- Ensure employees are issued with, and use, any protective clothing or equipment as required.
- Incorporate safety instructions in routine orders and see that they are obeyed.
- Ensure that employees do not take unnecessary risks.
- Commend people who, by action or initiative, eliminate hazards.
- Suggest ways of minimising hazards and improving safety performance. Such changes should be communicated to the Chair of the Safety Committee for inclusion in the Safety Statement.
- Ensure that accidents and near misses are recorded.
- Assistance in the investigation of accidents and dangerous occurrences.
- The co-ordination of training with H.R. of employees under their control.
- The planning and allocation of work and new processes in such a way that health and safety standards are not compromised.
- The motivation of employees under their control to take the appropriate safety precautions.
- Ensure that Safety Data Sheets (SDS s) are available for all chemicals used and that Chemical Risk Assessments are carried out.
- Not allow horseplay and reprimand those who consistently fail to consider their own safety or that of others around them.
- Ensure that issues raised by the employees are communicated to the colleges Safety Committee.
- Advise the Human Resources when Pregnant Employees Assessment is required.

3.16 Health & Safety Committee

The main responsibilities of the Safety Committee include:

- **Health and Safety**
 - Supervise the health and safety programme for the NCAD.
 - Ensure that the Safety Statement is maintained and is revised on an annual basis.
 - Ensure that all employees are made aware of the Safety Statement and the Statement is made available to all.
 - Ensure regular inspections of the NCAD are carried out by the Safety Representatives of each area to ensure that the programme is being complied with and make recommendations directly to all employees in matters concerning health and safety.
 - Get the assistance of all management staff in monitoring the effectiveness of the Safety Statement.
 - Review safety procedures on an annual basis and where necessary, recommend suitable changes.
 - Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
 - Inspect new and unusual processes for potential hazards.
 - Complete a health and safety annual plan as required.
- **Fire and Emergency Precautions**
 - Monitor the systems for ensuring that fire precautions are adequate.
 - Ensure that a minimum of two emergency evacuations are carried out on an annual basis.
 - Prepare and maintain the Emergency Procedure.
 - Ensure the appropriate numbers of personnel are trained as fire marshals and fire wardens in liaison with the HR Manager.
- **Hazardous Substances**
 - Ensure, in conjunction with the Heads of Departments that Safety Data Sheets are available for all hazardous materials.
- **Personal Protective Equipment**
 - Monitor that all necessary safety equipment is issued and that the quality and types of equipment available is acceptable.
- **Communication and Consultation**
 - Ensure that Safety Committee meetings are held every three months.
 - Respond to queries raised by employees.
 - Ensure that Health and Safety Notice Boards are maintained in the NCAD.

- **Accident/Incidents**

- Ensure that all accidents are recorded and copied to the Director. Ensure that all accidents investigated.
- Maintain accident records and regularly inspect first aid records. Report all relevant accidents and dangerous occurrences to the HSA

3.17 Fire Warden(s)

Fire Warden(s) shall:

- Assist the Facilities Manager to ensure that all fire escape routes are signed, unimpeded and operational;
- ensure that they have received relevant training and that this is renewed as necessary;
- implement the evacuation procedure when necessary;
- delegate their responsibilities effectively when absent; and
- Complete checklists as required.

3.18 First Aiders

First Aiders will:

- ensure that they have received relevant training and that this is renewed as necessary
- coordinate their absence from the site so that there is a minimum of one First Aider on site at all times (where there are two or more First Aiders);
- regularly inspect the First Aid Box to ensure that it is available and contains the required materials; and
- Arrange with the Health & Safety Manager to restock the First Aid Box as needed.

3.19 All Employees

All employees have the following legal duties under Section 13 and 14 of the Safety, Health and Welfare at Work Act 2005:

- Take reasonable care of their own safety, health and welfare and that of others.
 - Ensure they are not under the influence of an intoxicant to the extent that they may endanger themselves or others.
 - Co-operate with their employer or any other person as appropriate.
 - They must not engage in improper conduct or behaviour (including bullying/harassment).
 - Attend all necessary training.
 - Use safety equipment or clothing provided, or other items provided for their safety, health and welfare at work.
 - Report to management as soon as practicable:
 - i. Any work which may endanger the health and safety of themselves or others.
 - ii. Any defect in the place of work, systems of work, articles or substances.
 - iii. Any breach of health and safety legislation of which he or she is aware.
- Employees must not:
 - (i) Interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at work.
 - (ii) Place anyone at risk in connection with work activities.
 - (iii) Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons at work.

3.20

Student's must:-

- Take reasonable care for his/her own safety and the safety of anyone affected by his/her actions.
- Co-operate with Management so that the College will comply with legislation on safety,
- Use personal protective equipment as recommended by the College in such a manner as to provide the protection intended.
- Report to their academic supervisor or Head of Department any defects in place, plant or procedure that might endanger safety,
- Report to their academic supervisor or Head of Department all accidents, dangerous occurrences, fires and near miss events,
- Not misuse anything provided for securing safety,
- Not access or use laboratory or workshop facilities and equipment without the permission of their academic supervisor and, where necessary, the staff member in charge of these facilities.
- Not engage in improper conduct or other behaviour that is likely to endanger his/her own safety or to that of any other person. Violence, horseplay and bullying would come within the meaning of improper conduct.

3.21 Contractors

The following responsibilities are allocated to contractors:

- All contractors will be expected to comply with the provisions of this Safety Statement and must ensure that their own company's Safety Statement is made available on the premises whilst work is being carried out.
- All contractors explicitly exclude NCAD from any liability in the event of a contractor failing to meet safety standards and the potential incidents which may occur as a result of this failure.
- All work must be carried out in accordance with relevant statutory provisions and taking in to account the safety of others on the site.
- Contractors must wear any personal protective equipment as required by the NCAD.
- Contractors are not permitted to use any equipment belonging to the NCAD.
- Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with current Regulations and Codes of Practice.
- All plant and equipment brought onto the premises by contractors must be safe and in good working order, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking.
- No power tools or electrical equipment of greater voltage than 110 volts will be brought onto the premises. All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use, and in good condition. If it is necessary to use equipment operating from a 240-volt supply, a residual current device with a rated tripping current of 30mA and operating at 30 m/sec must be used.
- Any injury sustained by a contractor's employee must be reported immediately to the management of the NCAD.
- Contractors must comply with any safety instructions given by the management of the NCAD.
- NCAD must be notified of any material or substance brought onto the premises, which has health, fire or explosive risks. Such materials must be stored and used in accordance with current recommendations.
- NCAD reserves the right to see documentary clarification of contractors' insurance arrangements.

SECTION 4: SAFE WORKING ARRANGEMENTS

4 Training & Induction

Hazards

Inadequately trained staff are a hazard to themselves and their co-employees. The management at the NCAD shall identify the training needs of their staff and ensure they are fulfilled. It is the policy of the NCAD that all new personnel shall receive safety training as part of their induction and that this training is signed off by all employees.(See Appendix 14)

It is the policy of the NCAD that all students are given a safety induction on commencement in the college outlining hazards and safety rules and that they receive practical demonstrations of all equipment that they are permitted to use.

A colour coded system is used throughout the college (**Yellow** indicates that the equipment may be used with the permission of technical staff; **Blue** indicates that the equipment may only be used under supervision; **Red** indicates that the equipment may only be used by technical staff)

Records

All the safety training provided will be recorded by the Head of each Department. The NCAD will keep health & safety training records (see appendices) detailing the following:

1. Name of the employee being trained.
2. Date of training and amount of time taken.
3. Training details and methods used.
4. Signature of the trainer and employee to ensure that the training has been carried out documented and understood.
5. Records of attendance will be kept for all students that undergo safety induction training and equipment demonstrations.

Training

The NCAD shall provide the following training as appropriate:

1. Safety Induction training of all new staff and students.
2. As appropriate, VDU Assessor, first aid, manual handling, chemical safety and fire safety.
3. Management training to ensure Safety Representative are equipped to undertake their duties and responsibilities for health and safety.
4. Training will be reviewed as necessary with a minimum of every 3 years
5. Additionally practical demonstrations are given to students on all yellow and blue coded equipment.

Safety Induction

Apart from explaining to the new employee what he/she will be required to do and to whom he/she will be directly responsible, the following tasks will be incorporated into the induction:

1. Show the new employee where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his/her responsibilities.
2. Establish if the new employee has any disability or illness, which could prevent him/her carrying out certain operations safely or require additional protective measures
3. Warn new employees of any prohibited actions in the work place.
4. Establish the need for and arrange specific training to be given to an employee (e.g. manual handling, first aid).
5. Show the new employee the location of the First Aid Box (es) and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
6. The fire and evacuation procedure should be explained and assembly points shown to the new employee.
7. Issue any protective clothing required and obtain his/her signature for items issued.
8. Train the new employee in any relevant risk assessments. This training must be signed off.
9. Employees are expected to co-operate in any health and safety training provided in line with their duties under the Safety Health and Welfare at Work Act 2005.

4.1 Safety Consultation

In order to facilitate Safety Consultation, a Safety Committee has been established in accordance with Schedule 4 of the Safety Health and Welfare at Work Act 2005. The NCAD will hold Safety Committee Meetings at a minimum every three months. Minutes are kept and circulated.

The functions and objectives of the Safety Committee are to ensure staff is consulted about health and to review the measures taken to ensure the Health and Safety of all persons on the premises (i.e. employees, contractors and other persons working or visiting the premises).

The main objective is to foster co-operation between the management and staff to keep Health and Safety considerations active and to promote development of ideas for the betterment of Health and Safety at work.

Safety Committee Considerations:

- Accident Investigation Reports
- Accident and dangerous incident statistics.
- The trends shown by these figures.
- Identification of unsafe conditions and practices.
- Review safety audit and inspection reports.
- Discuss and circulate external health and safety information / forthcoming changes to legislation
- Monitoring of staff health and safety training.
- Establishing and maintaining good communications networks relating to health and safety.
- Informing employees of upcoming Safety Committee meeting and inviting them to express their views at this forum.

4.2 Safety Representative

Staff have the right under the Safety, Health and Welfare at Work Act 2005 to elect a Safety Representative from among themselves.

The rights of the Safety Representative include:

- Information from the employer as necessary and particularly from the Safety Statement, to ensure the Safety Health and Welfare of employees.
- To be informed by the employer of a visit by the H.S.A. Inspectorate.
- Make representations to management.
- Investigate accidents and dangerous occurrences provided it does not interfere with the performance of any statutory obligation required to be performed by any person.
- Make representations to and receive advice from the H.S.A.
- Carry out inspections and investigate hazards and complaints subject to agreement.
- To accompany H.S.A. Inspector on any visit except when this is for accident investigation.
- Time off as may be reasonable to act as Safety Representative or to acquire the knowledge to carry out that function.

The management of the NCAD facilitates the Safety Representatives in carrying out their functions as defined in the Act and as outlined above.

4.3 Bullying and Harassment

The National College of Art & Design is committed to providing all of its employees with an environment free from bullying and harassment. A copy of the policy on dignity and respect at work is attached as Appendix 17

It is the intention of the College that this policy should not undermine academic freedom. The College seeks to support freedom of expression and intellectual enquiry for all members of the College community and to ensure that they are exercised in such a way as they do not interfere with the rights of others, or breach the laws of the state.

All employees have the right to be treated with dignity and respect at work. Integrity is a value of the College that is manifested by behaving in an open, honest and consistent way and by demonstrating respect and mutual regard in our dealings with each other. Living this value will help foster an atmosphere in which bullying intimidation and harassment are unlikely to occur.

Employees have a responsibility to create and contribute to the maintenance of an environment free from bullying and harassment or from conduct likely to contribute to bullying and harassment.

All employees will be expected to comply with this policy; the College will take appropriate measures to ensure that bullying/harassment does not occur and Human Resources policies and practices will strive to prevent bullying and harassment at work.

Bullying and harassment at work by management, employees and non-employees (such as students, contractors, service providers or other contacts with whom an employee might reasonably expect to come into contact in the course of their employment) will not be tolerated.

Following investigation appropriate disciplinary action for serious offences will be taken against any employee who violates this policy. A complaint of bullying and harassment which is found, following investigation, to be vexatious will be dealt with through the disciplinary procedures.

The policy applies to employees both in the workplace and at work associated events such as meetings, conferences and social events that are directly work related, whether on the College's Campus or off-campus locations.

4.4 Violence and Aggression

Aggression is an emotion, intention or act of behaviour to hurt or harm someone or something in a socially unacceptable way. It may be directed at achieving a specific purpose, or a more general outburst of emotion. It is frequently associated with frustration or conflict. Instances where staff are acting in an aggressive or violent manner to other staff will be dealt with in the same manner as bullying and harassment.

Staff are advised to contain aggression, in the first instance, as follows:

- Even if someone is trying to provoke you, do not respond in kind. Meeting aggression with aggression leads to confrontation and someone could get hurt.
- Stay calm, speak gently, slowly and clearly. Do not argue or try to outsmart the person verbally. Breathe slowly to control your own tension.
- Avoid body language which may be misinterpreted, such as looking down on the aggressor; hands on hips/folded arms; raised arm; any physical contact. Keep your distance.
- Talk through the problem; suggest going to see a colleague; suggest a walk or some fresh air; allow aggression to be diverted against inanimate objects, such as banging the table.
- Compromise: offer the aggressor a way out of the situation.

Where efforts to contain the aggression fail, staff are advised to protect themselves and others from repeated aggressive behaviour by reporting the incident to their immediate supervisor and ensuring that the complaint is taken seriously and receives a fair hearing.

When third parties are repeatedly aggressive or violent to staff, staff are to refer to the site management and if necessary the aggressor will be removed from the premises by security. Counselling facilities are made available to staff should the need arise.

4.5 First Aid

First Aid Kits are provided for use throughout the premises and to be checked as part of monthly inspection checks (Appendix 14) and on a regular basis by first aider in area.

The NCAD will provide training in First Aid to all nominated first aiders. This training will be reviewed and updated every three years or earlier when necessary.

A sufficient number of first aiders will be appointed to ensure that where possible a trained first aider will be on site at all times.

The names of all site First Aiders will be at the location of first aid boxes. Contents of the first aid boxes are checked as part of each audit. Where necessary the Health and Safety Officer (FM Manager) is notified of the need to reorder stocks.

The contents of first aid boxes as recommended by the Health and Safety Authority is given in Appendix 8

Supplies of analgesics, pills or medications must not be kept in First Aid Boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

4.6 Reporting of Accidents & Dangerous Occurrences

Safety, Health and Welfare (Reporting of Accidents and Dangerous Occurrences)

Regulations 2016. These include the following categories:

- an accident resulting in the death of a staff member
- an accident resulting in a staff member being prevented from performing his/her normal work for more than three consecutive days, excluding the day of the accident but including any days which would not have been working days
- an accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment (e.g. member of the public); and
- Certain dangerous occurrences, which have the potential to cause serious injury, whether or not they did cause serious injury.

NCAD is responsible for reporting any such accidents and dangerous occurrences to the Health and Safety Authority. Reporting will be done on the prescribed forms IR1 (accidents) or IR3 (dangerous occurrences). These forms will be sent by post to the Health and Safety Authority. Notification of serious incidents will be done without delay, by fax, telephone or via the internet to the Health & Safety Authority. Following this the completed relevant form will be sent by post to the Health and Safety Authority. The Facilities Manager / Health and Safety Officer will hold copies of blank and completed forms.

H.S.A. contact details:

The Health & Safety Authority

The Metropolitan Building

James Joyce Street

Dublin 1

Lo-Call No. 1890 289 389

www.hsa.ie

4.7 Internal Reporting and Investigating of Accidents and Incidents

All accidents and incidents (near misses), whether serious or not, must be reported immediately to Health and Safety Office / FM Manager. An Accident/Incident Report form (Appendix 12) and Near miss form (Appendix 13) are available for this purpose and must be completed by Health and Safety Officer / FM Manager.

Accident/incident investigations will be carried out by Health and Safety Officer / (FM Manager) / and or individual's line manager. The purpose of investigation is to determine the immediate and root cause of the accident/incident and to prevent recurrence. The conclusions of the investigation will be recorded and corrective action will be taken and recorded, where necessary. All staff members are required to co-operate with such investigations and to provide any information, which may be useful in establishing the circumstances surrounding the accident/incident.

Accident/incident data will be periodically analysed by the Health and Safety Officer (FM Manager) with a view to improving safety management. Where appropriate, the Safety Statement (including risk assessments) will be reviewed in light of any accident/incident.

If any staff member is absent from work for more than three calendar days due to an occupational injury or illness, it is statutory requirement) that (Reporting of Accident and Dangerous Occurrences) Regulations 2016 (S.I. No 370 formal notice (Using form IR1) is given to the Health and Safety Authority or reported Online. It is the duty of all line managers to inform the H&S manager if any of their staff are absent for such a period as a result of an occupational injury. The H&S manager will report to the HAS.

See Appendix 17 for SOP for Accident Reporting and Investigation Procedure

4.8 Welfare Facilities

The provision of welfare facilities (including supply of water, sanitary conveniences, washing or bathing facilities, ambulance and first-aid arrangements, cloakroom facilities, seating, refreshment facilities, facilities for the making or taking of meals or, prohibiting the taking of meals or refreshments in specified circumstances) required by legislation will be provided in accordance with relevant Safety, Health and Welfare at Work legislation.

Management shall ensure that adequate welfare facilities are provided for all personnel and maintained in good order. Toilet and washing facilities are provided in this regard.

Rest rooms suitably furnished are provided for relaxing during breaks. NCAD also ensures that the place of work is maintained in a clean and hygienic condition. These facilities are included on the cleaning contract. However, staff must co-operate in maintaining a high standard of hygiene in these areas.

4.9 Personal Protective Equipment

It is the policy of the NCAD to engineer out all hazards where possible and only use Personal Protective Clothing/Equipment (PPE) when further risk reduction is not feasible.

The NCAD will supply all relevant personal protective equipment e.g. hi viz vests to first aiders and fire wardens, safety goggles, gloves, ear muffs, face protection, respirators etc.

All protective equipment purchased by NCAD will be to approved CE standards. It is essential that all protective equipment are correctly selected, and users are instructed in their correct use. In this respect, training will be provided as found necessary. Whenever possible, appropriate manufacturer's guidance will be heeded.

All personal protective equipment and clothing shall be used in a safe manner and maintained in a clean and serviceable condition. All equipment and clothing must only be used for the purpose they were intended. All faulty or damaged protective equipment or clothing must not be used and shall be reported and replaced as soon as possible by the Technician. Staff should not interfere with or alter any item of protective equipment or clothing.

The Head of the Department will ensure that adequate supplies of all the necessary protective clothing and equipment are available as required for employees and students.

Staff will inform any person observed carrying out any procedures which requires the use of protective clothing or equipment of both statutory and NCAD policy requirements and such persons will be instructed not to continue working until protective clothing or equipment is obtained and used and recorded in PPE issue form in Appendix 7. This applies not only to employees and students but also to contractors.

Finally, all supervisory staff will set a good example in the wearing of personal protective equipment.

4.10 Control of Contractors

NCAD will ensure, as far as is reasonably practicable, the safety of contractors and visitors while on the premises. Prior to the commencement of any work in NCAD premises the following criteria should be observed:

- Contractor Competence Form to be completed and approved (Appendix 15)
- An assessment of the likely safety hazards and risks involved in or associated with the proposed work must be undertaken by both parties. The extent of each party's involvement will be determined by the separate sets of safety responsibilities as agreed.
- Risk assessment must be carried out before work begins.

When entering the premises for the purpose of a business visit or to carry out work, all visitors and contractors should sign in at reception and sign out on leaving. It is the responsibility of the host to ensure that their visitor/contractor has signed the visitor book and that they are accompanied where appropriate.

Whilst in the building, visitors and contractors are required to obey the safety rules and emergency procedures at all times. In the event of a fire alarm, the host will be responsible for bringing their visitor to the Assembly Point and remaining with them until given the "all clear".

4.10.1 Rules for Contractors

Contractors shall:

- Provide their Safety Statement and any Method Statements deemed necessary when requested to do so
- Not be allowed on the premises to carry out work until NCAD have checked and is satisfied with their employer's and public liability insurance cover
- No work should commence without prior consultation, hazard identification and risk assessment and authorisation from NCAD Facilities Manager.
- Liaise with an NCAD appointed official and discuss and agree the safety precautions deemed necessary by either party
- Take all due care of their own safety, the safety of their staff members and all others affected by their work
- Not use any equipment or the service of personnel belonging to or engaged by NCAD without prior approval being granted by an appointed official
- Ensure that scaffolding and other access equipment used by contractors/sub-contractors is erected and maintained in accordance with current standards and regulations
- Comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by NCAD while working on the premises

- Ensure that all portable electric hand tools are run off 110v systems. Step-down transformers must be used
- Provide all necessary instruction, training and information on health and safety matters to their staff members.
- Provide competent workers and competent and adequate supervision of their staff members and activities
- Provide all necessary safety equipment and clothing for their staff members
- Ensure that all plant and equipment brought onto NCAD site is safe and in good working order, fitted with any necessary guards and safety devices and has any necessary certificates available for checking
- Ensure that all accidents and dangerous occurrences are reported to NCAD official in charge ASAP.
- Ensure that all safety notices and alarms are adhered to at all times
- Ensure that hazardous substances are not brought onto the premises without prior notice and permission and relevant Material Safety Data Sheets (M.S.D.S.) are provided for all hazardous chemicals
- Ensure that 'approved' hazardous substances are stored and used safely whilst on the premises
- Ensure, on completion of work, that all hazardous substances are removed from the premises
- Monitor and assess the safety performance of their staff members
- Ensure that all subcontractors are advised accordingly and, in particular, are not brought onto NCAD premises without prior notice or permission.

For any work involving construction activity, the provisions of the *Safety, Health and Welfare at Work (Construction) Regulations, 2013* must be adhered to.

During building/maintenance work, conditions are very different from those normally encountered and new hazards may be introduced. It is essential that everyone concerned is aware of the hazards and the correct precautions are adopted. All contractors must supply a copy of their site specific Safety Statement. Proper method statements should be obtained from all contractors carrying out high-risk activities. A permit-to-work system will be required for 'hot works' (welding, cutting, etc.), electrical works, or other high-risk work as deemed necessary.

A project Supervisor will be appointed by NCAD for any works on its premises that falls under the scope of the Construction Regulations 2013.

4.11 Organisation of Working Time

The Organisation of Working Time Act 1997 provides for the implementation of Directive 93/104/EC of November 1993 concerning certain aspects of working time relevant to the health and safety of employees.

NCAD recognises the obligations the above Act imposes on them relative to rest period and maximum weekly working time. Records, which will show whether the provisions of this Act are being complied with in relation to the employee, shall be retained for at least 3 years from the date of their making.

Compliance with the Organisation of Working Time Act is the responsibility of the Registrar.

4.12 Pregnant Employees

It is the policy of the NCAD to take all the necessary steps to comply with Chapter 2: Part 6 of the Safety, Health and Welfare at Work (General Application) Regulations 2007: **“Protection of Pregnant, Post Natal and Breastfeeding Employees”**.

It is the duty of the employee to inform management, if they are pregnant as early as possible in the pregnancy.

On receiving notification that an employee is pregnant, the Head of HR will assess the specific risk to that employee and take action to ensure that she is not exposed to any situation, which could damage either her health or that of her developing child. If the assessment reveals that there is a risk, the employee will be informed and every effort will be made to eliminate exposure of this risk.

Every effort will also be made in terms of suitable working conditions and flexible working arrangements. The NCAD fully subscribes to the provisions of the Maternity Protection Acts.

Pregnant Students:

The college will also take all necessary steps to protect the health of pregnant students and her developing child. A doctor attends the college during term time on Monday, Wednesday and Friday mornings. Additionally the NCAD provides a student counselling service to provide support, counselling and psychotherapy for students who may be experiencing personal difficulties (including crisis pregnancies).

See Appendix 11 for Additional Information

4.13 Monitoring & Revision

The Safety Statement will be updated on a regular basis and the employees will be informed of the changes.

Safety performance is measured by:

- Reviewing the Health and Safety plan annually.
- Reviewing audits and inspections annually.
- Reviewing accidents, accident investigations and near misses annually.

4.14 Others Affected by College Activities

Third parties affected by college activities include:

- Students, Visitors; and
- Contractors.

It is a requirement that the NCAD gives at least the same level of health, safety and welfare to students, contractors and visitors as it gives to employees.

Visitors should be directed to take notice of emergency exit routes from all levels of premises and be aware of alarm signals. All contractors working on the premises should be aware of the fire safety provisions e.g. emergency exit routes, alarm signals etc.

In the event of an emergency, all students/contractors/visitors should be instructed to follow directions with regard to evacuation of the premises or follow staff members to a safe exit route.

All contractors must wear 'high-visibility' vests and any other personal protective equipment as deemed necessary by the NCAD.

4.15 Fire

In common with all other commercial undertakings there is always a danger of fire or other emergencies occurring which will necessitate the prompt evacuation of the building. Fire extinguishers are provided on the premises and are regularly checked. Designated staff members are trained as fire wardens covering firefighting and emergency evacuation procedures. Sufficient numbers of staff will be trained as fire wardens to cover holidays where applicable.

A Fire Safety Programme shall be developed by management to:

- Guard against an outbreak of fire.
- Ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire.

The Fire Safety Programme shall incorporate arrangements for:

- The prevention of an outbreak of fire through the establishment of day-to-day fire prevention practices.
- The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire points and the use of firefighting equipment.
- The holding of fire and evacuation drills (these drills are co-ordinated by the Facilities Manager).
- The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
- The provision of adequate fire protection equipment and systems.
- The inspection and maintenance of the fire protection equipment and systems.
- The provision of assistance to the fire authorities.
- The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.
- The testing and maintenance of electrical installations, prohibition of portable heating appliances, and ensuring that all electrical equipment is switched off and unplugged when not in use.
- A fire safety register will be maintained for each building.

Fire Fighting Equipment and Fire Detection

Fire Extinguishers shall be installed in accordance with the recommendations of IS291: 2015 or BS 5306, Part 3; 2017 Code of Practice for the installation and maintenance of portable fire extinguishers.

Portable fire extinguishers will be provided in sufficient numbers to give adequate cover to all areas of the premises. The basic scale of provision of extinguishers where these are the only primary first aid means of fire defence is one unit for every 250m² or part thereof and that on each storey there should be at least two extinguishers.

Action in the Event of a Fire

Emergency Procedure

Any person discovering a fire shall

- a) Activate the nearest Fire Alarm Break Glass Unit **IMMEDIATELY**
- b) Extinguish the fire if it is safe to do so (No more than 1 extinguisher to be operated – if fire has not been extinguished evacuate immediately).
- c) Call Emergency No. 999 From nearest Safe Area.
- d) Provide Details of exact location and extent of fire.

On hearing the Fire Alarm Building Occupants shall

- a) Evacuate the building immediately via the **NEAREST AVAILABLE FIRE EXIT (See attached Drawing)**
- b) Comply with all directions given by Fire Wardens.
- c) Where possible assist less able bodied persons / visitors to evacuate to safety.
- d) Proceed to the Fire Assembly Point for the building.

Remain outside the building until the all clear is given by Fire Brigade / Facilities Manager / Health Safety Officer

See SOP for full details on EMERGENCY PROCEDURE

Means of Fire Escape

It is essential that escape routes be established, clearly identified and maintained available for use and that the protection afforded them is not impaired in the operation of the premises.

No person shall obstruct a means of escape. Fire exit route and doors must never be obstructed. Staff to report any obstruction to Facilities Manager that they are unable to move themselves.

Emergency Lighting

An appropriate standard in respect of emergency lighting is IS 3217 Code of Practice for Emergency Lighting.

- Every part of a building shall be provided with adequate means of emergency lighting to facilitate the means of escape from the building during any interruption of the general lighting, system, to indicate clearly a route to a protected doorway and to allow safe movement to the exits from the building.
- Any requirement for means of emergency lighting to be provided in an escape route shall include the provision of an illuminated exit sign above the protected doorway leading from the escape route.

Fire Drill

At least two fire drills will be undertaken per year and recorded in the fire register. See attached form in Appendix 10 to be completed. Non-conformances to be followed up by the Facilities Manager and actioned in an appropriate time frame.

4.16 Gas

The main hazards associated with gas are:

- a) Fire and possible explosion when accumulations of unburnt gas are ignited; and
- b) Carbon monoxide poisoning from gas, which is not burned properly. Carbon monoxide is odourless and tasteless and therefore hard to detect. It can be given off by installations, which are faulty or inadequately maintained.
- c) It is highly poisonous and breathing it can quickly lead to death.

Action in the event that you smell gas,

Natural Gas Leak

- 1. If you become aware of a gas leak, and there is a clear immediate threat to personal safety leave the area and encourage others to do so.
- 2. Do not use mobile phones / light a flame / switch any electrical equipment on or off in the vicinity of the gas leak.
- 3. If concerned for your safety before the arrival of Attendants or your supervisor, consider a precautionary evacuation.
- 4. If suspect gas leak Attendants / Facilities Manager will contact Gas Networks on 1850 20 50 50.

Compressed Gas Cylinder

If a cylinder is leaking, and in the judgment of the person responsible for the cylinder, the valve cannot be closed, and an immediate hazard exists:

- 1. Turn on any exhaust ventilation and close all doors when exiting area.
- 2. Immediately notify attendants at (6364291) / Facilities Manager at (6364298)
- 3. Notify your supervisor of the situation.
- 4. If attendants / Facilities Managers cannot be contacted contact emergency services call 999.
- 5. Implement building evacuation. Move to a safe distance and leave clear access for emergency personnel. Do not return to the building until instructed by Emergency Services / Facilities Manager.

4.17 Smoking

Smoking is strictly forbidden within all buildings on the campus.

4.18 Auditing

The Health and Safety Officer is responsible for the establishment of an Internal Audit Schedule, covering all elements of the Health and Safety Management System, and for selecting personnel as internal auditors with relevant experience and who are capable of conducting independent internal health and safety audits.

- The audit schedule shall be adjusted on a continual basis as a consequence of previous audit results. The time scale shall be such that all elements are audited at least once in a year; although those activities which are deemed more sensitive, (from a Health and Safety perspective), shall be audited more frequently.
- The audit shall be conducted against a relevant Internal Audit Checklist, based on the requirements of the relevant management system procedure, work instruction, and regulations.
- Prior to the audit, the auditor shall check areas of outstanding action from the previous audit.
- The findings of the audit shall be recorded on the Audit Report and discussed with the relevant personnel. Noncompliance and opportunities for improvement along with agreed correction and corrective action(s) should be recorded on the Audit Report, with relevant responsibilities and dates of implementation. Correction actions are those, which rectify the immediate issue raised. The root cause of the problem shall be identified and suitable corrective action put in place to prevent a re-occurrence.
- The H&S Officer in liaison with Departmental Managers and FM Manager with reference to the Audit Report shall monitor progress on the implementation of the agreed corrective and preventive action(s).
- Any changes to existing procedures, work instructions, etc. resulting from the preventive action(s) must be made and recorded.
- On completion of all actions, the Audit Report shall be filed as part of the Health and Safety Management System Records and for evaluation as part of the next Management Review of the Health & Safety Management System.

4.19 Chemical Safety

A number of chemicals are in use throughout the campus.

All chemicals should always be kept in the manufacturer's container and be stored in an orderly manner in a secure, well ventilated area.

The quantity of chemicals stored should be kept to a minimum at all times. Staff must always read the labels on the chemicals carefully before use and follow all instructions outlined on the label. Any personal protective equipment provided for use must be used where appropriate e.g. gloves, goggles etc.

Any hazards identified are controlled in accordance with the manufacturers/suppliers guidance contained in Safety Data Sheets.

These Safety Data Sheets and associated assessments are available for each chemical available on site. Where appropriate, staff will receive chemical handling training.

Safe systems of work for the safe use, storage and disposal of chemicals have been developed in consultation with relevant staff and Safety Data Sheets.

See SOP for using Chemicals for further information

4.20 Waste Management

All waste must be segregated and disposed of in a safe and responsible manner. Hazardous chemicals must be disposed of using a licensed contractor.

4.21 NCAD Permit to Work Procedure

A permit to work procedure is a means of achieving effective control of a system of work through formal written documentation known as a permit to work form. The essential components of a permit-to-work system include:

- A written procedure, which sets out how the system is to operate and clearly defines who may authorise particular jobs and who is responsible for specifying and implementing the necessary precautions.
- A form, known as the "permit-to-work form", which becomes a written and signed statement ensuring both the establishment of safe conditions for the work to commence and the maintenance of safe conditions for the duration of the work, including the provision of emergency arrangements.
- A method of informing the persons carrying out the work of the exact identity, location, nature and extent of the job, the hazards involved and the precautions to be taken, and
- A system for ensuring the safe hand-back of the workplace after the job is completed and, in the case of confined space entry, after the space is vacated.

Only the following personnel are authorised to raise permits-to-work:-

- Facilities Manager

Permits-to-Work are used for the following work activities:

- Hot work, that is any hot work outside of the controlled workshop environment which could reasonably be foreseen as posing a hazard to others or plant and equipment.
- Confined spaces, entry into any area where by reason of its enclosed nature there arises a foreseeable risk from the following hazards;
- Injury to any person from fire or explosion
- Loss of consciousness arising from raising the body temperature.
- Loss of consciousness or asphyxiation of any person arising from gas, fume, vapour or the lack of oxygen.
- Electrical work, all work on installations which poses a hazard from electrocution, fire and explosion. (Will be covered under a Lock Out Tag out)
- Excavation work, this permit is required to ensure no underground services pose a risk to those working and to preserve the structural integrity of nearby structures.
- Work at height / roof access, access to fragile roofs or where the roof has no safety edge protection or parapet.

SEE SOP NCAD Permit To Work Procedure for full procedure.

SECTION 5: HAZARD IDENTIFICATION AND CONTROL MEASURES

5.1 Hazard Inspections

The management of the NCAD recognises that its activities and premises may present a health and safety risk and shall identify the areas where control measures are required. Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its staff and students.

Hazards will be identified; risk assessments made and categorised into high, medium, low or negligible. Management shall carry out inspections in all areas (Appendix 9) under their control and report the results to the Health and Safety Officer / FM Manager

5.2 Hazard Identification

- The policy of the NCAD is to identify hazards in the place of work, to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.
- Hazard refers to any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of employees at work.
- Risk refers to the potential of the hazard to cause harm in the actual circumstances of use. The risk assessment methodology employed in this Safety Statement is described below.
- Risk Control measures are intended to reduce the risk to an acceptable level. Where practicable, the NCAD commits itself to the elimination of hazards, whether that be by the provision of access arrangements, machine guarding or the provision of special tools etc.
- This approach will take into account normal good practice within this sector of industry and the standards and guidelines where these are available.

5.3 Risk Assessment Methodology

In preparing the assessment on "Risk Level Factor" the following system has been used. This numerical representation is based upon the following empirical formula:

Risk = Probability (P) x Severity (S)

Table 1: Priority Table

Risk Scoring = S X P = R		
Severity	Probability	Risk category
5 Fatality or disaster	5 Highly likely	
4 Major injury, damage or loss	4 Very likely	High = 16-25
3 Reportable injury or occurrence	3 likely	Medium = 9-15
2 Minor injury, less than 3 days lost time or minimal loss	2 Unlikely	Low = 1-8
1 Minor injury, no lost time or damage	1 very unlikely	

5.4 Hierarchy of Controls

The selection and implementation of the most appropriate method of risk or hazard control is a crucial part of the risk assessment process. The following hierarchy should be used when deciding on control measures, starting with the first in the list and working down to the last resort, which is the provision of personal protective equipment and clothing.

1. **Elimination:** Eliminating the hazard entirely from the workplace is the best way to control it. Examples of this would be providing a lifting device, which eliminates the need to carry out manual handling or disposing of unwanted chemicals.
2. **Substitution:** If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Examples are substituting a hazardous chemical with a less toxic one or substituting a smaller package or container to reduce the risk of manual handling injuries.
3. **Engineering Solutions:** If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact. Examples of engineering controls are:
 - enclosure (enclose in a way that eliminates or controls the risk);
 - guarding/segregation of people;
 - interlocks and cut-off switches; and

- Exhaust fans.

4. **Administrative Solutions:** These are the management strategies, which can be introduced, training, job rotation, limitation of exposure time, provision of written work procedures. For example:

- safe systems of work that reduce the risk to an acceptable level;
- written procedures that are known and understood by those affected;
- adequate supervision;
- identification of training needs and provision of appropriate training; and
- Information/instruction (signs, handouts).

5. **Personal Protective Equipment & Clothing:** Personal Protective Equipment and Clothing should always be considered as a last resort. PPE can also be used as an interim measure to reduce exposure to a hazard. Some examples of PPE include; masks, ear plugs, respirators, helmets, boots, safety shoes, overalls, etc.

The most effective way to control risk is obviously to remove it. Elimination is by definition 100% effective. The further you go down the list the less effective the methods become.

Training for example has been estimated as being only 10% effective.

It is also worth bearing in mind that the amount of management and supervisory effort needed to maintain the controls is in inverse rank order. In other words, item 5 takes the most effort to maintain and item 1 the least effort.

2 List of Risk Assessments

a. Risk 1: Slips, Trips & Falls

HAZARDOUS ACTIVITY		SLIPS, TRIPS & FALLS
Ref	Nature of Hazard	

A	Injury due to slips, trips and falls
---	--------------------------------------

LOCATION OF HAZARD
– all thoroughfares

RISK ASSESSMENT		MEDIUM
Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1 – 5)	3
SV	Severity (1-5)	3
R	Risk (1-25)	9
RL	Risk Level	Medium

CONTROL MEASURES		
Ref	Measure	Action
1	Passageways to be kept clear of obstructions.	All
2	Excess materials not to be stored on the premises. Storage areas are defined within each department.	All
3	Overstocking of materials should not occur where this will impede access/egress.	All
4	Goods to be taken to their point of storage immediately after delivery.	All
5	Waste to be removed daily and stored away from access/exit routes.	All
6	Adequate lighting to be provided and maintained in all areas - particularly at all entry and exit points as well as along corridors and passageways.	Facilities Manager
7	All staff/students/contractors are instructed to use the closest socket and to minimise trip hazards associated with trailing leads.	All
8	Furniture should not impede movement in corridors or circulation areas.	All
9	Cables from computers and other equipment not to be allowed to trail on floors and will be routed through trunking in furniture where possible.	All
10	All staff to be instructed to walk, not run.	All
11	Staff to report any uneven floor surfaces, inside or out, to their supervisor/ Manager.	All
12	Anti-slip matting at entrances where possible.	Facilities Manager
13	Spillages cleared up immediately, according to agreed procedures if in live area, and the floor left dry.	All
14	Signage and where applicable demarcation to be in place if	All

maintenance works affecting public areas.

b. Risk 2: Fire (All Buildings)

HAZARDOUS ACTIVITY	FIRE
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Ref	Nature of Hazard
-----	------------------

A	Injury or death due to inability to exit in the event of a fire
---	---

LOCATION OF HAZARD

Exits from building and internal spaces

RISK ASSESSMENT	HIGH
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Ref	Calculation of Risk	
-----	---------------------	--

LO	Likelihood of Occurrence (1-5)	3
SV	Severity (1-5)	5
R	Risk (1-25)	15
RL	Risk Level	High

CONTROL MEASURES

Ref	Measure	Action
-----	---------	--------

1	Staff to be trained on what to do in the event of a fire or emergency.	Facilities Manager / Head of Department
2	An emergency evacuation procedure will be developed and communicated to all staff.	Facilities Manager / Head of Department
3	At least two emergency evacuation drills to be held annually in campus	Facilities Manager
4	Designated Assembly Points to be located outside the buildings.	Facilities Manager
5	Person(s) to be appointed to the position of Fire Warden.	Facilities Manager / Head of Department
6	Fire Register to be maintained for the premises.	Facilities Manager
7	Adequate emergency lighting and signage to be provided at all entry, exit points and along corridors and passageways and tested on a regular basis.	Facilities Manager
8	Emergency exits to be clearly signed, unlocked and tested weekly to ensure that they can be easily opened.	Facilities Manager / Fire Wardens
9	Appropriate firefighting equipment such as break glass units, fire extinguishers, fire blankets to be provided and maintained.	Facilities Manager
10	Emergency exits or walk-ways must <u>never</u> be obstructed at any time and have a minimum clearance of one metre. Emergency exit stairs to be fitted with adequate guard rails.	All

ADDITIONAL CONTROL MEASURES

Ref	Measure	Action
-----	---------	--------

1	Not all areas in the administration building have fire detection (e.g. oak room). Fire detectors are fitted on an on-going basis throughout this building.	Facilities Manager
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- 2 All flammable stores to be closed and fitted with appropriate fire detection Facilities Manager systems.

c. Risk 3: Electricity (All Buildings)

HAZARDOUS ACTIVITY		ELECTRICITY
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Ref	Nature of Hazard
A	Death due to electrocution
B	Falls resulting in injury or death

LOCATION OF HAZARD

Throughout buildings

RISK ASSESSMENT		MEDIUM
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Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	2
SV	Severity (1-5)	5
R	Risk (1-25)	10
RL	Risk Level	Medium

CONTROL MEASURES		
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Ref	Measure	Action
1	Electrical equipment to be installed and designed to a high standard, meeting relevant codes.	Head of Departments / Facilities Manager
2	All electrical equipment and circuits to be properly marked to indicate function, particularly at distribution boards.	Facilities Manager
3	Electrical equipment, plugs, leads, etc. to be examined regularly as part of local monthly inspections to ensure that there is no likelihood of a loose connection causing a fire or electric shock.	Heads of Department
4	All electrical faults to be reported to facilities management.	All
5	The use of adapters is prohibited. Use of extension leads to be reviewed and risk assessed.	All
6	Mains power supply to be disconnected before moving any electrical equipment.	All
7	On a monthly basis a designated member of staff should carry out a walk-through check for damaged electrical equipment, trailing leads, overloaded sockets (use of double adaptors), correct use of floor boxes (avoiding trapping cables) etc. They should also check if any piece of equipment is due for inspection and testing.	Facilities Manager
8	Portable (plugged-in) appliances must be subject to a routine of inspection and testing. All inspections/tests carried out must be recorded.	Head of Departments

ADDITIONAL CONTROL MEASURES		
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Ref	Measure	Action
1	Permit to Work system to be enforced for any high risk electrical maintenance work.	Facilities Manager
2	Thorough examination of the electrical system for the premises to take place in accordance with the ETCI National Rules for electrical installations every Five years. A new electrical certificate should be issued after this	Facilities Manager

examination.

- | | | |
|---|--|-----------|
| 3 | All equipment purchased must have CE Mark and comply with European standards. All new equipment must be approved by the Facilities/H&S Dept prior to going into operation. | All Staff |
|---|--|-----------|

d. Risk 4: Canteen (Harry Clarke Building)

HAZARDOUS ACTIVITY		KITCHEN
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Ref	Nature of Hazard
A	Slips Trips and Falls
B	Burns
C	Fires from unattended cooking food
D	Electrocution due to excess water/moisture

LOCATION OF HAZARD

Kitchen containing tea & coffee making facilities, oven, fridge, dishwasher, microwave.

RISK ASSESSMENT		HIGH
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Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	4
SV	Severity (1-5)	3
R	Risk (1-25)	12
RL	Risk Level	Medium

CONTROL MEASURES		
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Ref	Measure	Action
1	Canteen area fitted with a non-slip floor.	Facilities Manager
2	Spillages to be cleaned up immediately.	All
3	Area to be cleaned daily ensuring no slip trip hazards in place	All/ Cleaners
4	Fire blanket and extinguisher are provided and checked regularly	Facilities Manager/local staff
5	A hygiene regime is in place within the kitchen, which must be adhered to by all.	All
6	Do not use electrical equipment with wet hands or where there has been a spill - dry hands and clean up	All
7	Check electrical appliances before use for any defects. Report any defects to Supervisor / FM Manager and do not use.	All

e. Risk 5: Kitchen and Student Canteen

HAZARDOUS ACTIVITY		KITCHEN
Ref	Nature of Hazard	
A	Slips Trips and Falls	
B	Burns	
C	Fires from unattended cooking food	
D	Electrocution due to excess water/moisture	
LOCATION OF HAZARD		
Kitchen is run by an External Contractor and contains a range of cooking equipment. Outside the canteen tea & coffee making facilities to students		
RISK ASSESSMENT		HIGH
Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	3
SV	Severity (1-5)	3
R	Risk (1-25)	9
RL	Risk Level	Medium
CONTROL MEASURES		
Ref	Measure	Action
1	Canteen area fitted with a non-slip floor.	
2	Spillages to be cleaned up immediately.	All
3	Area to be cleaned daily.	
4	Fire blanket and extinguisher are provided.	
5	A hygiene regime is in place within the kitchen, which must be adhered to by all.	All
6	Do not use electrical equipment with wet hands or where there has been a spill - dry hands and clean up	All
7	NCAD is responsible for the maintenance and safe use of all kitchen equipment	Catering Contractor
8	The kitchen ducting is cleaned out on an annual basis or as required to prevent the build-up of grease.	Facilities Manager
9	All HACCP audits carried out by the Catering Contractor should be copied to the Health & Safety Manager	Catering Contractor
10	Emergency Gas Shut Off Valves is installed in the kitchen close to the emergency exit route	Facilities Manager
10	Suitable tables and chairs are provided in the canteen for students	---
11	There are two means of escape from the canteen – ensure that material is not stored under the escape stairs	Facilities Manager / Catering Contractor

f. Risk 6: Plant Rooms (All Buildings)

HAZARDOUS ACTIVITY		BOILER HOUSE / PLANT ROOMS
Ref	Nature of Hazard	
C	Injury from slips, trips, falls	
D	Unsafe egress in an emergency	
A	Noise	
B	Machinery entrapment	
LOCATION OF HAZARD		
Plant rooms.		

RISK ASSESSMENT		MEDIUM
Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	2
SV	Severity (1-5)	5
R	Risk (1-25)	10
RL	Risk Level	Medium

CONTROL MEASURES		
Ref	Measure	Action
1	Access to boiler house/plant rooms will be limited to maintenance personnel who are competent. Signage in place RE Authorised entry only.	Facilities Manager
2	Boiler houses will be maintained on a regular basis and serviced on an annual basis.	Facilities Manager
3	Gas operated boiler rooms are fitted with gas alarms systems. These gas alarm system should be tested regularly.	Facilities Manager
4	Boiler house / Plant rooms will have adequate lighting, fire points; emergency lighting and emergency exits.	Facilities Manager
6	All machine guards and safety interlocks/devices will be kept in place and fully operational.	Facilities Manager
7	All boiler house / plant room surfaces will be kept clean and dry (e.g. all oil spills will be cleaned up) and free from obstructions.	Facilities Manager
8	Boiler house/ Plant rooms will not be used for storage purposes and combustible items not to be stored	Facilities Manager
9	Steps will be marked with yellow hazard paint/material	Facilities Manager
10	Where lone working in plantrooms is to take place then you must follow lone working procedure and advise supervisor / buddy.	Maintenance Staff
11	No work which requires a permit to take place whilst alone	Maintenance Staff

g. Risk 7: Work on Roofs (All Buildings)

HAZARDOUS ACTIVITY		WORK ON ROOFS
Ref	Nature of Hazard	

A	Fall from the roof
B	Person on roof being unaware of fire or other emergency

LOCATION OF HAZARD

Access to roofs of all buildings including Harry Clarke Building, Administration Building, School of Design Building, Ceramic, Glass and Metals Building and Clock Building

RISK ASSESSMENT	MEDIUM
-----------------	--------

Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	2
SV	Severity (1-5)	5
R	Risk (1-25)	10
RL	Risk Level	Medium

CONTROL MEASURES

Ref	Measure	Action
1	Only NCAD maintenance Staff and authorised contractors are permitted access the roofs of the buildings.	All
2	Access to the roofs of all buildings on the campus is strictly controlled by the Facilities Manager	Facilities Manager
3	A detailed method statement must be agreed for all work to be carried out on roofs and a permit is required	Facilities Manager / Contractors
5	The Granary and CGM Building roofs are accessible only by Cherry picker.	NOTE
6	The roof of the Harry Clarke Building is accessible via a ladder through a roof access hatch and is completely surrounded by a guardrail.	NOTE
7	The Clock Building Roof can be accessed using a cherry picker	NOTE
8.	The Administration building roof can be accessed from the roof of the Harry Clarke Building.	NOTE

ADDITIONAL CONTROL MEASURES

Ref	Measure
-----	---------

1

There is a requirement to access the roof over the administration foyer to change a filter on an air conditioning unit (every 3 months). Safe access to be provided to this area which is not currently in place. Therefore until in place no access to roof is allowed.

Facilities
Manager

h. Risk 8: Use of Lifts (All Buildings)

HAZARDOUS ACTIVITY		USE OF LIFTS
Ref	Nature of Hazard	
A	Lift collapse	
B	Bruised finger(s)	
C	Panic, claustrophobia	
LOCATION OF HAZARD		
	Lifts	
RISK ASSESSMENT		HIGH
Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	1
SV	Severity (1-5)	5
R	Risk (1-25)	5
RL	Risk Level	Medium
CONTROL MEASURES		
Ref	Measure	Action
1	Lifts to be maintained on a regular basis by qualified technicians, inspected in accordance with legal requirements and appropriate certificates obtained.	Facilities Manager
2	All lifts are fitted with an emergency phone or alarm bell.	Facilities Manager
3	Signs are displayed warning personnel not to use lifts in the event of an emergency such as fire.	Facilities Manager
4	No horseplay to be allowed on or around lifts.	All
5	Lift Plant Rooms are only accessible by authorised persons	Facilities Manager

i. Risk 9: Gallery and Exhibitions

HAZARDOUS ACTIVITY		GALLERY & EXHIBITIONS
Ref	Nature of Hazard	

- | | |
|---|--|
| A | Manual handling |
| B | Falls of walls / exhibitions |
| C | Persons accessing and using equipment without permission |

LOCATION OF HAZARD
Throughout the college

RISK ASSESSMENT		MEDIUM
Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	2
SV	Severity (1-5)	4
R	Risk (1-25)	8
RL	Risk Level	Medium

CONTROL MEASURES		
Ref	Measure	Action
1	Lifting aids are available for use by college staff. Only persons that have been trained in correct manual handling techniques are permitted to lift exhibitions.	All
2	Exhibition walls are well constructed, screwed together and checked by the Facilities Manager	Facilities Manager
3	Electrical supply to equipment and machinery in the workshops is isolated when there is no technical staff present	Facilities Manager / Contractors
4	Attendants are on site throughout the day	Attendants
5	Ensure all arrangement in place as per RA2 for Fire ensuring all routes are clear and all users are aware of evacuation plan.	Gallery Technician

j. Risk 10: Carpark and Outside Areas

HAZARDOUS ACTIVITY	OUTSIDE AREAS
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Ref	Nature of Hazard
A	Slips, trips & falls of staff, students and the public.
B	Risk of theft of personal belongings

LOCATION OF HAZARD

External grounds of the premises

RISK ASSESSMENT	MEDIUM
-----------------	--------

Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	2
SV	Severity (1-5)	3
R	Risk (1-25)	6
RL	Risk Level	Medium

CONTROL MEASURES

Ref	Measure	Action
1	Adequate external lighting provided.	All
2	Outside paths, steps, passageways kept in good condition and clear of debris.	All
3	When leaving the premises staff are advised to follow general personal security guidelines: keep handbags close to body, do not use a mobile phone, and do not carry large amounts of personal cash.	All
4	Particular care needed on cobles paths around campus when moving equipment.	All
5	Snow and Ice will be cleared from walkways and car parks as required.	All
6	Security on site at the carpark and at reception throughout the day.	Security
7	Refer to use of MEWP (Risk Assessment No 27) for replacement of light fittings at high level externally.	Maintenance

ADDITIONAL CONTROL MEASURES

Ref	Measure	Action
1	Hazardous substances storage area will be replaced by end of 2018 to ensure in line with current legislation.	Facilities Manager

2

Access must be in place for all emergency vehicles. Additional line marking and signage to be added in car park ensure no vehicles are blocked

Facilities Manager

k. Risk 11: Comms Room

HAZARDOUS ACTIVITY		COMPUTER / IT ROOMS
Ref	Nature of Hazard	

A	Injury from slips, trips falls
B	Fire
C	Manual handling injury

LOCATION OF HAZARD
Comms Rooms

RISK ASSESSMENT	MEDIUM
-----------------	--------

Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	2
SV	Severity (1-5)	3
R	Risk (1-25)	6
RL	Risk Level	Medium

CONTROL MEASURES

Ref	Measure	Action
1	Communications rooms will be kept locked when not in use.	
2	Leads and cables will be kept tidy and will not trail in such a way as to present a trip hazard.	All
3	Communications rooms will not be used for general storage. Any necessary materials will be stored neatly and safely. Heavy objects will not be stored at height. No combustible items to be kept.	All
4	Computer cabinets will be kept closed.	All
5	Appropriate fire detection systems are fitted.	Facilities Manager
6	All equipment (including air conditioning) and cabinets will be positioned so as to facilitate easy access for maintenance operations.	Facilities Manager

I. Risk 12: Ventilation

HAZARDOUS ACTIVITY		VENTILATION
Ref	Nature of Hazard	
A	Headaches, irritability or poor concentration	
B	Fatigue	
LOCATION OF HAZARD		
In unventilated or poorly ventilated areas		
RISK ASSESSMENT		LOW
Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	1
SV	Severity (1-5)	1
R	Risk (1-25)	1
RL	Risk Level	Low
CONTROL MEASURES		
Ref	Measure	Action
1	All workplace rooms to be ventilated with either fresh air from outside or re- circulated with air that has been adequately filtered and purified.	Facilities Manager
2	A competent contractor is employed to maintain mechanical ventilation and/or conditioning systems on a regular basis.	Facilities Manager
3	Ventilation to be provided in the toilets, canteen, files room and near photocopiers.	Facilities Manager
Note: Extraction systems are provided in workshops – These are discussed further in department specific risk assessments.		

m. Risk 13: Use of Hazardous Substances

HAZARDOUS ACTIVITY		HAZARDOUS SUBSTANCES
Ref	Nature of Hazard	

A	Risk of injury from chemicals
---	-------------------------------

LOCATION OF HAZARD
Throughout the departments and in all buildings

RISK ASSESSMENT		MEDIUM
Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	3
SV	Severity (1-5)	4
R	Risk (1-25)	12
RL	Risk Level	Medium

CONTROL MEASURES		
Ref	Measure	Action
1	Safety Data Sheets to be available on site for all hazardous substances.	Head of Department
2	All operators will be given suitable training in the handling and use of chemicals used. This training will be signed off. Not Done	Health and Safety Officer / Head of Department
3	Relevant personal protective equipment will be provided and used as outlined in the Safety Data Sheets (SDS) and chemical risk assessments. Where necessary, training will be provided to operatives on the proper use of PPE.	All
4	All hazardous substances to be stored correctly and kept in secure place in accordance with the requirements of the Material Safety Data Sheet	All/ Facilities Manager
Note: The use of chemicals in each department is discussed further in the department specific risk assessments.		

ADDITIONAL CONTROL MEASURES		
Ref	Measure	Action
1	Safe purchasing policy to be introduced where the least dangerous substances are purchased used and held on site.	Facilities Manager / Head of Dept
2	Complete inventory to be compiled of all hazardous substances used	Head of Dept

3	All Current Suppliers Safety Data Sheets (SDS) must be obtained for all chemicals, copies to be provided to all staff using substances and all instructions to be followed	Head of Dept
4	All staff must be instructed and trained for any specific risks which is to be documented.	Head of Dept
5	A First aid kit (with eye wash) must be always present	Head of Dept
6	Containers must be sealed and their contents clearly labelled	All Staff
7	There must be a suitable spill kit available to clean up any spillages and all spillages must be cleaned up immediately	Head of Dept / FM Manager
8	Safe storage and dispensing of chemicals to be practiced. Follow manufacturer's recommendations	All Staff
9	Chemical Risk Assessments to be carried out for all processes involving chemical use	Head of Dept / FM Manager

n. Risk 14: Manual Handling

HAZARDOUS ACTIVITY		LIFTING & MANUAL HANDLING
Ref	Nature of Hazard	

- | | |
|---|---|
| A | Back strain, slipped disc, Hernias |
| B | Lacerations, crushing of hands or fingers |
| C | Bruised or broken toes or feet |
| D | Various sprains, strains, etc. |

LOCATION OF HAZARD
Where heavy lifting takes place

RISK ASSESSMENT		MEDIUM
Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	3
SV	Severity (1-5)	4
R	Risk (1-25)	12
RL	Risk Level	Medium

CONTROL MEASURES

Ref	Measure	Action
1	Alternative measures (e.g., use of trolleys) will be taken to reduce the need for manual handling where possible.	All
2	Where loads must be manually handled, information will be supplied whenever possible to those involved, on the load to be carried, its characteristics and the appropriate method of safe handling.	All
3	Heavy equipment or materials not to be stored at height and should be easily accessible.	All
4	All areas must be kept clear of obstructions that will contribute to slips/trips and falls.	All
5	PPE – suitable gloves - provided depending on the nature of the load.	All
6	Always assess the load taking into account individual's capability, reviewing if more than one person can be used or the load can be made lighter, smaller or easier to grasp.	All
7	PPE – suitable gloves - provided depending on the nature of the load.	All
8	Never carry anything that blocks your vision.	All
9	Hold the object as close to the centre of gravity as possible. Feet at shoulder length apart, knees bent and back straight.	All

ADDITIONAL CONTROL MEASURES		
Ref	Measure	Action

- | | | |
|---|--|-------------------------|
| 1 | Carry out a TILE Assessment | Supervisor /
Manager |
| 2 | Relevant staff to be trained in safe manual handling techniques. | Departmental
Manager |

o. Risk 15: Visual Display Units

HAZARDOUS ACTIVITY		VISUAL DISPLAY UNITS (VDUs)
Ref	Nature of Hazard	

- | | |
|---|--|
| A | Improper use of VDU equipment leading to visual discomfort, poor posture or stress. |
| B | Repetitive Strain Disorder, Carpel Tunnel Syndrome (CTS), Musculoskeletal Disorders (MSD). |
| C | Straining to eyes from contrast of screen and background lighting. |

LOCATION OF HAZARD

Where VDUs are used for a significant amount of working day
Where there is heavy use of computers, phones or other repetitive office tasks

RISK ASSESSMENT	LOW
------------------------	------------

Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	2
SV	Severity (1-5)	2
R	Risk (1-25)	4
RL	Risk Level	Low

CONTROL MEASURES

Ref	Measure	Action
1	An appropriate eye and eyesight test to be carried out before commencing display screen work; at regular intervals thereafter if required; and if the employee experiences visual difficulties which may be due to display screen work.	Department Manager / H&S Officer
2	A more specialised eye test will be carried out where necessary on the employee concerned.	Department Manager / H&S Officer
3	Activities should be planned in such a way that daily work on display screens is periodically interrupted by breaks or changes of activity.	All
4	Where necessary special corrective appliances appropriate to an employee's needs will be provided (e.g. wrist rests).	Department Manager / H&S Officer
5	PCs to be kept in a good state of repair and cleanliness and the image to be both clear and stable.	All
6	Seating to be adjustable for both height and angle of back support.	Department Manager / H&S Officer
7	Adequate space to be provided to give operators sufficient room to locate work materials conveniently and to adopt a comfortable posture.	Department Manager / H&S Officer

- | | | |
|---|--|-----|
| 8 | Underneath of all desks (including cash desks) to be kept clean in order to provide sufficient leg room. | All |
| 9 | Lighting – Natural lighting is the best of illumination in an office. However, artificial lighting is also necessary & should be designed to be adequate and suitable for the office conditions (300-500 Lux) | |

ADDITIONAL CONTROL MEASURES

Ref	Measure	Action
1	VDU workstation assessment (Appendix 6) to be carried out with all relevant new employees within one month of commencing work	Dept Manager

p. Risk 16: Office Risks

HAZARDOUS ACTIVITY		OFFICE RISKS
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Ref	Nature of Hazard
A	Unsafe work systems and layouts resulting in injury or illness.
B	Unsafe use of office equipment.

LOCATION OF HAZARD

Throughout office across all functions

RISK ASSESSMENT		MEDIUM
-----------------	--	--------

Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	3
SV	Severity (1-5)	3
R	Risk (1-25)	9
RL	Risk Level	Medium

CONTROL MEASURES		
------------------	--	--

Ref	Measure	Action
1	Adequate office space to be allocated for all office-based personnel.	Facilities Manager
2	All furniture, fittings and equipment to be arranged so that staff can move about without collision with sharp corners of desks etc.	All
3	Ensure that enough room is available for opening filing cabinets. Only one drawer of a filing cabinet to be opened at any one time. All drawers to be closed after use.	All
4	Stepladders to be used to access higher areas. Chairs, desks or drawers must never be used for this purpose. All items stored above head height to be avoided but where necessary to be stored properly to prevent falling. Risk assessment for ladder use to be followed	All
5	All damaged floor coverings, furniture, equipment or machinery to be reported to management.	All
6	Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.	All
7	Floor areas, particularly areas in front of filing cabinets to be kept clear of materials and litter	All
8	Report any damaged electric cables / leads / malfunctioning equipment / fabric.	All
9	Ensure that for any lifting – risk assessment for manual handling is followed	All

q. Risk 17: Bullying & Harassment

HAZARDOUS ACTIVITY		BULLYING & HARASSMENT
Ref	Nature of Hazard	
A	Offensive, hostile, vindictive, cruel, malicious, inappropriate or humiliating behaviours.	
B	May result in fear, anxiety, depression as well as loss of concentration, adverse behavioural effects, raised blood pressure, heart disease, and reduced resistance to infection, stomach and bowel problems or skin problems.	
LOCATION OF HAZARD		
Across organisation		
RISK ASSESSMENT		MEDIUM
Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	3
SV	Severity (1-5)	3
R	Risk (1-25)	9
RL	Risk Level	Medium
CONTROL MEASURES		
Ref	Measure	Action
1	A policy on bullying is available to all members of staff.	---
2	Any bullying should be reported to the Head of Human Resources.	All
3	All cases of bullying will be dealt with in accordance with the college's stated procedures.	---

r. Risk 18: Stress

HAZARDOUS ACTIVITY		WORK-RELATED STRESS
Ref	Nature of Hazard	
A	Workplace stress arises when the demands of the job and the working environment on a person exceeds his/her capacity to meet them.	
B	Effects include fatigue, anxiety, loss of concentration, behavioural problems, raised blood pressure, heart disease, reduced resistance to infection, digestive problems and skin problems	
LOCATION OF HAZARD		
Throughout organisation		
RISK ASSESSMENT		MEDIUM
Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	3
SV	Severity (1-5)	3
R	Risk (1-25)	9
RL	Risk Level	Medium
CONTROL MEASURES		
Ref	Measure	Action
1	Work-related stress should be reported to senior management.	All
2	Training will be provided to employees where appropriate.	Human Resources
3	Reasonable work schedules and targets will be kept.	Head of Departments
4	When staff encounter stressful situations, the situation should be referred to their immediate supervisor or the Head of Human Resources for support and the matter dealt with in private.	All

s. Risk 19: Pregnant Employees

HAZARDOUS ACTIVITY		PREGNANT EMPLOYEES
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Ref	Nature of Hazard
A	Exposure to radiation, chemicals or biological substances, which may affect the health of the mother, child or foetus.
B	Excessive physical workload, which may affect the health of the mother or foetus.
C	Working excessively long hours, which may affect the health of the mother or foetus.
D	Manual Handling

LOCATION OF HAZARD

During pregnancy, immediately (14 weeks post-partum) after birth or during breast feeding (26 weeks post-partum).

RISK ASSESSMENT **MEDIUM**

Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	3
SV	Severity (1-5)	3
R	Risk (1-25)	9
RL	Risk Level	Medium

CONTROL MEASURES

Ref	Measure	Action
1	Pregnant employee should make their pregnancy known to human Resources at earliest possible date.	All
2	The hazards associated with work equipment, manual handling of loads, working with Visual Display Units and where necessary, the Chemical Agents, Biological Agents, Carcinogens Regulations and the Lead Regulations to be identified.	Human Resources
3	Risk assessments to be carried out to determine what the pregnant woman is exposed to and how often the exposure occurs and for how long.	Human Resources
4	Where necessary working conditions and/or hours of work will be adjusted to eliminate the hazard or reduce the risk to an acceptable level. If this does not eliminate the risk then suitable alternative work will be provided. If this is not viable then safety and health leave will be granted under Section 18 of the Maternity Protection Act 1994.	Human Resources

5	<p>They should not lift heavy loads, such as single packs of paper or parcels. If heavy items such as post bags, typewriters or furniture need to be moved a risk assessment will be needed. Expectant and new mothers should not normally be involved in such tasks.</p> <p>Tasks that could usually be done safely, without difficulty, may become inadvisable. It is recommended that you should avoid tasks which involve stretching up, down or out, for example retrieving items from under desks or from between cabinets, particularly when it is uncomfortable to do so.</p>	Human Resources / Manager / All
6	<p>Expectant mothers to make sure they take breaks from sitting for too long and walk around to keep circulation. A chair which is suitably adjustable is an important part of achieving correct posture when working at a desk and in particular at a computer workstation. A DSE (Display Screen Equipment) assessment, which included posture, was carried out for all staff in the office. You should request a further assessment or review if you experience discomfort or cannot achieve correct posture.</p>	Human Resources / Manager / All
7	Expectant Mother not to use chemicals	Human Resources / Manager / All
8	Expectant mother to have an evacuation buddy to ensure safe evacuation in an emergency.	Human Resources / Manager / All
9	Lone Working - No lone working to take place	Human Resources / Manager / All

t. Risk 20: Lone Working

HAZARDOUS ACTIVITY		LONE WORKING
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Ref	Nature of Hazard
A	Many accidents can be exacerbated where lone workers are involved since the occurrence of the accident may not become known for some time and assistance is not provided in a timely manner.

LOCATION OF HAZARD

Where people work alone in buildings.

RISK ASSESSMENT		MEDIUM
-----------------	--	--------

Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	3
SV	Severity (1-5)	4
R	Risk (1-25)	12
RL	Risk Level	Medium

CONTROL MEASURES		
------------------	--	--

Ref	Measure	Action
1	Staff to make the Security and the Head of the Department aware that he/she will be working alone and what work exactly you will be doing. Security should be informed when starting and finishing.	All
2	Staff will not be asked to work alone where the task requires more than one person.	All
3	Staff to make sure that there is safe access and egress in case of an emergency.	All
4	Staff to ensure that someone can be alerted if they need assistance.	All
5	Staff with any special medical conditions will not be asked to work alone.	All
6	It is recommended that a policy on access to the buildings after 4:30 is prepared and made available to /agreed with all staff and students.	All
7	No maintenance work which requires a permit to be carried out alone.	All
8	Security check areas before closing building.	Security

u. Risk 21: Cleaning

HAZARDOUS ACTIVITY		CLEANING
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Ref	Nature of Hazard
A	Slips, Trips and Falls.
B	Harm from use of cleaning chemicals.
C	Needle stick Injuries.

LOCATION OF HAZARD

All areas particularly toilet areas.

RISK ASSESSMENT		LOW
-----------------	--	-----

Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	3
SV	Severity (1-5)	3
R	Risk (1-25)	9
RL	Risk Level	Medium

CONTROL MEASURES		
------------------	--	--

Ref	Measure	Action
1	Cleaning to be carried out by competent person.	Facilities Manager
2	Premises to be cleaned when no members of the public are on the premises.	Cleaners
3	Rubber gloves to be worn at all times when using chemical cleaning substances and when cleaning toilets.	Cleaners
4	Cuts/abrasions to be covered by a plaster to ensure that no substance can get into wounds.	Cleaners
5	Correct caution signage to be erected before cleaning commences to highlight the hazard of slips, trips and falls.	Cleaners
6	Safety Data Sheets to be available for all chemical cleaning substances.	Cleaners
7	Bins to be emptied by 'pouring' contents from bin into a bag - debris must never be handled. Never touch syringes even if wearing gloves - use a tongs or brush and shovel.	Cleaners
8	All cleaning materials and equipment to be kept in locked rooms or presses when not in use. Materials to be stored safely.	Cleaners

v. Risk 22: Window Cleaning

HAZARDOUS ACTIVITY		WINDOW CLEANING
Ref	Nature of Hazard	
A	Falls from portable ladders and steps	
B	Falls from external sills, ledges etc.	
C	Breaking of parts of buildings used as handholds	
LOCATION OF HAZARD		
Throughout premises		
RISK ASSESSMENT		LOW
Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	3
SV	Severity (1-5)	4
R	Risk (1-25)	12
RL	Risk Level	Medium
CONTROL MEASURES		
Ref	Measure	Action
1	All window cleaning that requires working at height access is undertaken by window cleaning sub-contractors.	Facilities Manager / Cleaners
2	Sub-contractors will submit their safety statement – outlining safe systems of work and methods of accessing upper windows on the buildings.	Facilities Manager
3	permit is required if MEWP is required and to follow RA for use of MEWPS	Facilities Manager

w. Risk 23: Use of Ladders

HAZARDOUS ACTIVITY		USE OF LADDERS
Ref	Nature of Hazard	

- | | |
|---|---------------------------------|
| A | Falls of persons from ladders |
| C | Falls of materials from ladders |
| D | Failure of Ladders |

LOCATION OF HAZARD
Throughout building particularly during window cleaning.

RISK ASSESSMENT		MEDIUM
Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	2
SV	Severity (1-5)	5
R	Risk (1-25)	10
RL	Risk Level	Medium

CONTROL MEASURES		
Ref	Measure	Action
1	Ladders will not be used to provide access or a working position if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands etc.).	All
2	Operatives are to use ladders for short duration tasks not exceeding 30 minutes. Ladders are only used for light work and not for work that involves carrying heavy or awkward items. Assess the requirement for ladder vs mobile platform prior to commencing task.	
3	Training to be provided to site operatives on the hazards associated with the use of ladders and safety precautions that should be applied.	Facilities Manager
4	Position the ladder in 1:4 ratio (i.e. one unit out for every four up) and secured prior to use.	All
5	All ladders to be checked prior to use to ensure that there are no obvious defects to include, broken steps or stiles; uneven stiles. Ladders to be checked weekly thereafter and recorded on a GA3 Form.	All
6	Where a defect is noted, it will be taken out of use immediately.	All
7	All ladders to be properly stored to prevent damage.	All
8	User to check the feet of ladder before use to ensure they are strong and in good order to support weight on ladder and ladder is placed on a firm, level surface and not on a box.	All
9	Users must ensure that they wear non slip footwear and footwear to be clean and dry.	All

10	For external ladders ensure they are secured and tied at top. A second man to be at ground level whilst task completed for external activities.	All
11	Operative must always keep body centred within the ladder. Ensure 3 points of contact are maintained at the working position.	All
12	Users not to exceed two thirds of the ladders height	All
13	Never overreach whilst on ladder	All
14	Operatives are prohibited to throw materials / goods from height.	All
15	A safety zone is established around the base of the ladder and cordoned off with barriers	All
16	Tools are carried on a tool belt. Equipment is not carried whilst climbing the ladder and is raised to height by pulling up with rope.	

NOTE: Refer also to the H.S.A. Information Sheet on the Safe Use of

Ladders.

x. Risk 24: Mobile Tower Scaffolds

HAZARDOUS ACTIVITY		MOBILE TOWER SCAFFOLDS
Ref	Nature of Hazard	

A	Falls of persons or materials from the platform.
B	Overturning due to overloading, uneven ground or wind.
C	Contact with overhead power lines

LOCATION OF HAZARD
Throughout buildings where mobile towers are used to access elevated areas.

RISK ASSESSMENT		MEDIUM
Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	2
SV	Severity (1-5)	5
R	Risk (1-25)	10
RL	Risk Level	Medium

CONTROL MEASURES		
Ref	Measure	Action
1	Only trained persons will erect mobile tower scaffolds	Facilities Manager
2	The height of the tower scaffold must be relative to effective base dimension (3.5 to 1 is specified for towers used inside a building and 3 to 1 for towers used outside)	All
3	Outriggers or stabilisers will be extended where applicable.	All
4	Tower scaffolds not to be used or moved on uneven or sloping surfaces.	All
5	Tower scaffolds to be tied to buildings where required.	Facilities Manager
6	All tower scaffolds to be moved at ground level.	All
7	No person is to remain on tower scaffolds which it is being moved	All
8	Materials and tools to be removed or secured to the platform.	All
9	Operatives involved in the use of tower scaffolds to be mindful of overhead obstructions such as overhead electricity lines.	All
10	Bracing members must be fitted.	All
11	Guard rails and toe boards to be fitted	All
12	Wheels to be locked when the platform is in use.	All
13	Measures to be taken to ensure that tower scaffolds cannot be accessed by unauthorised persons when not in use.	All
14	All tower scaffolds will be inspected prior to their first use and weekly thereafter. Records of inspections will be maintained on the GA3 Form	Facilities Manager

NOTE: Tower scaffolds over 2m in height should only be erected by persons with a FAS CSCS training card for mobile tower scaffolding.

Risk 25:

Mobile Elevating Working Platforms

HAZARDOUS ACTIVITY **MEWPs**

Ref	Nature of Hazard
A	Fall of persons from MEWP
B	Fall of material from MEWP
C	Collapse of MEWP
D	Contact with buildings and plant

LOCATION OF HAZARD

Throughout buildings where MEWPs are used to access elevated areas.

RISK ASSESSMENT **MEDIUM**

Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	2
SV	Severity (1-5)	5
R	Risk (1-25)	10
RL	Risk Level	Medium

CONTROL MEASURES

Ref	Measure	Action
1	Only trained/authorised persons may use or operate Mobile Elevating Working Platforms (or MEWPs) – that is, scissors lifts and cherry pickers.	Facilities Manager
2	Weekly inspections of the MEWP must be carried out by the operator, and recorded on the GA3 Form. Tests and thorough examination certificates (GA1 Form) must also be provided on site prior to any use.	Facilities Manager
3	The Safe Working Load should be clearly marked on the platform, and followed.	Facilities Manager
4	Guard-rails, gates, the platform and steps should all be maintained in good order. Gates must not be tied/taped open nor moveable mid-rails tied/taped up.	Facilities Manager
5	At ground level the area must be level, firm and kept clear of materials. Where rough terrain will be encountered the manufacturer's recommendations MUST be adhered to – e.g. out-riggers or other measures required to ensure the stability of the platform are in place.	Facilities Manager
6	Additional precautions are required when working near the public . Fencing, cones or tape barriers may be required. Sufficient personnel should be available to supervise the area and deter members of the public from approaching.	Facilities Manager
7	If other vehicles are in the area then cones (and signage as appropriate) should be positioned to reduce the risk of impact.	Facilities Manager
8	MEWPs must not be operated or parked in the vicinity of any overhead electricity cables.	Facilities Manager

CONTROL MEASURES

Ref	Measure	Action
10	Certified Safety harnesses must be worn within the cage of the Mobile Elevating Working Platform. Lanyards must be secured to a robust part of the platform - never the adjacent structure.	All
11	Care must be taken to avoid fingers, hands or arms becoming trapped between the rails of the MEWP and any fixed object during movement.	All
12	NO work should take place that requires persons to stand on the top rail of the cage.	All
13	Speeding is prohibited. Crawl speed is required, especially on uneven ground or in restricted space.	All
14	Lowering platforms can be high risk to those at ground level. Everybody in the vicinity must be informed of the dangers from trapping hands/arms in scissors lifts (if they do not have guards fitted around the scissors mechanism). With boom lifts (i.e. cherry pickers) the person controlling the descent must ensure that the way is clear.	All
15	Rescue procedures should be planned and discussed. For example, ensure someone familiar with the emergency ground control can be alerted if power fails.	Facilities Manager

16 Platforms must be secured at ground level (and immobilised to prevent unauthorised operation) when **not in use**.

All

y. Risk 26: Legionnaires Disease

HAZARDOUS ACTIVITY		LEGIONNAIRES DISEASE
Ref	Nature of Hazard	

A	Risk of Legionnaires Disease
---	------------------------------

LOCATION OF HAZARD
Hot and Cold Water systems

RISK ASSESSMENT	MEDIUM
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Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	2
SV	Severity (1-5)	4
R	Risk (1-25)	8
RL	Risk Level	Medium

CONTROL MEASURES

Ref	Measure	Action
1	Hot water must be set at a minimum of 50 degrees C.	Facilities Manager

Note: Refer to 2009 National Guidelines for the Prevention of Legionellosis

z. Risk 27: Persons with Limited Mobility

HAZARDOUS ACTIVITY		PERSONS WITH LIMITED MOBILITY
Ref	Nature of Hazard	

A	Difficulty in entering & leaving premises
B	Unable to leave the building in the event of an emergency evacuation

LOCATION OF HAZARD
Entire premises

RISK ASSESSMENT		MEDIUM
Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	3
SV	Severity (1-5)	4
R	Risk (1-25)	12
RL	Risk Level	Medium

CONTROL MEASURES		
Ref	Measure	Action
1	A risk assessment will be carried out on any person with limited mobility.	Human Resources
2	A formal buddy system will be out in place to ensure that such persons will be safely evacuated.to Have a personal emergency evacuation plan in place.	Human Resources
3	A safe means of access and egress is provided.	Facilities Manager

ADDITIONAL CONTROL MEASURES		
Ref	Measure	Action
1	Evacuation Chairs and Refuge Areas to be provided throughout the buildings	Facilities Manager

aa. Risk 28: Control of Contractors

HAZARDOUS ACTIVITY		CONTROL OF CONTRACTORS
Ref	Nature of Hazard	

A	Injury to contractors
B	Injury to other contractor workers or other employees
C	Damage to property

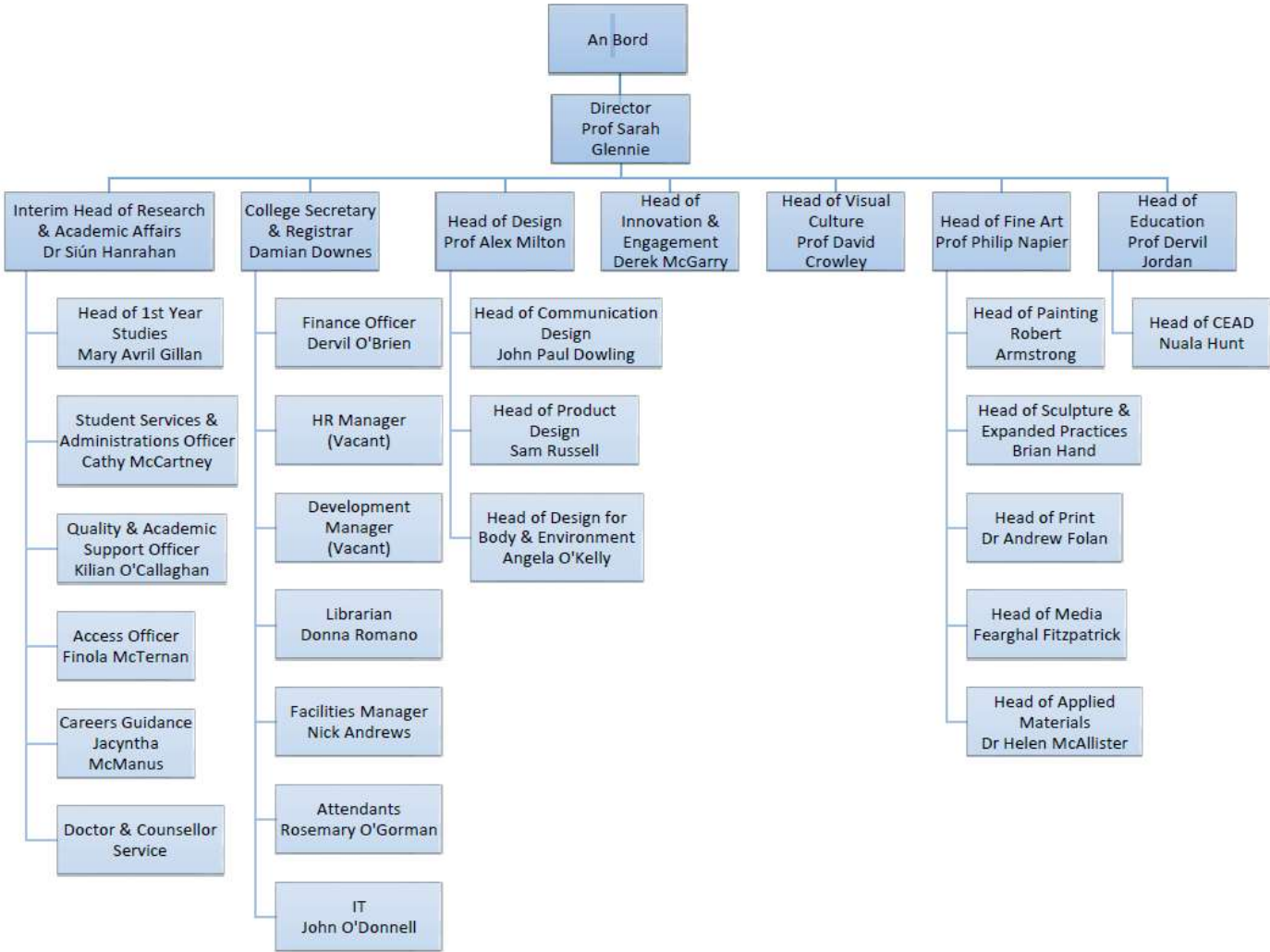
LOCATION OF HAZARD
Locations where contractors are working

RISK ASSESSMENT		HIGH
Ref	Calculation of Risk	
LO	Likelihood of Occurrence (1-5)	3
SV	Severity (1-5)	5
R	Risk (1-25)	15
RL	Risk Level	High

CONTROL MEASURES		
Ref	Measure	Action
1	A Contractors Approval Form must be completed.	Facilities Manager
2	A copy of a contractor's Safety Statement must first be obtained and reviewed before commencing work.	Facilities Manager
3	All contractors must submit site specific Risk Assessments (including a Method Statement for particular high risk work, e.g. window cleaning, working at heights, electrical works, welding, etc.). This must be reviewed by the Facilities Manager	Facilities Manager
4	Contractors to follow NCAD safety rules and procedures.	Contractors
5	Contractors must prove that they comply with the NCAD's insurance requirements.	Contractors
6	Relevant documentation to be obtained from contractors, e.g. Safety Data Sheets , certificates for hoists, certificates of training where required prior to commencement of works	Facilities Manager
7	Contractors to comply with the permit to work procedure and where appropriate, areas where contractors are carrying out work will have authorised access only.	Facilities Manager

Appendices

Appendix 1: Organisational Structure



Appendix 2 Personnel details

Title	Name
Director (Acting)	
Registrar	Damian Downes
School Heads	Prof Alex Milton (Design); Prof Dervil Jordan (Education); Prof Philip Napier (Fine Art); Visual Culture – David Crowley; Prof Siun Hanrahan (Academic Affairs)
Department Heads	Mary Avril Gillan (Core Studies); Derek McGarry(Innovation and Engagement); Dr Helen McAllister (Applied Material Culture); Sam Russell (Industrial Design); John Paul Dowling (Visual Communications); Angela O’Kelly (Body and Environment) Feargal Fitzpatrick (Media); Robert Armstrong (Painting); Andrew Folan (Print); Brian Hand (Sculpture); Donna Romano (Library); Nuala Hunt (CEAD);
Head Attendant (Senior Attendants)	Rosemary O’ Gorman
Facilities Manager	Nick Andrews
Head of Human Resources	Vacant
Chairman of the Safety Committee	Registrar

Appendix 3: Safety Statement Log

Appendix 4: Health and Safety Contacts

Health & Safety Committee

NAME	Office	CONTACT NUMBER

First Aiders

NAME	Office	CONTACT NUMBER

Fire Wardens

NAME	Office	CONTACT NUMBER

Safety Reps

NAME	Office	CONTACT NUMBER

Appendix 5: Setting up your workstation

Make full use of the equipment provided, and adjust it to get the best from it and to avoid potential health problems. Here are some practical tips:

Getting comfortable

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

Keying in

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.



Using a mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

Posture and breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation)
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.

For further information or for a VDU assessment please contact Facilities Manager / Health and Safety Officer

Appendix 6 VDU Assessment

Name:

Date:

The completion of this checklist will enable you to carry out a self-assessment of your own workstation. Your views are essential in order to enable us to achieve our objective of ensuring your comfort and safety at work. Please circle the answer that best describes your opinion for each of the questions listed.

ENVIRONMENT

1. **Lighting**

Describe the lighting at your workstation:

About right Too bright Too dark

Do you get distracting reflections on your screen?

Never Sometimes Constantly

What control do you have over local lighting?

Full control Some control No control

2. **Temperature and Humidity**

At your workstation, is it usually:

Comfortable Too warm Too cold

Is the air around your workstation?

Comfortable

Too dry

3. **Noise**

Are you distracted by noise from work equipment?

Never

Occasionally

Constant Space

Describe the amount of space around your workstation:

Adequate

Inadequate

FURNITURE

5. **Chair**

Can you adjust the height of the seat?

Yes

No

Can you adjust the height and angle of the backrest?

Yes

No

Is the chair stable?

Yes

No

Does it allow movement?

Yes

No

Is the chair in a good state of repair?

Yes

No

If your chair has arms, do they get in the way?

Yes

No

6. **Desk**

Is the surface large enough to allow you to place all your equipment where you want it?

Yes

No

Is the height of the desk suitable?

Yes

No

Does the desk have a matt surface?

Yes

No

7. **Footrest**

If you cannot place your feet flat on the floor whilst keying-in, has a footrest been supplied?

Yes

No

8. **Document Holder**

If it would be of benefit to use a document holder, has one been supplied?

Yes

No

If you have a document holder, is it adjustable to suit your needs?

Yes

No

DISPLAY SCREEN EQUIPMENT

9. Display Screen

Can you easily adjust the brightness and the contrast between the characters on screen and the background?

Yes

No

Does the screen tilt and swivel freely?

Yes

No

Is the screen image stable and free from flickering?

Yes

No

Is the screen at a height which is comfortable for you?

Yes

No

10. Keyboard

Is the keyboard separate from the screen?

Yes

No

Can you raise and lower the keyboard height?

Yes

No

Can you easily see the symbols on the keys?

Yes

No

Is there enough space to rest your hands in front of the keyboard?

Yes

No

11. **Software**

Do you understand how to use the software?

Yes

No

12. **Training**

Have you been trained in the use of your workstation?

Yes

No

Have you been trained in the use of software?

Yes

No

If you were to have a problem relating to display screen work, would you know the correct procedures to follow?

Yes

No

Do you understand the arrangements for eye and eyesight tests?

Yes

No

If you have any comments, please state below:

.....

.....

Appendix 7 PPE Issue Form

Person to whom PPE issued	
Issue Date	

Type of PPE issued:
Activities for which PPE is provided:
I certify that I have been issued with the PPE listed above and that I have received instruction in the areas and processes for which PPE is required to be worn.
Signed:
Date:

Appendix 8 Location & Contents of First Aid Box

Location of First aid Box:

Recommended contents of first-aid boxes and kits as outlined in the H.S.A. Guidelines on Chapter 2 of Part 7 of the *Safety Health and Welfare at Work (General Application) Regulations, 2007* – First Aid.

The following table indicates the quantities that are required, depending on the number of persons present:

Materials	First-aid travel kit	First-aid box		
		1 – 10 persons	11 - 25 persons	26 - 50 persons* ¹
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (Bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8 cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressing Large (No. 9) (13 x 9 cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound dressing Extra Large (No. 3) (28 x 17.5 cms)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Pairs of Examination Gloves	3	5	10	10
Sterile water, where there is no clear running water ** ₂	2x20 mls	1x500 mls	2x500 mls	2x500 mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10 x 10cm) *** ₃	1	1	1	1
Water based Burns Dressing Large *** ₃	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3
NOTES:				

*Note 1: Where more than 50 persons are employed, pro rata provisions should be made

**Note 2: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to the risk of cross infection. The container should be CE marked.

***Note 3: Where mains tap water is not readily available of cooling burnt area.

Appendix 9 NCAD Monthly Inspection Report

Date: Carried out by:		Compliance Y = Yes N = No N.A = Not applicable	Comments
1.	Fire		
1.1	Fire extinguishers in position. accessible and not tampered with		
1.2	Evacuation routes clear		
1.3	Fire Doors closed		
1.4	Fire evacuation signage (in position)		
2.	First Aid		
2.1	First Aid box contents up to date		
2.2	Signage in place indicating names of first aiders and location of first aid boxes.		
3.	Electricity		
3.1	Portable items PAT Tested within last 12 months		
3.2	Any evident defects i.e. Loose plugs, frayed cables, socket overloading		
4	Display Screen Equipment		
4.2	Work stations tidy with good level of cable management to avoid trips, slips and falls		
5	Welfare		
5.1	Toilets – clean and tidy		
6	Signs		

6.1	All safety and fire signs in place visible and in good condition.		
7	Housekeeping		
7.1	Office areas clean and tidy		
7.2	No trailing leads		
7.3	No slippery surfaces		
7.4	No obstructions in gangways/stairwells		
7.5	Waste removed promptly to correct waste areas.		

Appendix 10 NCAD Fire Drill Record

Name	
Location	
Date	
Time	
Time taken to complete evacuation:	
Nature of Drill – Planned / Emergency	
Call point / Detector Activated (Location required)	
Was everyone accounted for (check visitors, and contractors)?	
Were there any problems?	
Did the Fire Wardens check all parts of NCAD Buildings	
Additional Comments:	

Corrective action	Responsibility	Target Date

Appendix 11 Information for Pregnant Employees

Summary Pregnant Females Legislation

These Regulations may be cited as Chapter 2 of Part 6 and the related Schedule 8 to the Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007)

The regulations put the onus on NCAD to introduce measures to encourage improvements in the safety and health at work of pregnant workers and workers who have recently given birth or are breastfeeding;

Specifically

- A pregnant Employee
- A Employee who is breastfeeding
- A Employee who has recently given birth

Onus on the Employee

The Employee must notify her employer of her condition and provide an appropriate medical certificate of her condition as soon as is practicable after it occurs.

Duties of NCAD (Regulation 149: Risk Assessment)

- (a) Assess any risk to the safety or health of Employees, resulting from any activity at that employer's place of work likely to involve a risk of exposure to an agent, process or working condition and, for that purpose, to determine the nature, degree and duration of any Employee's exposure to such agents, processes or working conditions and to
- (b) take the preventive and protective measures necessary to ensure the safety and health of such Employees and to avoid any possible effect on such pregnancy or breastfeeding,
- (c)
 - i. Assess any risk to safety or health likely to arise from exposure of a pregnant Employee to an agent or working condition resulting from any activity at that employer's place of work
 - ii. Assess any risk to safety or health likely to arise from exposure of an Employee who is breastfeeding to an agent or working condition resulting from any activity at that employer's place of work and
 - iii. to ensure that such Employee is not required to perform duties for which the assessment reveals such risk,

(Regulation 150: protective or Preventative Measures)

NCAD Shall

(a) Where

1. Where the risk assessment carried out under Regulation 149 reveals a risk to an employee's safety or health, or any possible effect on the pregnancy or breastfeeding of an Employee,
2. and it is not practicable to ensure the safety or health of such Employee through protective or preventive measures,

Adjust temporarily the working conditions or the working hours (or both) of the Employee concerned so that exposure to such risk is avoided and

(b) In cases in which the adjustment of working conditions or working hours (or both), referred to in paragraph (a),

1. is not technically or objectively feasible (or both),
2. or cannot reasonably be required on duly substantiated grounds,

To take the measures necessary to provide the Employee concerned with other work, which does not present a risk to the safety or health of, or any possible effect on the pregnancy or breastfeeding by the Employee,

Regulation 152: Information

It shall be the duty of every employer, to take appropriate steps to ensure that Employees are provided with information on:

1. The results of the assessment referred to in Regulation 149 and
2. The measures to be taken concerning Employees' safety and health pursuant to these Regulations.

Additional Information

Regulation 24 (chapter 1 of Part 2 relating to the workplace) of the Regulations requires an employer to ensure that pregnant, post-natal and breastfeeding Employees are able to lie down to rest in appropriate conditions.

Appendix 12 Accident/Incident Investigation Form

This form should be completed every time that an Accident or Incident occurs which results in injury or damage to either personnel or property.

If personnel or property were not injured or damaged during the Accident or Incident, please complete the 'Near Miss Report Form' instead.

Please scan a copy of the completed report and send it to FM Manager / HS Officer

Please note, if an ambulance is called, please complete an 'Ambulatory Care Report' in addition to the Accident / Incident Form.

Accident/Incident Investigation Form

This form should be completed every time that an Accident or Incident occurs which results in injury or damage to either personnel or property.

If personnel or property were not injured or damaged during the Accident or Incident, please complete the 'Near Miss Report Form' instead.

Accident / Incident Report Form	
Personal Details of Person involved in Accident / Incident	
First name:	Phone number:
Surname:	Next of Kin name:
Address:	Next of Kin phone number and address:
Category of person involved in Accident / Incident:	
Employee <input type="checkbox"/> Member of Public <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor <input type="checkbox"/> Other <input type="checkbox"/>	
If employee, please state Department:	
If not employee, please provide employment details (Company name; address):	
Accident / Incident Details	
Time (24-hour format):	Date: dd/mm/yyyy
Location:	
Details of Accident / Incident:	
<i>(Please use additional pages and/or supporting documentation, as required)</i>	
Witness 1 name, phone number and address (if applicable):	Witness 2 name, phone number and address (if applicable):
When and to whom the accident was first reported?	

Injury / Damage	
Details of injury / damage:	
Indicate the type of injury (put an 'x' in the relevant box/es)	
<input type="checkbox"/> Bruising, contusion	<input type="checkbox"/> Suffocation, asphyxiation
<input type="checkbox"/> Concussion	<input type="checkbox"/> Lacerating
<input type="checkbox"/> Internal Injuries	<input type="checkbox"/> Drowning
<input type="checkbox"/> Open wound	<input type="checkbox"/> Poisoning
<input type="checkbox"/> Abrasion, graze	<input type="checkbox"/> Infection
<input type="checkbox"/> Amputation	<input type="checkbox"/> Burns, scalds and frostbite
<input type="checkbox"/> Open fracture (i.e. bone exposed)	<input type="checkbox"/> Effects of radiation
<input type="checkbox"/> Closed fracture	<input type="checkbox"/> Electrical injury
<input type="checkbox"/> Dislocation	<input type="checkbox"/> Property damage (specify below)
<input type="checkbox"/> Sprain, torn ligaments	<input type="checkbox"/> Other (specify below)
Indicate parts of body that are injured (put an 'x' in the relevant box/es)	
<input type="checkbox"/> Head, except eyes	<input type="checkbox"/> Fingers (one or more)
<input type="checkbox"/> Eyes	<input type="checkbox"/> Hip joint, thigh, knee cap
<input type="checkbox"/> Neck	<input type="checkbox"/> Knee joint, lower leg, ankle
<input type="checkbox"/> Back, spine	<input type="checkbox"/> Foot
<input type="checkbox"/> Chest	<input type="checkbox"/> Toes (one or more)
<input type="checkbox"/> Abdomen	<input type="checkbox"/> Extensive parts of the body
<input type="checkbox"/> Shoulder, upper arm, elbow	<input type="checkbox"/> Other (specify below)
<input type="checkbox"/> Lower arm, wrist, hand	

Consequences of the Accident / Incident:	
Fatal	<input type="checkbox"/>
Non-fatal	<input type="checkbox"/>
If non-fatal: Date of resumption of work (if back): _____	
dd/mm/yyyy	

Anticipated absence from work (if not back):

0-2 days ☐

3-5 days ☐

6-10 days ☐

More than 10 days ☐

Treatment

Medical professional's recommendation (*and attach report, if applicable*)

Steps taken to prevent recurrence of this Accident / Incident:

Declaration

Name of person completing the report:

Job Title:

Signature:

Appendix 13 Near Miss Form

This form should be completed every time that a Near Miss occurs – that is, an incident without injury or damage to either personnel or property.

If personnel or property were injured or damaged during the Accident or Incident, please complete the 'Accident / Incident Report Form' instead.

Please scan a copy of the completed report and send it to

Near Miss Report Form	
Personal Details of Person involved in Near Miss	
First name:	Phone number:
Surname:	Address:
Category of person involved in Near Miss:	
Employee <input type="checkbox"/> Member of Public <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor <input type="checkbox"/> Other <input type="checkbox"/>	
If employee, please state Department:	
If not employee, please provide employment details (NCAD; address):	
Near Miss Details	
Time (24-hour format):	Date: dd/mm/yyyy
Location:	
Details of Near Miss:	
(Please use additional pages and/or supporting documentation, as required)	

Witness 1 name, phone number and address (if applicable):	
Preventative Steps Taken	
Steps taken to prevent a recurrence of this type of Near Miss:	
Declaration	
Name of person completing the report:	Job Title:
Signature:	

Appendix 14 Employee Induction Checklist

Employee Name:	Line Manager:
Job Title:	Department:

Induction Contents:	Subject Covered (✓)
Safety Statement to include risk assessments	
Accident/Incident Reporting Procedures.	
Emergency and fire arrangements including locations of exits/escape route and fire assembly point.	
First aid arrangements.	
Location of Defib	
Toilets/Showers.	
Location of health and safety noticeboard.	
Canteen Facilities.	

No smoking policy.	

Signed by Manager who completed the induction:	Date
Signed by Employee	Date

**Appendix 15 Contractor Competence
Quality, Health & Safety and Environmental
Questionnaire**

Name of Company:	
Nature of business:	
Contact Name:	
Contact E-Mail:	

PLEASE NOTE THIS QUESTIONNAIRE WILL BE SCORED AND EVALUATED AS PART OF OUR INTEGRATED QUALITY,
ENVIRONMENTAL AND HEALTH & SAFETY MANAGEMENT SYSTEMS

QUALITY		
	Question	Answer
1.	Management System Does your company hold Quality Assurance certification to BS EN ISO 9001 quality management series or equivalent? If YES , please state standard and certification body and attach certificate.	Yes / No
2	Does your company have a written Quality Policy? If so, please provide a copy of the statement.	Yes / No
3.	Insurances Please provided a copy of your current insurance certificate for Employers Liability & Public Liability:	Yes / No

ENVIRONMENTAL		
4.	Management System Does your company operate an Environmental management system in accordance with BS EN ISO 14001 quality management series or equivalent? If YES , please state standard and certification body and attach certificate.	Yes / No
5.	Policy Does your company have a written Environmental Policy? If so, please provide a copy of the statement.	Yes / No
6.	Environmental Assessment and site waste management plan Does your company carry out an environmental risk assessment and implement a site waste management plan on site?	Yes / No

HEALTH & SAFETY

	Question	Answer																		
7.	Management Systems Does your company hold certification for any 3 rd Party accredited safety management systems e.g., Safe-T-Cert, OHSAS 18001, If YES , please state standard and certification bodies and attach certificate	Yes / No																		
8.	Policy Does your company have a written H&S Policy? If so, please provide a copy of the statement.	Yes / No																		
9.	Training Have all operatives received CSR H&S training or equivalent applicable to their job?	Yes / No																		
10.	Method Statements, Risk Assessments & COSHH assessments Please enclose 1 No. worked example of a site-specific method statement & risk assessment pertaining to your work.	Copy of a site specific method statement and risk assessment enclosed. Yes / No																		
10.1	Will your company be bringing hazardous substances onto our sites as part of your works? If the answer is yes to the above question, Can you confirm a COSHH assessment and material safety data sheet will be forwarded with your site-specific method statement and risk assessment before commencement?	Hazardous materials brought onto site: Yes / No COSHH assessments forwarded to FOH Yes / No																		
11.	Personal Protective Equipment No one will be allowed to work on site without Personal Protective Equipment. You will be expected to provide all relevant and necessary PPE to your employees for the duration of their works.																			
12.	Reporting and investigating accidents/incidents Does your firm report accidents and investigate them? Please provide details of accident reporting for the last 3 years, in the table below.	Yes / No																		
13.	Accidents / Environmental Incidents -	Please complete the table below																		
		<table border="1"> <thead> <tr> <th colspan="2">2015</th><th colspan="2">2016</th><th colspan="2">2017-Present</th></tr> <tr> <th>Employees</th><th>S/C Personnel</th><th>Employees</th><th>S/C Personnel</th><th>Employees</th><th>S/C Personnel</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	2015		2016		2017-Present		Employees	S/C Personnel	Employees	S/C Personnel	Employees	S/C Personnel						
2015		2016		2017-Present																
Employees	S/C Personnel	Employees	S/C Personnel	Employees	S/C Personnel															

Number of Employees						
No of Fatalities						
No of Reportable injuries						
No of Dangerous Occurrences						
No of Improvement notices issued by HSE						
No of Prohibition notices issued by HSE						
No of civil action /convictions in respect of the environment						
Any criminal or civil action pending?						

References

Please provide 2 references you have undertaken work for in the last 3 years?

Please note NCAD may contact these references prior to your appointment

Reference 1			
Company Name:		Contact:	
Address:			
Telephone:		E-mail:	
Project Name:			

Reference 2			
Company Name:		Contact:	
Address:			
Telephone:		E-mail:	
Project Name:			

This questionnaire has been completed by:

Name:		Signature:	
Job Title:		Date:	
For and on behalf of:			

If applicable, please ensure that a copy of the following is provided with this questionnaire on submission:

- Safety statement
- Environment Policy

- **Quality Policy**
- **ISO 9001 Certification or Equivalent**
- **ISO 14001 Certification or Equivalent**
- **OHSAS 18001 / Safe-T-Cert Certification or Equivalent**
- **Copy of current Employers Liability Insurance**
- **Copy of current Public Liability Insurance**

APPENDIX 16 List of SOP'S

NCAD Accident Procedures

When an accident involving injury occurs, the procedure below must be followed:

The FM Manager and Head of Department immediately. The manager or other nominated persons must take charge of the proceedings as follows:

- Observe the accident location and status of the injured person.
- If there is a risk of further injury, move the injured person to safety.
- If required, call for immediate medical assistance or emergency services and see that first aid is administered, if needed, by a competent person.
- If an ambulance is to be called make sure the exact location is given and that an ambulance can access the area as near as possible to the injured person.
- Notify Health and Safety Authority and/or Safety Representative.
- Establish the location of the destination hospital (if required) and designate a suitable person to travel with the injured person.
- Notify the family of the injured person and, if required, arrange transport for them to hospital.
- Gather all information about the accident and what led up to it – expediently.
- Obtain witness statements. Write these down as they are given.
- Complete the Accident Report Book and Accident Report Form
- Report to the local HSA - if the accident involves any of the circumstances or injuries or illnesses which must be reported to via Safety, Health and Welfare at Work (Reporting of Accident and Dangerous Occurrences) Regulations 2016 (S.I. No 370)
- Take photographs of the area where the accident happened.
- If the HSA are to inspect the site and location of the accident, the scene is to be preserved and nothing moved unless further serious risks have to be avoided. Take note of the measures which were taken.
- The Department Manager should then notify the FM Manager / Director and seek guidance on further reports, investigations and position of the company.
- The accident is to be investigated until the root cause and contributing factors have been identified. Once identified, corrective actions must be put in place to prevent re-occurrence.

Duties of Third Parties

Contractors, visitors and members of the public are obliged to report all accidents, incidents, illnesses and near misses to a member of staff immediately.

Accidents involving contractor personnel will be investigated by the contracting company and a report shall be provided to NCAD management in an expedient manner.

The following Minimum Operating Procedures should be followed where accidents involving visitors and members of the public occur:

- Incidents/Accidents Reporting Procedure
- NCAD dealing with Incidents on Site

Checking and Corrective Action

As part of the overall safety performance measures, all accidents, incidents, illnesses will be statistically recorded and where appropriate, trends will be evaluated in order to examine opportunities for improvement and hazard elimination.

Recording of Accidents

All accidents must be recorded by the Department manager / FM Manager in the following:

- Accident book
- Accident/Incident Report and Investigation Form

All records must be maintained on file for a minimum of Seven years.

NCAD Permit to Work Procedure

A permit to work procedure is a means of achieving effective control of a system of work through formal written documentation known as a permit to work form. The essential components of a permit-to-work system include:

- A written procedure, which sets out how the system is to operate and clearly defines who may authorise particular jobs and who is responsible for specifying and implementing the necessary precautions.
- A form, known as the "permit-to-work form", which becomes a written and signed statement ensuring both the establishment of safe conditions for the work to commence and the maintenance of safe conditions for the duration of the work, including the provision of emergency arrangements.
- A method of informing the persons carrying out the work of the exact identity, location, nature and extent of the job, the hazards involved and the precautions to be taken, and
- A system for ensuring the safe hand-back of the workplace after the job is completed and, in the case of confined space entry, after the space is vacated

Only the following personnel are authorised to raise permits-to-work:-

- Facilities Manager

Permits-to-Work are used for the following work activities:

- Hot work, that is any hot work outside of the controlled workshop environment which could reasonably be foreseen as posing a hazard to others or plant and equipment.
- Confined spaces, entry into any area where by reason of its enclosed nature there arises a foreseeable risk from the following hazards;
 - Injury to any person from fire or explosion
 - Loss of consciousness arising from raising the body temperature.
 - Loss of consciousness or asphyxiation of any person arising from gas, fume, vapour or the lack of oxygen.
- Electrical work, all work on installations which poses a hazard from electrocution, fire and explosion. (Will be covered under a Lock Out Tag out)
- Excavation work, any excavation work, this permit is required to ensure no underground services pose a risk to those working and to preserve the structural integrity of nearby structures.
- Work at height / roof access, access to fragile roofs or where the roof has no safety edge protection or parapet,

The Permit-to-Work system is designed to ensure that those affected are consulted at the planning stage to check that all eventualities have been considered when organising such activities and are an important means of minimising any risks involved.

The permit-to-work will involve following the steps shown below.

1. Conduct a thorough risk assessment and determine who is at risk, what control measures are necessary to eliminate the hazards and the level of residual risk.
2. Prepare a written system of work identifying the following:-
 - The level of competence of all operatives and any specialist skills.
 - Isolation / pre-work precautions.
 - Prohibited activities (communicate to others as necessary).
 - Plant and equipment required
 - PPE to be used
 - Sequence of events as planned with identified hazards / residual risks and controls clearly defined.
 - Emergency procedures for all foreseeable risks (ensure that procedures are conveyed to competent persons and fully understood).
3. Brief those who will be required to operate under the permit-to-work on the hazards and controls necessary to avoid them being realised.
4. Ensure that those conducting the task know that the safe system must be followed in full and that no other methods or sequence of work are allowed i.e. work must stop, all persons withdrawn and the safe system reviewed by the Authorised Person.
5. If the safe system is found to be flawed then the permit must be cancelled, the system of work reassessed, a new permit raised and those conducting the task re-briefed.
6. Display the permit at the work site / isolation point to all ensure that those who need to know do so.
7. Ensure that the work area is clean, tidy and that all safety devices have been replaced and are functioning correctly, prior to inspection by the Authorised Person.

All permits to be signed off and closed following completion and checking of works and area.

Records of the following must be kept:

- Details of issued permits.
- Training provided — subjects covered, names of those trained and the levels of training given
- Servicing and maintenance records relating to equipment used, e.g. gas and oxygen detecting instruments, fall arrest systems, harnesses, respiratory protection, protective clothing and rescue/emergency items, etc.
- Incidents where permit procedures "failed" so that permit modifications can be considered.

Permit to work forms are available in the Facilities Managers Offices

NCAD Emergency Evacuation Procedure

Aim

The aim of this document is to set out the procedure to be followed in the event of a fire alarm activation at the NCAD Campus. This procedure is designed to ensure the safety of people in buildings during fire by co-ordinating and controlling building evacuations until the appropriate emergency services arrive.

Scope

This procedure applies to all Fire Alarm activations at the NCAD Campus

Reference Documents

NCAD Safety Statement

Management Responsibility

It is the responsibility of the Facilities Manager / Health Safety Officer to ensure that appropriate and suitable emergency plans are in place, and are tested/reviewed where required and personnel trained in their content.

NCAD Senior Management must ensure

1. To promote general fire safety within their building and ensure regular housekeeping inspections take place.
2. To ensure that staff attend fire safety awareness training arranged by the Facilities Manager / Health Safety Officer
3. To ensure, in consultation with the Facility Manager and other Heads with staff located in the building, that a sufficient number of trained Fire Wardens are available within the building to respond to evacuation alarms.
4. To ensure all fire safety systems are in place and up to date.

Fire Wardens are responsible for

1. Carrying out their duties in the event of an emergency as described in these procedures.
2. Attending a debrief following any emergency evacuation drill.
3. Reporting to Senior Management any observed fire or evacuation hazards or unsafe conditions.
4. Attend Fire Warden Training.

The Health and Safety Officer (FM Manager) is responsible for

1. The co-ordination, implementation and review of the NCAD Fire Evacuation Procedure.
2. Liaison with the emergency services to maintain emergency preparedness.
3. Co-ordinating the training programme for Fire Wardens.

4. Maintaining a master list of Fire Wardens and scheduled evacuation drills which is in liaison with the landlord of each building.
5. Working with Managers / HR to ensure that a PEEP is in place for staff with mobility issues.

Emergency Procedure

Any person discovering a fire shall

- e) Activate the nearest Fire Alarm Break Glass Unit **IMMEDIATELY**
- f) Extinguish the fire if it is safe to do so (No more than 1 extinguisher to be operated – if fire has not been extinguished evacuate immediately).
- g) Call Emergency No. 999 From nearest Safe Area.
- h) Provide Details of exact location and extent of fire.

On hearing the Fire Alarm Building Occupants shall

- e) Evacuate the building immediately via the **NEAREST AVAILABLE FIRE EXIT (See attached Drawing)**
- f) Comply with all directions given by Fire Wardens.
- g) Where possible assist less able bodied persons / visitors to evacuate to safety.
- h) Proceed to the Fire Assembly Point for the building.
- i) Remain outside the building until the all clear is given by Fire Brigade / Facilities Manager / Health Safety Officer

On hearing the Fire Alarm Fire Wardens shall

- a) Put on high visibility 'Fire Warden' vests.
- b) Enter all accessible rooms on their floor / area and instruct occupants to evacuate the building, closing all doors whilst progressing through the floor.
- c) Direct building occupants to their nearest emergency escape routes.
- d) Proceed to the Fire Assembly Point when the floor has been evacuated.
- e) Take control at the assembly point and ensure that no one re-enters the building until the 'all clear' has been given by Facilities Manager / Health Safety Officer / Fire Brigade and the emergency stood down.
- f) Attend the post evacuation debrief and report any particular difficulties encountered during the evacuation.

Fire wardens shall NOT

- Put themselves at risk, re-enter buildings or go upstairs if the alarm sounds – report to the Facilities Manager / Health Safety Officer that you were unable to search that area.
- Try to enter locked or obstructed areas – report them to the Facilities Manager / Health Safety Officer
- Argue with people who refuse to leave – report them to the Facilities Manager / Health Safety Officer
- Use lifts to get yourself or other people out of the building.
- Try to fight the fire, unless you are trained and it is safe to do so.
- Attempt to rescue disabled people from refuges areas.

Evacuation Drill Frequency

Each Building shall conduct at least two evacuation drill per year to be organised by the Facilities Manager

NCAD Lone Working Procedure

Lone working is intended to cover all work proposed to be undertaken alone where the risk to the individual lone worker may be increased, either by the work itself or by the lack of on-hand support should something go wrong. It is not therefore intended to cover normal, low risk, day-to-day activities carried out during normal working hours in low risk environments, where employees are left alone as part of their daily routine). It does however cover lone working in remote or isolated areas during normal working hours where associated risks are evident (for e.g. work in the plant rooms etc.).

The following Minimum Operating Procedure should be followed where lone work is being carried out in the plant rooms:

- Lone working in plant rooms.
- Lone working off main campus (Rupert Guinness Theatre) & 101-103 James Street (Annex Building) – attendants opening and closing
- Locking up at night in main campus – attendants – walkie talky (to be done)
- Students – to advise attendant if known to be lone working (outside hrs)

Risk Assessment

- All tasks must be covered by a valid risk assessment under the current Risk Assessment Procedures.
- Where there is a proposal to perform the task in a lone working situation the Risk Assessment must be revalidated or reviewed and updated.

Lone Working Assessment

- All instances of lone working within the scope of this procedure must be covered by a valid Lone Working Assessment.
- Lone Working Assessments are supplementary to any existing general health & safety risk assessment, and cover additional specific risks arising from remote, out of hours, or other lone working situations. For this reason, they must be revised or revalidated for every separate instance of lone working (i.e. where circumstances may change).
- Lone Working Risk Assessments, in common with other Risk Assessments, should be completed by or with the close involvement of those affected. These should be completed on the Lone Working Risk Assessment form.

First Aid and Medical Emergencies

- During building opening hours, it is vital that all lone workers make arrangements for first aid cover. This can be by prior arrangement with a First Aider, or by notifying a member of staff at reception.
- In the case of remote working, separate arrangements should be pre-planned.

- Lone working out with building opening hours is subject to full Lone Working Risk Assessment. Details of appropriate first aid cover should be given on the Lone Working Risk Assessment.
- It is the responsibility of the Lone Worker to ensure adequate arrangements are in place prior to working alone.

Fire and Other Emergency Evacuation

- It is vital that the presence and whereabouts of the Lone worker is known to:
 - Supervisor and/or
 - A staff member at reception
- It is similarly important to ensure that these remote arrangements are terminated when no longer required. Failure to do so may endanger life needlessly. For this reason it is the explicit responsibility of the Lone Worker to make those responsible aware once they have finished lone working.
- In the event of evacuation, the Lone Worker should follow the normal building policies. It should be assumed that others may be present, and alarms activated as usual. However, the Lone Worker is responsible for contacting the emergency services once safely outside the building.

Communication

- Communication is very important. Communication between the lone worker and the Supervisor or a member of staff at reception should be established during all lone working activities.
- In each facility communication methods include the use of mobile phones, telephone or radios.
- Controlled periodic checks must be carried out by the designated individual via these communication methods.

Record Keeping

Any relevant information concerning a lone worker shall be assembled and kept on record, in a manner that maintains confidentiality.

Review and Updating of this Policy

NCAD shall evaluate the effectiveness of the policy for the management of lone work at regular intervals and make improvements where required. It shall be communicated to all relevant employees within a reasonable period of time.

References:

- Safety Health and Welfare at Work Act 2005
- Safety Health and Welfare at Work (General Applications Regulations) 2007

NCAD SAFE OPERATING PROCEDURE FOR USE OF CHEMICALS

- (1) National College Of Art and Design recognises its duties under the Safety, Health & Welfare at Work Act, General Applications Regulations & associated regulations to control all chemical substances brought into the workplace, which may be hazardous to health or the environment.
- (2) The main policy regarding harmful substances is to source a less harmful substitute where reasonably practicable. The objectives of this policy are to:
 - Ensure compliance with the requirements of the appropriate legislation;
 - Ensure compliance with the requirements of this Safety Statement;
 - Prevent accidents or ill health arising out of the use of chemical agents;
 - To ensure the use of the least environmentally harmful option when selecting and using chemicals
 - Make provision for the communication of relevant information, and training, to Departmental Managers and employees.
- (3) National College Of Art and Design utilises a limited quantity of chemical agents as part of its operations. All chemicals are risk assessed, prior to use, and specialist advice is sought where necessary.
- (4) The main risks associated with the use of chemicals are health effects as a consequence of the inhalation, ingestion or skin contact. All these risks are assessed and appropriate controls communicated to all affected employees.
- (5) The overall risk from chemicals is regarded as low i.e.
 - The quantities utilised are kept to a minimum;
 - All inhalation, ingestion and skin contact risks have been identified.

Controls are in place, including:

- Ongoing risk assessment;
 - Workplace surveillance;
 - Medical surveillance (where appropriate);
 - Respiratory protection is provided where appropriate;
 - Training and information is provided;
 - Personal protective equipment is provided.
- (6) The most significant risk is likely to arise following a spill, or leakage, of a chemical agent. The spill procedure is designed to reduce this risk to an acceptable level.
 - (7) Departmental Managers shall observe the following procedure prior to accepting chemicals into operation:

(8) Before a chemical item is purchased the person making the purchase shall check that the chemical item type or chemical product type is on the approved list of chemical items / products that already have a risk assessment or control procedures. The approved list is maintained by the Facilities Manager.

(9) Where no risk assessment exists, the chemical item should be subjected to a risk assessment at the time of purchase by a competent person to determine:

- All hazards associated with the item;
- The frequency of exposure to the hazards;
- The consequences of contact or exposure;
- The level of risk as a result of exposure;
- The necessary control procedures to be adopted;
- The Material Safety Data Sheet must be requested from the supplier and examined;
- Information on less harmful alternatives must be sought from the supplier.

(10) All chemicals must be subject to a risk assessment in relation to their use. Details of risk assessments will be recorded on a Hazardous Substances Assessment Record, which will be available at the point of use and will be used as a basis to train personnel in the safe handling and use of that chemical and the emergency procedure to be followed in the event of spillage.

(11) Departmental Managers and Supervisors are responsible for ensuring that:

- All recommended controls are in place and implemented;
- All affected employees have received training – including specific training in the safe use and handling of pesticides where appropriate;
- Only trained and authorised employees use chemical substances;
- Control procedures are monitored;
- All necessary Personal Protection Equipment has been provided and is used and that where necessary fit tests have been carried out.

(12) Chemical agents shall be stored in designated storage areas within the stores. Cleaning materials shall be stored in the cleaning materials storage area. Small containers of oil, and other lubricants may be stored within workshop areas, in approved containers in designated areas. Suitable storage facilities shall be provided on site.

(13) In the event of a chemical spill, the following procedures apply:

- Do not approach the spill unless you are trained in the Spill Procedure and are aware of the substance identification and precautions to be taken;
- Warn other occupants of the risk;

- Inform your immediate Supervisor;
- The Technician/Supervisor will implement the following procedure i.e.:
 - Summon a First Aider if body contamination is suspected.
 - Appoint a person to exclude entry to the affected area and to exclude sources of ignition.
 - Ensure the Safety Manager is notified of significant spills as soon as is possible.
 - Reference Material Safety Data Sheet/Risk Assessment for information on appropriate PPE requirements.
 - Open spill kit.
 - Use protective equipment, including respirator if MSDS so requires. Minimum requirement is Gloves.
 - Use booms to contain spill, and / or soak up liquid using absorbents provided.
 - Dispose of contaminated materials in as appropriate.
 - Ventilate enclosed areas.
- If PPE or clothing is contaminated, remove contaminated clothing prior to removing gloves;
- Wash off gloves prior to removal;
- If respirator used, remove and clean. Replace filter;
- Replenish spill kit;
- Complete accident/dangerous occurrence report.

(14) Re-entry to the spill area shall be prohibited until the Supervisor / Facilities Manager is satisfied that the area is adequately ventilated.