TUS

Clonmel Campus Health and Safety Statement

2023 -2024

HEALTH & SAFETY

Clonmel Campus,

Cashel Court,

Cashel Road,

Co Tipperary.

V94 RH21

CONTENTS

Part 1

TUS (Midwest) Clonmel Campus Safety Statement.

Introduction.

The TUS Clonmel Campus Safety Statement should be read in conjunction with the TUS Parent Safety Statement. The overarching TUS Midlands, Midwest Parent Safety Statement was created following the merger between the Limerick Institute of Technology and the Athlone Institute of Technology in 2021, (see:- Signed Parent Health and Safety Statement V 1.19 GB approved - Jan 23.pdf). The parent document, (available on the staff portal), outlines the general approach taken by the University to protect and maintain the safety, health and welfare of the staff, students and visitors who come on to each TUS premises.

This TUS Midwest Campus Safety Statement outlines some specific health & safety arrangements adopted for the Clonmel Campus.

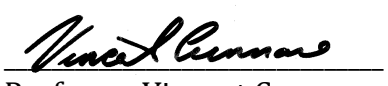
The individual departments/faculties and units are responsible for establishing their own Local Unit Safety Statements, outlining the local policies, procedures, safe systems of working and risk assessments.

Declaration

It is the policy of TUS to promote high standards of health and safety and to ensure that the best practicable methods of compliance with the Safety, Health and Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations 2007, and associated legislation and code of practices are achieved. In addition to our commitment to the health, safety and wellbeing of our staff and students, it is our policy to ensure the safety of visitors and members of the public and to discharge our duties to contractors and others who may be affected by our activities. TUS undertakes to ensure that adequate resources are provided to implement the occupational health & safety policy to:

- Provide and maintain safe and healthy working conditions for the prevention of work-related injury and ill health.
- Utilise the Health & Safety Management System as a framework for setting and reviewing health & safety objectives and targets.
- Fulfil our legal requirements and other requirements relating to any occupational health & safety legislation, standards and codes of practice.
- Eliminate hazards where possible and reduce occupational health and safety risks to staff, students and third parties.
- Continue to improve the Health & Safety Management System to enhance the University's health and safety performance.
- Encourage joint consultation and participation of staff, staff representatives, students and third parties/stakeholders on all health and safety matters.
- Communicate this policy, promote awareness of the occupational health and safety responsibilities of all persons working for or on the behalf of the University, and make this policy available to interested third parties, as appropriate.
- Ensure adequate numbers of suitably trained personnel are available to undertake all work activities.
- Provide staff and students with the necessary information and training with respect to health and safety as required to work safely.
- Review and revise this occupational health and safety policy to ensure it remains relevant and appropriate to the University.

The successful implementation of this policy relies on the cooperation of all staff, students, contractors and service providers, visitors and other campus users. All members of the TUS community are expected to demonstrate their commitment towards a safe and healthy work and study environment by complying with the University's occupational health and safety policy and associated procedures. The Senior Management are committed to the full implementation of this policy and are supported by the Governing Body to do so.



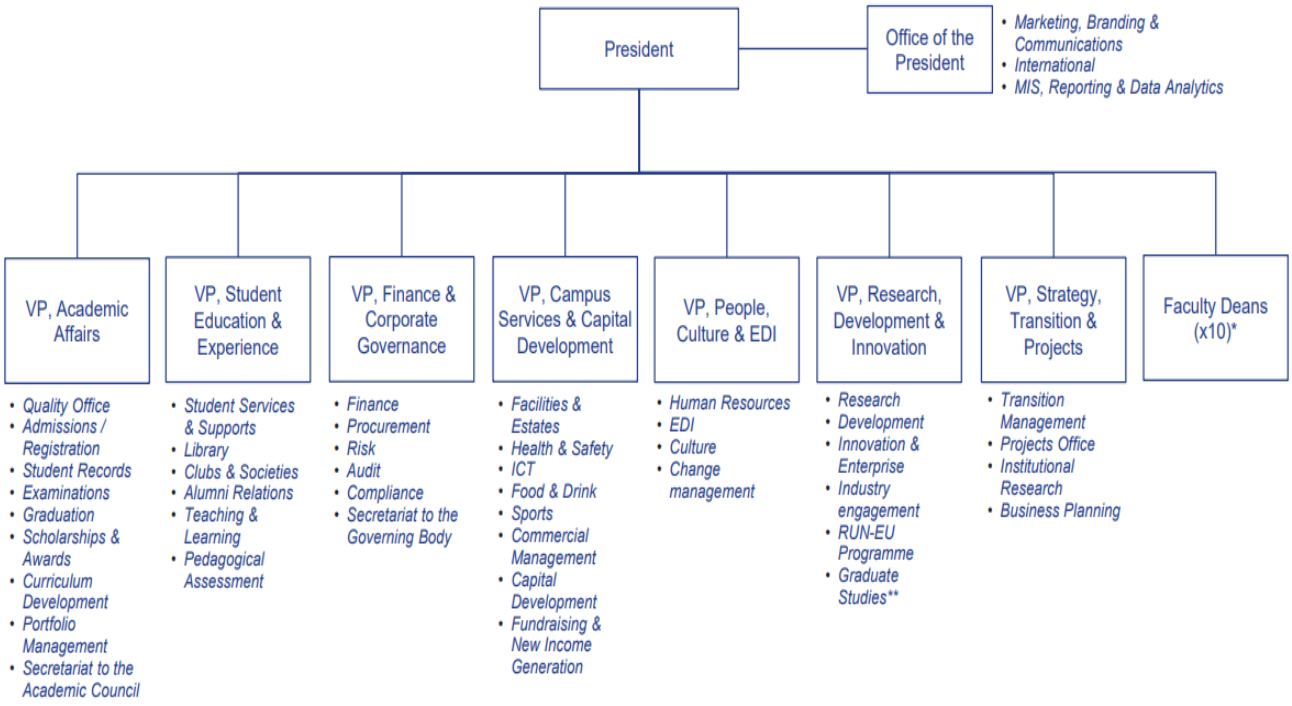
Professor Vincent Cunnane
President

Part 2

2.1 Campus Health & Safety Management Systems

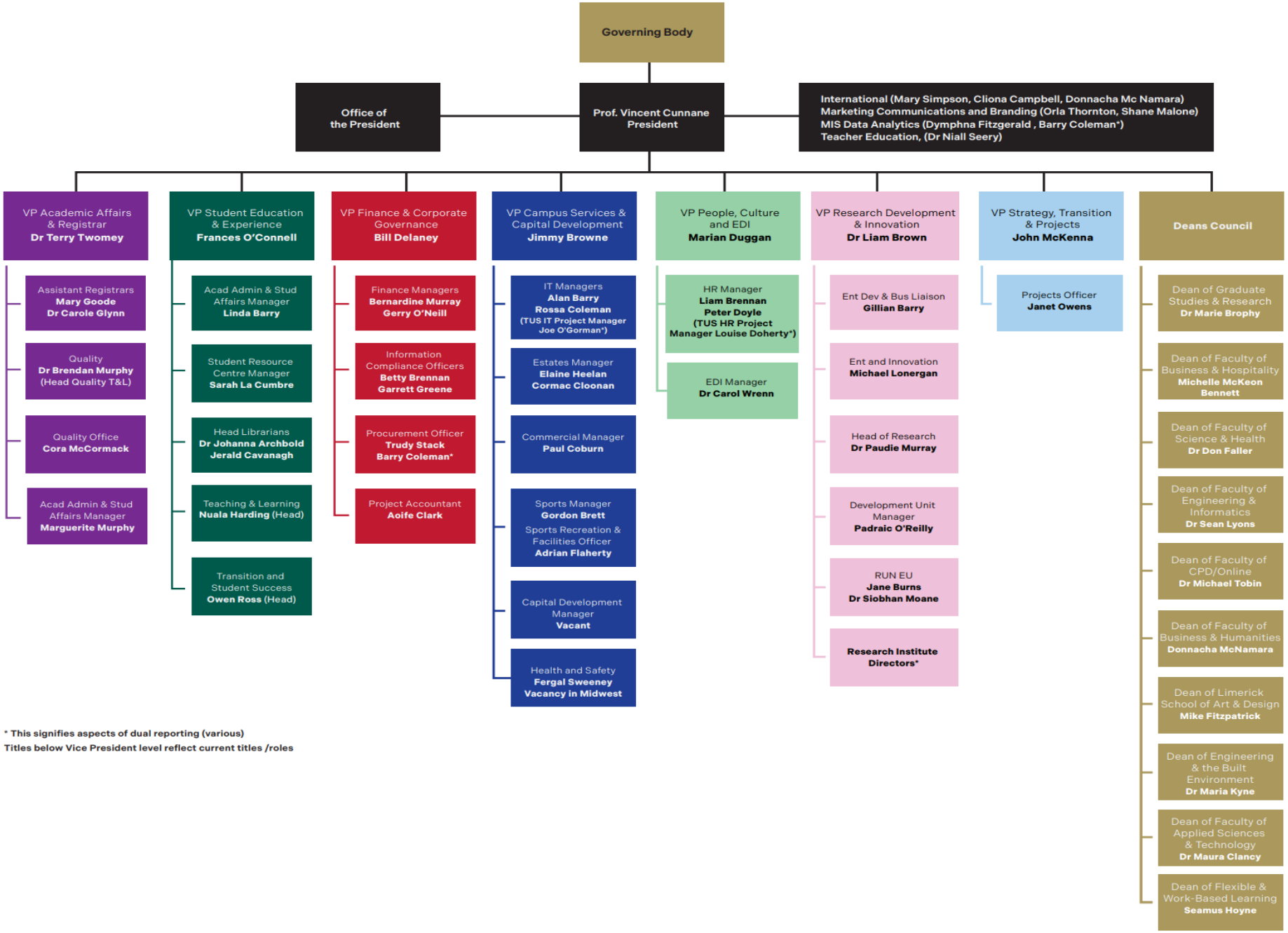
The TUS Parent Safety Statement requires each campus to provide suitable welfare facilities and to establish safe systems of working to protect the staff, students and visitors from injury and ill health. The day-to-day operations on site are managed by academic and support staff. Maintenance of the building fabric, establishment grounds, infrastructure plant and associated equipment are managed and maintained by the Estates Office, (Moylish).

An outline of the organisation's management structure and details of postholder roles and responsibilities are defined in full in the TUS Parent Safety Statement and are summarised, in brief, below.



Key postholders are outlined in the organisational chart shown overleaf……..

Details of the roles and specific responsibilities of key postholders are outlined in the following section.



* This signifies aspects of dual reporting (various)
Titles below Vice President level reflect current titles /roles

Key TUS Midwest/Clonmel Personnel;

President -	Vincent Cunnane
VP Academic Affairs -	Dr Terry Twomey
VP Student Education & Experience -	Frances O'Connell
VP Finance & Corporate Governance -	Bill Delaney
VP Campus Services & Capital Development -	Jimmy Browne
VP People Culture and EDI -	Marian Duggan
VP Research, Development & Innovation -	Dr Liam Brown
VP Strategy, Transition & Projects -	John McKenna
Estates Office Manager (TUS Midwest) –	Elaine Heelan
Primary Fire Marshals (Clonmel) -	Michael Keogh Syed Ali Mike Kelly Marion Students Union Pres. Canteen Manager
Health & Safety Advisor (Clonmel) -	ASM Group (Eamonn Horgan/Kaylee Want/Charlie New).

2.2 University Health & Safety Management Roles & Responsibilities.

The responsibilities and duties assigned at various management and staff levels throughout the University's organisational structure are set out below:

1. Governing Body
2. President
3. Vice President/s
4. Deans of Faculty
5. Heads of Department
6. Unit Managers
7. Facilities & Estates Manager
8. Human Resources Manager
9. Campus Health & Safety Office
10. Supervisors (Senior Technical Officers, Caretaker Supervisor, Administrators)
11. All TUS Staff
12. Undergraduate/Postgraduate/Researcher/Apprentice Students
13. Contractors
14. Visitors

Unit Manager: A generic term used in TUS health and safety documentation to describe any unit of the university, for whom TUS has delegated responsibility to, for managing the delivery of a TUS service and which may also include a responsibility for managing reporting staff activities and/or managing areas of TUS buildings or campus/s.

2.3 Governing Body

The Governing Body, have oversight responsibility for the affairs of TUS, in accordance with the authority conferred on it, in accordance with the Technological Universities Act 2018.

It is the responsibility of the Governing Body through the President to ensure that Relevant statutory requirements are met, and appropriate standards applied including the availability of resources essential to establish, implement, and maintain the University Health and Safety Management systems.

2.4 University President

The University President has overall responsibility for ensuring that:

- The University meets its statutory obligations set out in the Safety, Health & Welfare at Work Act, 2005, the Safety, Health & Welfare at Work Act (General Application) Regulations 2007 and associated legislation.

- The TUS Health & Safety Policy as outlined in this Safety Statement is implemented.

- Arrangements are in place for the auditing, monitoring and reviewing the success of the TUS Health & Safety Management System.

- All managerial and supervisory staff are made aware of their responsibilities and duties in the management of TUS health and Safety.

- Heads of Function/Deans discharge their responsibilities and duties with respect to TUS safety, health and welfare at work.

Note: The TUS President may at any time, appoint a member of the TUS management team to undertake specific responsibilities for safety, health and welfare within the University irrespective of their other responsibilities.

2.5 University Senior Management (i.e. Vice President/s and Dean/s)

The Health and Safety responsibilities of University Senior Management are as follows: -

- To direct and monitor the implementation of the University Parent Safety Statement in their functional areas, Faculties, Departments (e.g. Academic department), and Units coming under their management control.

- Ensure that the management of University Unit/s reporting into their office are discharging their Health and Safety management responsibilities as set down in this TUS Parent Safety Statement.

- Report to the President or his Senior Management Nominee on any serious matters arising in their functional areas, relating to Health & Safety.

- Ensure adequate resources are in place within their reporting Units so that sufficient provision can be made for maintaining high standards of safety, health and welfare at work.

- Ensure that management & staff consultation structures exist within their reporting Units (e.g. academic departments) to support maintaining good systems of communication on local health & Safety matters.

- Promote in conjunction with their reporting Unit Managers, a positive safety culture within areas of their responsibility (e.g. Faculties and Departments).

- Monitor, review & evaluate existing H&S management arrangements for Units and departments coming under their management control on an annual basis, to assess their effectiveness.

- Ensure safety audits of their reporting Units and Departments are undertaken on an annual basis or more often where deemed necessary, and that reasonably practicable findings are implemented in a timely manner.

- Ensure that their reporting Department and Unit Managers are discharging their Health and Safety management responsibilities, in particular with respect to risk assessments and work-related H&S staff training requirements.
- Where required by the University, prepare Faculty and/or Departmental and/or Local Unit Safety Statement (LUSS) intended to cover local arrangements in place for the management of health and safety.

- Ensure that their reporting Faculties, Departments and Unit risk assessments are prepared and the control measures implemented. That local arrangements are in place for review of the RAs to ensure they remain fit for purpose.

- Ensure that their reporting Faculties and/or Departments and Unit can have available at short notice for audit or inspection any developed Local Unit Safety Statements and/or completed risk assessments.

- Ensure that faculty & department management systems are in place to ensure that associated work equipment/machinery is properly installed and maintained fit for purpose.

- Ensure that their reporting Faculties and/or Departments and Unit have management systems and protocols in place for local emergency situations arising from local work activities/practices. (e.g. local First Aiders, Evacuation Marshals).

2.6 Heads of Department (Academic Managers)

The main responsibilities of the Heads of Department are as follows:

- To ensure that reporting staff and students performing departmental directed activities, fully understand and observe the university and local arrangements in place for maintaining good standards of health and safety.

- Where required by TUS or their Faculty, prepare a Local Unit Safety Statement for the department's work activities and areas coming under its management control.

- To ensure risk assessments (RAs) are undertaken and the resulting control measures implemented for departmental work activities and campus areas coming under the management control of the department. RAs should be reviewed periodically (recommended at least annually) and updated/amended as necessary.

- To ensure that any departmental changes to local safety management, work practices/procedures, including risk assessments are communicated to the relevant departmental staff and students.

- To ensure that departmental staff are adequately trained to undertake their duties in a competent manner.

- To ensure that students are only permitted to operate equipment or machinery when all conditions of the departmental risk assessment are in place (e.g. training, supervision, PPE & experience, knowledge).

- To ensure that departmental management systems are in place for personal protective equipment (PPE) for staff, with adequate information, training, instruction and demonstration in relation to the use.

- To ensure local departmental arrangements are in place for first-aid provisions & fire emergency situations and that sufficient numbers of staff are designated and available to operate as departmental first-aiders & evacuation marshals.

- To ensure that departmental consultation and communication structures exist for safety, health & welfare matters in the Department (e.g. Departments meeting and Programme Boards).

- To ensure the department undertakes an annual health and safety audit of its directed work activities and report to the Dean on any follow up actions that are to be implemented.

- To ensure that all departmental level, statutory registers, notices and documents are maintained and available for inspection.

- To consult and report to the Dean of Faculty on the management of departmental health and safety matters.

- To prepare departmental emergency plans to control any specific risks in their areas and ensure that staff, students, visitors etc., are trained in emergency procedures and are instructed to comply with all emergency procedures in their areas

  (Note: - A Head of Department may delegate to a competent member of their reporting staff, certain health and safety duties including preparing risk assessments, Safe Operating procedures, Lab activity safety plan etc.)

2.7 Unit Managers

The title 'Unit Manager' is a generic term used in TUS Health and Safety documentation. It refers to any University manager who is not mentioned directly by post or title in this document, but who has been delegated by TUS to manage a University Unit. The Unit Manager will normally have responsibility for managing the provision of or delivery of a university service via their University Unit. Unit Managers will normally report to a University Senior Manager (e.g. Vice President).

The Unit Manager, will normally have TUS Unit staff directly reporting to them and so is responsible for assigning staff their work activities within the Unit. Unit managers can also be responsible for managing areas of a university building or campus/s (e.g. a chemical laboratory coming under the management control of a Director of a Research Institute). The following are examples of TUS posts considered to fall within the scope of the title 'Unit Manager' : - Directors of Research Institutes, Campus Company Managers, Library Manager, Student Services Manager, Finance Department Manager, Faculty Administrator etc.). Examples of 'TUS Units' include the, Quality Office, Campus Library, Campus Computer Services Department, Campus Finance Department etc.

The main Health and Safety Management responsibilities of a Unit Manager are as follows:

- To ensure that the Unit reporting staff and/or students, who undertake activities directed by the Unit, fully understand and observe the TUS & local health and safety arrangements in place, and are aware of their H&S responsibilities and/or duties.

- Where required by TUS, produce & maintain a Local Unit Safety Statement for activities and/or areas coming under their management control.

- To ensure that risk assessments are undertaken for their Unit directed activities and for any areas coming under their management control and that reviews of such assessments are undertaken periodically (recommended annually) and amended as necessary.

- To ensure that any changes to local Unit safety management and work practices are communicated to the relevant reporting staff, students and any other relevant persons.

- To ensure that reporting staff and/or students are adequately trained to be able to perform their duties in a competent manner.

- To prepare emergency plans to control any special risks associated with their Unit's operation or activities and ensure where relevant, that the appropriate staff are trained in emergency procedures including evacuation procedures.

- To ensure where relevant and appropriate, safe systems of work are introduced for any specialist equipment/instruments or specialist tasks to be performed.

- To report to their senior line manager on all matters relating to the management of safety, health & welfare within their Unit.

- To ensure that staff and/or students who are not familiar with equipment are not allowed to operate such equipment until the required training is provided and where relevant are supervised by a competent person.

- To ensure that any required personal protective equipment (PPE) is provided to reporting staff and/or students, with adequate information, training, instruction and demonstration in relation to its use, maintenance, storage, repair and replacement.

- To ensure plans & arrangements are in place for Unit first-aid requirements and other medical emergency situations and that sufficient numbers of staff are designated as Unit first-aiders.

- To promote a positive safety culture for staff, within areas under their management control.

- To ensure that structures exist for consultation and communication of safety, health & welfare matters to staff within areas under the Unit's management control.

- To ensure that Health & Safety Audits are carried out and any reports issued to their line manager.

2.8 Campus Estates Manager

The main responsibilities of the Campus Estates Manager are as follows:

- For the relevant campus, the designated Estate manager will report to senior management on the management of health and safety relating to new works, maintenance of existing Infrastructure and to ensure that such works are carried out in compliance with all safety, health & welfare legislation and the relevant codes of practice.

- To consult, support and communicate with the relevant campus Health and Safety Office in relation to preparation of local Campus Emergency Planning.

- To consult & communicate on maintaining good standards of health and safety with Deans, Directors of Research Institutes, Heads of Department, and any other Unit Managers and staff in relation to any proposed construction works planned and being undertaken in their work areas.

- To communicate regularly with the campus Estates reporting staff (i.e. Caretakers, Electricians, Plumbers, Housekeeping staff) on Health and Safety matters in relation to their work activities.

- To ensure that for campus areas coming under their control, that all fire and emergency equipment is regularly inspected and maintained.

- To ensure that for campus areas coming under their control, that Fire emergency evacuation procedures & drills are practised as required.

- To ensure that for campus areas coming under their control all works are carried out by competent and qualified persons and in accordance with health and safety legislation.

- To ensure that for campus areas coming under their control, that campus construction work have in place adequate safety plans that comply with the relevant health and safety construction regulations. That risk assessments and measures are in place to make safe and minimise the impact these construction works have on adjoining normal University work activities and areas.

- To ensure that for campus areas coming under their control contractors are issued with University and Estates Office, health and safety requirements for the proposed construction works and that the contractor have given an undertaking to adhere to the relevant University and Estates health and safety requirements and procedures.

- To ensure that for campus areas coming under their control contractors are advised of any potentially hazardous areas prior to the commencement of the works and to ensure that necessary controls are in place.

- To consult with Deans, Heads of Departments, Directors, Unit Managers and others prior to the design and installation of new extensions, plant or processes with a view to avoiding potential safety hazards.

2.9 Human Resources Manager/s

The main responsibilities of the Human Resources Manager are as follows:

- To ensure that new TUS staff are provided with Induction Training that includes information on Health and Safety, duties and university arrangements in place to secure good standards of health and safety.

- Investigate unusual absenteeism patterns which may be related to occupational health and Safety matters.

- Promote a positive safety culture in line with the objectives of the TUS Safety Policy.

- To have in place an effective Occupational Health Service for staff.

- To ensure that existing industrial relations procedures, arrangements and practices are consistent with the requirements of the TUS, Safety, Health and welfare Policies.

- To keep fully informed and up to date regarding legislation and other developments pertaining to staff health and welfare.

2.10 Campus Health and Safety Office

The Moylish & LSAD Campus Health & Safety Officer(s) provide support to the Clonmel Campus. Their role and responsibilities are :-

- To act as an advisor to the University and their assigned campus on matters of safety, health and welfare.

- To advise TUS on any new safety, health and welfare legislation and support the preparation of policies and procedures & their implementation.

- To provide information in support of the TUS Safety, Health and Welfare Policy.

- To undertake TUS (assigned campus) safety audits/inspections which can be performed in conjunction with Deans, Directors, Heads of Departments, Unit Managers & H&S staff representatives and to make recommendations where necessary.

- To ensure that the TUS Parent Health & Safety Statement, and Campus Safety Statements are prepared and revised as appropriate.

- To ensure that adequate arrangements are in place for training campus first-aiders, and fire evacuation staff.

- To monitor aspects of health and safety in the University and relevant campus.

- To liaise with campus staff safety representatives and safety committee members on matters relating to safety, health and welfare.

- To ensure that TUS campus incidents, accidents and dangerous occurrences are investigated, recorded and analysed by the appropriate University staff.

- To support TUS campus incident investigation work and advise on corrective action and procedures where necessary.

- To attend and participate at TUS Health and Safety Committee meetings.

- To support implementing the TUS safety management systems with the intention of achieving and maintaining good standards of health and safety.

- Where brought to the attention of the relevant campus health and safety office, for cases where certain activities pose a serious risk to health and safety, engage with relevant managers to take necessary corrective and/or remedial action.

2.11 Supervisors (Senior Technical Officers, Caretaker Supervisor, Cleaning Managers)

The responsibilities of TUS, Senior Technical Officers, Caretaker Supervisor/s, Cleaning Managers are as follows: -

- Adhere to the requirements of the TUS and Campus Safety Statements and ensure that any reporting staff are briefed on the TUS Parent Safety Statement, relevant Campus Safety Statement and any local health and safety, policies and procedures particularly as they relate to their Unit's work area activities.

- Ensure that risk assessments are completed for their reporting staff work activities and that control measures identified, are implemented.

- Ensure adequate resources are in place to allow their reporting staff perform their work activities/tasks safely.

- Ensure that the safety rules and procedures are adequately communicated to all their reporting staff and safe work practices implemented.

- Ensure that all plant and equipment being used by reporting staff is fit for purpose, conforms to health and safety requirements and is safe to use.

- Ensure that any required health & safety training certificates (e.g. Forklift Driver certification) for reporting staff are current and up to date.

- Ensure that due diligence is given to safety in all operational decisions.

- Ensure that accidents and incidents within their area of control are immediately reported to their line manager and cooperate with follow up investigations.

2.12 TUS Staff

All TUS staff have a duty to take responsibility for their own safety, health & welfare and for that of and any other person who may be affected by their acts or omissions while at work.

Chapter 2, Sections 13 & 14 of the Safety Health and Welfare at Work Act 2005 places a number of obligations on employees whilst at work, as outlined in this section:

13.— (1) An employee shall, while at work –

(a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,

(b) ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,

(c) if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,

(d) co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,

(e) not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,

(f) attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,

(g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,

(h) report to his or her employer or to any other appropriate person, as soon as practicable **-**

(i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,

(ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or,
(iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.

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

14.—A person shall not intentionally, recklessly or without reasonable cause—

(a) interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or,

(b) place at risk the safety, health or welfare of persons in connection with work activities

In addition to the above statutory obligations, All TUS staff are required to comply with the following general safety requirements: -

- Participate in and put into practice all training provided by TUS to ensure compliance with safety, health & welfare legislation.
- Co-operate with those responsible for implementing and managing health and safety.
- Familiarise themselves with the contents of TUS safety statements (i.e. 'Parent', 'Campus' and any Local Unit safety Statements), procedures and codes of practice.
- Assist and support any preparation and updating of Faculty or Departmental/Unit Health & Safety statements.
- Assist and co-operate with periodic safety inspections/audits.
- Assist their Line manager with hazard identification & contribute to departmental/Unit risk assessment completion and implementation.
- Assist and co-operate with the reporting and investigation of Incidents & Accidents.
- Report immediately all accidents, dangerous occurrences, unsafe conditions and unsafe acts to line management & co-operate with follow up incident investigations.
- Use equipment only if authorised and trained. Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained at all times.

- Report immediately to line management any damage to plant and equipment, or equipment in need of repair or any perceived shortcomings in the safety arrangements.

- Adhere to all safe systems of work, and not interfere with or misuse equipment designed to protect operators/users.

- Use the prescribed Personnel Protective Equipment as indicated by TUS and any local policies and procedures. Take proper care of personal protective equipment, ensure it is stored correctly & maintained in the correct manner in accordance to manufacturer's instructions.

- Ensure their personal work areas or workstations are kept clean and tidy.

- Cooperate with TUS management in the promotion of safe work practices in their work areas.

- Adhere to TUS, local policies & procedures in the case of lone/out of hours work.

In addition to the above all staff general requirements, Academic Lecturing/Teaching Staff need to ensure that:

- Undergraduates/postgraduates/post doctorates and apprentice students assigned to them and coming under their academic supervision, receive relevant safety information and training appropriate to the hazards and risks that they may be exposed to by the academic directed activity.

- That safety rules and requirements are communicated to students and that they are informed of the identified hazards and risk associated with their academic directed activity.

- When delivering lectures or practicals in workshops and/or laboratories, that students in attendance are adequately supervised and that unsafe acts are not ignored.

In addition to the above general requirements Technicians, Technical Staff & Support Staff shall ensure that: -

- In workshops that any dangerous moving machinery parts are adequately guarded.

- Ensure that all materials and substances used or prepared by them, are properly labelled, dispensed and safety stored after use.

- Ensure that all documented safe operating procedures are adhered to while undertaking their work activities.

- Ensure that all new chemicals, equipment, machinery are fully assessed in conjunction with their manager with respect to the safety and ill health potential prior to purchase/use in the University.

2.13 Undergraduate/Postgraduate/Researcher/Apprentice Students

Students have a statutory responsibility (refer to: Section 14 of the 2005 Act) not to endanger themselves or others by their acts or omissions. As Students of TUS they must:

- Take reasonable care of their own safety and the safety of others.

- Abide by all TUS, local departmental or research safety rules & procedures for safe systems of work, fire safety, risk reduction control measures and the wearing of personal protective equipment. (Note: In most case students are required to provide their own PPE – laboratory coat, safety glasses etc. refer to the academic department for requirements).

- Not interfere or misuse any specified items of safety equipment or any safety device.

- Use equipment only if authorised by their academic supervisor and are properly trained.

- Ensure that equipment is operated in a safe manner in in accordance with safety rules.

- Report any incident, dangerous occurrence, defective equipment or potential safety hazard to their Head of Department or Academic Supervisor.

- Not access or use laboratory/workshop facilities and equipment without the permission of their academic supervisor and where necessary the staff member in charge of these facilities.

- Participate in any safety training programmes facilitated by their Academic Department or any campus Health and Safety Office.

- Adhere to TUS & Local Area policies and procedures for out of hour/Lone working.

- Where required postgraduate students must undertake a full safety review of their research/project activities in conjunction with their Academic Supervisor to include a risk assessment of any activity undertaken and any hazardous substance used as necessary.

2.14 Contractors

The following responsibilities are allocated to contractors:

- All contractors will be expected to comply with the TUS Policy for safety health and Welfare. The responsibilities of contractors and service providers will be outlined in the relevant campus safety statement.

- As a general rule, all contractors and service providers are to comply with the Safety Health and Welfare at Work 2005 and associated regulations.

2.15 Visitors

Visitors may not be familiar with TUS its campuses, its buildings, and internal spaces and so need to identify themselves at reception areas or to a TUS member of staff.
Where required by university or local departmental safety rules, visitors will wear the relevant directed PPE (e.g. shoes, safety glasses or other appropriate personal protective equipment), particularly in the laboratories/workshops/kitchens etc. The TUS staff member or host department must ensure that the visitor is provided with any necessary safety information.

While on any TUS campus, a Visitor shall:

- Not enter any area where they do not have the authority to do so.
- Not interfere with any TUS property, equipment, materials or substances.

Please Note there are additional requirements in relation to visiting Minors & their supervision and this information can be found in Section, *'Protection of Children and Young Persons'.*

2.16 Safety Advisory Committee

The Safety Advisory Committee meets each semester, or more frequently if the need arises (e.g., during a pandemic), to discuss health & safety issues that may affect the staff, students, and other users of the premises. The composition of the committee is such that all faculties/schools are represented on the committee.

Safety Advisory Committee Composition

Ex-Officio Members
Chairman Vice-chairman Health and Safety Officer TUS Nurse

In Attendance
Recording Secretary – Office of the VP Corporate Services & Capital Development VP Academic Affairs and Registrar Staff Member of Facilities & Estates TUS Insurance Broker

Nominated Members	
Faculty/School/Department/Area	**Number of Representatives**
Marketing and Communications	1
Faculty of Business and Humanities	2
Faculty of Applied Science, Engineering & Technology	4
Limerick School of Art and Design	2
Academic Affairs	2
Corporate Services	2
Research, Development, and Innovation	1
Flexible Learning / Equality & Diversity	1
Work-Based Learning / International Office	1
Student's Union	1
Campus Company	1
Tipperary Health & Safety Forums	2
Total Nominated Members:	**20**

Safety Advisory Committee Terms of Reference

TUS, in compliance with the requirements of the Safety, Health and Welfare at Work Act 2005 and best practice, is obliged to consult with its staff and students on matters relating to their health and safety. To satisfy this requirement the Institute has a Safety Advisory Committee which is the consultation and communication forum for all matters relating to health & safety within the organisation.

Members shall be cognisant of Major Incidents of the Risk Register.

The Safety Advisory Committee shall be a joint committee representative of both staff and students.

No time limit shall be set on the term of office of committee members. The membership of the committee may be changed from time to time to reflect changes to organisational structure and function.

The general function of the Safety Advisory Committee shall be to advise the University Executive Management on a range of Health & Safety Policies and procedures as well as items in relation to effective management of the workplace from a health & Safety perspective. An important focus of the committee is to facilitate and enable an appropriate culture throughout the organisation with regards to health and safety. It shall:

- Be a mechanism to facilitate communication throughout the organisation of items of importance with regards health and safety.
- Be the Consultation Forum on matters of health and safety for the university.
- Provide encouragement and development of a Risk Management Culture through regular reporting and constant process improvement cycles.
- Advise on ways of promoting awareness of dangers at work, fostering among staff a sense of personal responsibility towards their own safety, their colleagues, students, visitors, and any other person who may be affected by their acts or omissions.
- Study accident statistics and when appropriate recommend actions or responses.
- Assist the Institute on setting appropriate objectives for safety.
- Examine safety suggestions and make recommendations to improve/remedy issues.
- Provide assistance on matters relating to the improvement of the working environment for staff and students.
- Enhance the integration of health and safety awareness into the existing management structure.

- Monitor and provide feedback on the development and implementation of policies, procedures and codes of practice that ensure compliance with national safety legislation throughout the University.
- Consider and make recommendations on reports from enforcing authorities, internal audits, and insurance review visits.
- Through its membership disseminate health and safety information via Faculty board meetings and other relevant Department meetings across the organisation or Staff Portal and Presidents Newsletters.
- Be the focus for participation in the prevention of accidents, dangerous occurrences, and ill health in the University.
- Provide input into existing and proposed health and safety programmes.
- Submit an annual report to the Institute Executive Management together with recommendations.

Appropriate training and information to enable members of the committee discharge their function shall be provided by the University.

The agenda for each meeting shall be developed by the Chairperson in conjunction with the Health & Safety Officer.

Items for inclusion on the agenda shall be submitted to the office of the Vice President for Corporate Services and Capital Development at least 7 working days in advance of the scheduled meeting.

The agenda for each meeting shall be distributed to each member at least 5 working days before the next meeting.

Items requested for inclusion after the agenda has been published shall be dealt with, at the discretion of the chair, as emergency items.

Incidental items can be dealt with under the heading of 'Any Other Business' at the discretion of the meeting chair.

The minutes of meetings shall be recorded and retained by the Office of the Vice President for Corporate Services and Capital Development.

Copies of the minutes of each meeting shall be distributed to each member at least 5 working days before the next meeting.

Committee meetings shall be held at least 3 times each year. The timing of all meetings should be compatible with the efficient operation of the University.

At least 5 days' notice of each meeting shall be given to members. This notice shall be accompanied with the minutes of the previous meeting and the agenda for the proposed meeting.

The quorum for a meeting shall not be less 2 ex-officio members and 7 nominated members.

The committee may invite officers from within the University or external experts with information, experience, or expertise to attend a meeting or part of a meeting as required to brief or advise on any matter under discussion.

Executive Management in the University shall give full and expeditious consideration to the recommendations of the committee.

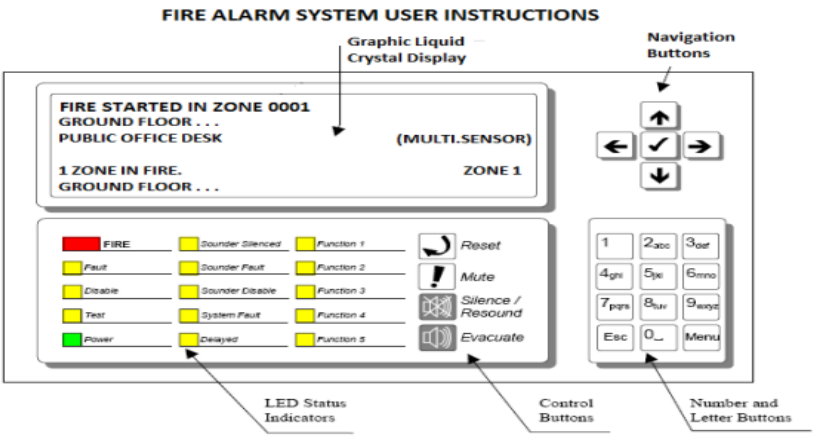
Part 3 Campus Health & Safety Policies and Control Arrangements

3.1 Fire Precautions Equipment & Fire Safety

Each campus is provided with suitable and sufficient fire detection equipment and firefighting equipment, appropriate for the type of premises and the types of fire hazards that prevail.

Firefighting and fire detection equipment will be serviced in line with current standards and industry guidance. Records of inspections, testing and servicing will be kept by the Estates Office (Moylish).

The fire panels on TUS Midwest campuses are similar and operate in a similar manner.



Upon activation of the Fire Alarm System, the system will display the exact location of the alarm activation as indicated above.
The device will need to be located and can be identified by a bright red LED clearly visible in alarm condition.
Once the device has been identified and the reason for the activation established and it is safe to do so, you may silence and reset the system.

1. To Silence the System press the Silence/Resound Button
   

2. The Sounders will silence and the Sounder Silenced LED will light 

   .
3. To Reset the system: - Press the Reset Button 

Note: If a manual call point  has been activated it must be reset using the black reset key. 

If a fault condition occurs the internal buzzer will sound in the panel and the origin of the fault will be displayed.
This can be silenced by pressing the Mute Button 

If a fault condition occurs an internal buzzer will sound in the panel and the origin of the fault will be displayed, the user can press the MUTE button to silence the buzzer & call MasterFire Life Safety Systems Ltd. for an engineer to attend site.

Fire evacuation exercises will take place on a regular basis and the outcome will be documented and kept on file.

Each campus has a fire evacuation plan, outlining the adopted evacuation procedure for the premises, highlighting the assembly points and campus specific evacuation strategies. The individual campus fire evacuation plans are available online at the link below;

Campus fire evacuation plans

Each department/faculty will ensure that students and staff who may have mobility impairments and those who may require assistance during a campus evacuation will have a Personal Emergency Evacuation Plan (PEEP) created so that an individual bespoke evacuation procedure can be developed, agreed, and understood. Specific training will be provided where necessary, (e.g., training in the use of an Evac-chair).

Fire wardens/marshals are positioned at key locations on each campus to assist with the smooth evacuation of the building(s) in the event of a fire alarm activation and to ensure that everyone vacates the premises and assembles at a point of safety.

Building Information

Eircode:
V94 RH21

Address:

Clonmel Campus, Cashel Court, Cashel Road, Co Tipperary.

Fire Marshals

Primary fire marshals:

- Michael Keogh
- Syed Ali
- Mike Kelly
- Marion
- Students Union Pres.
- Canteen Manager

Assembly Points

There are three main fire assembly point on campus:

- At the campus entrance
- Across from the building front entrance
- At the rear of the building

Fire Alarm Panel

The main fire alarm panel is located in the caretakers office. The code for this panel is 55555.

Evacuation for Mobility Impaired

There is no requirement for evac chairs, as the building is single storey.

Specific risks

There is a gas supply to the kitchen and boiler house.

Firefighting equipment

There are extinguishers throughout the building. There are no hose reels or sprinkler systems. There are fire hydrants located outside the building.

Procedure in the Event of a Fire

Treat all alarm situations as real fire threats and act immediately as set out below. Remember: you will always be informed of a fire drill. If the alarm goes off, and you have not been previously informed of a reason, treat the alarm as a real fire threat.

In the event of a fire alarm:

- The two primary fire marshals will report to the fire alarm panel and ascertain the location of the alarm using the drawings and text on the fire panel. Take your time and be sure of the location you are heading to.
- Do not silence the fire alarm panel!
- Remember to put on your hi-viz jacket!
- The two primary fire marshals will investigate the location of the alarm to ascertain if it is a true fire or not.
- In the event of a true fire situation:
    - Call the fire service immediately!
    - Fight the fire with an extinguisher or fire blanket, but only if it is safe to do so - never put yourself at risk!
    - Once the fire is out, or if deemed to be unmanageable, fire marshals should commence evacuating the building.
    - The secondary fire marshals will, if available, have started sweeping the building to ensure occupants are leaving.
- When evacuating all occupants in the building:
    - Check that all rooms, toilets etc. are vacated as you go.
    - Close windows and doors as you clear your area, within reason.
    - Never leave a floor until it is fully cleared!
    - If you come across someone who cannot leave due to mobility reasons, ask them to wait and remain calm. Return to them once the building is clear and use the evacuation chair to get them down the stairs.
    - If you come across someone who will not leave, report this to the fire service when they arrive.
- Once the building is clear, report to the designated assembly point.

Once outside the building:

- All marshals should congregate together and confirm that the fire service has been called and is on the way.
- Keep the evacuated crowd back from the building and off the road if possible.
- Inform the Estates Manager & Health & Safety Officer of the evacuation as soon as possible.

- When the fire service arrive, inform them about the situation in the building e.g. location of the fire, building is clear, person injured, trapped etc.
- Inform them of the presence of asbestos in the shed.
- Do not re-enter the building until given the all clear, even if the alarm is silenced – wait until official notice is given. The 'All Clear' message will come from Senior Management, or the fire service. In the case of a false alarm, the Primary Fire Marshals can give the all clear.

After the 'All Clear' has been given:

- Continue with traffic control if required until the crowd has dispersed.
- Be aware of any repeat alarms and treat them as a new threat – do not assume it is a fault or false alarm. Repeat the above steps in the event of repeat alarms!

Procedure in the event of a fire alarm (summary) - Clonmel Campus

In the event of a fire alarm:

1. Do not silence the alarm – the evacuation must begin immediately.
2. Caretaker/security guard must identify the source of the alarm by reading the fire panel display. The fire alarm panel is located in the Estates Office.
3. Proceed to the source of the alarm to investigate if it is a **true fire** or **false alarm.**

   True Fire
4. If there is a true fire, fight the fire if it is safe to do so using an extinguisher.
5. Immediately begin evacuating all occupants of the building.
   - Caretaker/security guard must carry out a full sweep of the building starting at one end and finishing at the other and assist ion evacuating the entrance foyer/theatre area.
   - Designated fire marshals will have started evacuating their areas.
6. Call the fire brigade at the first opportunity.
7. Caretakers should then report to a different assembly point each to facilitate communication between assembly points. There are three assembly points –
   - At the front of the main building at the roundabout
   - At the rear of the main building
   - At the main entrance to the campus
8. Do not allow any individuals to re-enter the building for any reason until the all-clear is given.

The all clear signal will come from the chief fire marshal (caretaker/security). The chief fire marshal will say 'All Clear, All Clear, All Clear'.

- The all clear message will come once the drill is complete, or in the event of a true fire - when the scene has been deemed to be safe by the Estates Department or Fire Service.

The alarm being silenced is not a sign for all clear!

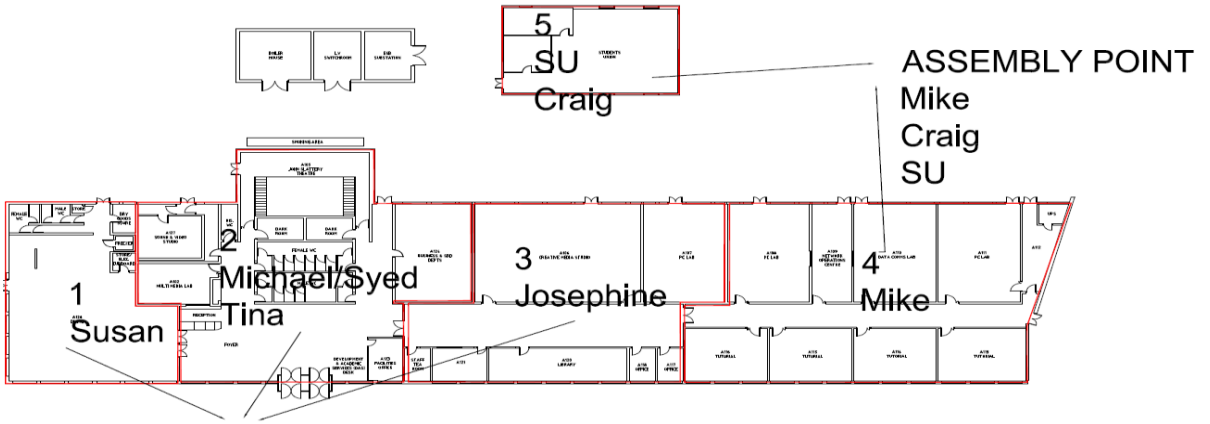
- In the event of a communication break-down, a caretaker will come to your assembly point and communicate the all-clear message.

Once the all-clear has been given, marshals can then instruct the evacuees to re-enter the building once the all clear has been given.

False Alarm

9. If it is a false alarm, the evacuation must proceed – do not cancel the evacuation.
10. The device that went into alarm will need to be reset before the panel can be reset.
    - Call points need to be reset using the relevant key.
    - Smoke heads need to be clear of any fumes or vapours before they can be reset.

    Once the above is done, enter the code 22222 into the fire panel and then press the 'Reset' button to clear the alarm.
11. Once the panel has been reset and cleared of any alarms, go to the assembly point and announce the all-clear signal.
12. All occupants may then renter the building.

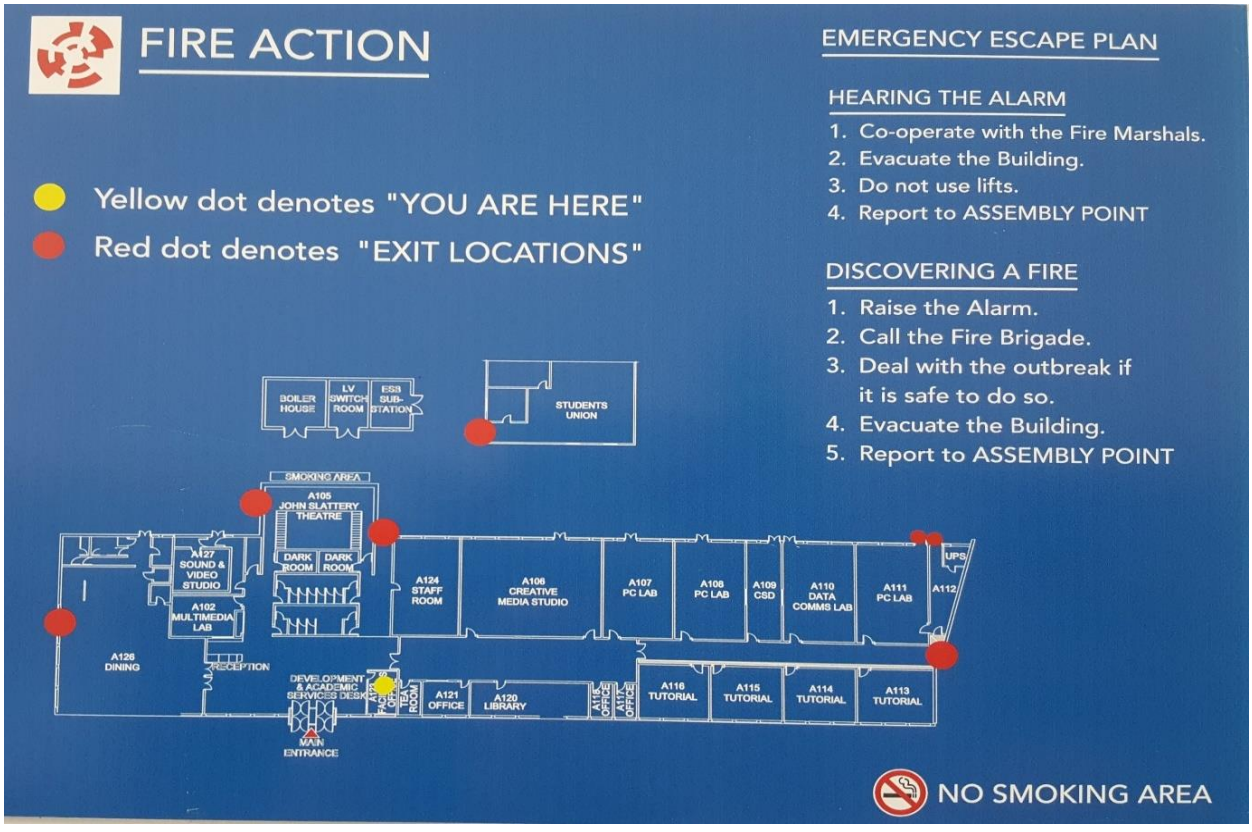


ASSEMBLY POINT

1. Michael/Syed
2. Tina
3. Josephine
4. Susan

Always notify the Estates Manager and Health & Safety Officer of all fire alarm activations.

CLONMEL FIRE EVACUATION ASSEMBLY POINTS



3.2 Accident/Incident Reporting & Investigation

Introduction

The TUS Clonmel Campus is committed to reducing accidents and ill-health to staff and students of the University. Procedures are in place to describe how TUS defines, documents, and investigates as far as is reasonably practicable all accidents, incidents, dangerous occurrences and near misses.

The TUS Accident/Incident Investigation form is available on the web/staff portal and from the Campus H&S Office.

Definitions

University Accident
An event on any university campus which results in personal injury of person/s (e.g. TUS Staff, Student, Visitors). It also includes, accidents occurring off campus which are associated with university directed work activities.

An Accident could include, but is not limited to Sprain, Laceration, Broken bone, Concussion, Unconsciousness, Ill-health, sickness due to exposure to a dangerous substance, fumes or gases, fire or explosion, sickness due to a chemical spill or environmental pollution.

University Incident (Property or Equipment Damage)
Incidents resulting in damage to university property or equipment. University Incident (Near Miss) an event that, while not causing injury or property damage, but had the potential for serious consequences.

University Incident (Dangerous Occurrence)
An occurrence arising from work activities as described in Appendix 1 of 'Guidance on the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016. (or S.I. No. 370/2016 - Safety, Health and Welfare at Work (General Application) (Amendment) (No. 3) Regulations 2016).

TUS Midwest Campus Management Responsibilities

For any accident or incident involving TUS Midwest Unit directed work activities or which takes place in any external area (e.g., a lab or research facility or an external pedestrian campus area). Unless otherwise directed by University Senior Management, it shall be the responsibility of the TUS Unit Management, having control over the Units directed work activities and or having management control over the university associated internal/external area, to ensure that;

i)all relevant university accident/incident reporting processes are completed,
ii) the accident or incident is investigated, and,
iii) any necessary corrective health & safety measures/actions are implemented.

In summary, Unit managers need to:

I) Ensure the Incident/Accident Reporting Procedures have been followed correctly.
II) Ensure the TUS Incident/Accident Report form is completed and submitted to the TUS Midwest Campus Health & Safety Office. The TUS Accident/Incident Investigation form is available on the web and from the Campus H&S Office.
III) Investigate the Incident/Accident to determine cause, determine needed corrective actions & implement the corrective actions. Unit managers are to liaise with the TUS Midwest Campus Health and Safety office for any needed accident/incident investigation support and submit any final investigation documentation to the Campus H&S office for university document record purposes.

TUS Midlands/Midwest Campus Staff/Students/Visitors Duties

TUS Staff, and students who witness a University Accident/Incident have a duty to report such events to one of the following : -
• Their direct line Manager or Supervisor or Head of Department,
• Their TUS Academic Supervisor
• Their TUS Student Health Centre (Note: - only if attending for First Aid)
• The TUS Midwest Campus Health & Safety Office

All Accidents/Incidents must be reported to the relevant TUS manager as promptly as possible and should be within 24hrs.

Reporting of Accidents and Incidents

A) Workplace Accidents and Incidents

All TUS Accidents or Incidents involving Staff & Students must be reported as soon as possible to one of the following:

i. Their TUS line Manager or Supervisor As an example, staff who witness an accident or incident occurring in their university work area must report it to their direct line manager.

ii. Their TUS Academic Supervisor. As an example, a student who suffers an injury as a result of an accident or who witnesses an accident or incident occurring in their university academic department must report it to their Academic Head of Department or academic supervisor (e.g. lecturer).

iii. The Campus Student Health Centre. As an example, a student who suffered an injury as a result of an accident on campus and who is attending the student health centre for First Aid treatment should report the accident to the TUS Midwest Campus Nurse.

Note : - Whichever University officer/representative is first to be informed, they must also ensure the relevant Line manager is also informed, so that the accident/incident form may be completed and submitted and to support any needed follow up investigation.

B) Accidents involving Visitors/Contractors/Service Providers

The TUS Campus Manager or supervisor responsible for inviting any of the above persons, companies, service providers to TUS will in the event of any of one of them being involved in an accident or incident on TUS campus or property, shall complete and submit the incident report form to the TUS Campus Health and Safety Office.

C) Sporting activity accidents, which result in a sports injury

For University sports activities performed under the direction of, or in conjunction with, A TUS Sports Department, Club or Society. Where any accidents occur during the performance of such activities and which result in a personal injury that require follow on medical treatment beyond any First Aid provisions at the event/activity, (e.g. the need to attend Hospital A&E) then these accidents should be reported as follows: -

i. Any member of staff, student or visitor (i.e. in most cases this will be the witness to the incident) should report the incident having occurred, to the relevant coach or organiser of the sporting event/activity. The coach or organiser of the sporting event/activity must subsequently report the accident to the Campus Sports Department.

ii. The Manager for the TUS Campus Sports Department or TUS Campus Society Officer must ensure the TUS Incident/Report form and Insurance claims forms are prepared and retained.

Procedures to Follow for Completing & Submitting Accident & Incident Report Forms.

The TUS Manager or Supervisor in charge of the TUS Unit or Campus Area should follow the steps below to ensure form are completed and submitted correctly: -

1. The relevant TUS manager should obtain a copy of the TUS Accident/Incident Report form, complete and sign it (i.e. with the assistance of any witness to the incident).

2. The relevant Manager for the TUS Unit must ensure that the completed form is submitted to the TUS Campus H&S office within 24 hrs of the incident taking place or as soon as possible. A copy of the form must also be issued to the Office of the Vice president of Finance & Corporate Affairs (i.e. for Insurance purposes).

If in doubt, any member of staff, student or visitor can report the Accident/Incident to the Campus Health & Safety Office.

Accident & Incident Investigation

Accident/incident investigation should be documented in writing and a TUS Accident/Incident Investigation form is available on the web and from the Campus H&S Office, it is designed to support TUS managers undertaking the investigation. The Campus Health & Safety Office is available on request to support the investigation process but it remains the responsibility of the relevant TUS Unit Manager to implement any necessary corrective measures.

In cases where the relevant manager is recommending corrective action that will require material changes or alteration to any Campus University Infrastructure, the manager must liaise with the TUS Estates Office to ascertain feasibility of such infrastructure proposals (e.g., cost of corrective measures) prior to seeking TUS senior management approval.

All staff, and students are obliged to co-operate with such investigations and to provide any information which may be useful in establishing the circumstances surrounding an accident or incident.

TUS Management Responsibilities for Accident/Incident Investigation

It will be the responsibility of the Manager for that Unit to undertake a follow up, Health and Safety Investigation and implement corrective actions. The purpose of the investigation is to determine the cause of the accident/incident and determine what corrective actions are needed to prevent a similar re-occurrence. As an example, a follow up investigation can identify required corrective measures such as specific safety training or needed improvements to unsafe systems of work.

The following steps are intended to support Unit managers undertaking Accident/Incident investigation in accordance the TUS Policy: -

1. The Unit manager should ensure that the Accident or Incident has been correctly reported to all relevant TUS Officers and that the accident/incident report form is completed and submitted to the TUS Campus H&S office.

2. The Unit manager should undertake the accident/incident investigation and follow and complete the Accident/incident investigation form which supports, information & evidence gathering, analysing contributing factors, determining potential causes and support documenting corrective actions.

3. The Unit manager should liaise with the Campus Health and Safety Office for any needed accident/incident investigation support and submit a copy of the final investigation report documentation to the H&S office for the purpose of university document record retention purposes.

Reporting to Health & Safety Authority (HSA)
In compliance with legislative requirements, the reporting of Accidents and Dangerous Occurrences to the HSA will be completed by the Campus Health & Safety Office as follows: -

General injuries involving employees.
Accidents, where an employee is injured at a place of work and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident. (Note: - It is the responsibility of the TUS HR department to keep all relevant TUS parties up to date in relation to a staff member's absence from work, due to a workplace accident).

General injuries involving students and members of the public.
Accidents related to any TUS directed work activity where a student, visitor or contractor sustains an injury and requires or receives treatment from a registered medical practitioner (i.e. a registered Doctor or visit to hospital A&E department). Accidents related to medical treatment or pre-existing medical conditions are not reportable.

Road traffic/vehicle accidents involving employees.
Accidents where an employee is injured while driving or riding in a vehicle in the course of work and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident.

Road traffic/vehicle accidents involving members of the public.
Road traffic accidents are only notifiable if there is a road collision involving a TUS employee driving for work and a member of the public driving a car. The member of the public is injured and required to be taken to and treated in hospital or medical facility.

Dangerous Occurrences

Certain Dangerous Occurrences must be notified to the HSA regardless of whether an injury is sustained or not. Reportable dangerous occurrences are listed in Appendix 1 of the Regulations 2016 (S.I. No. 370 of 2016). The University will report all dangerous occurrences to the HSA in accordance with these Regulations. *(Note: - Examples of reportable dangerous occurrence include the collapse, overturning, failure, explosion, bursting, electrical short circuit discharge or overload, or malfunction of any work equipment).*

Serious Accident

In the event of a serious accident, the TUS Health & Safety Office will liaise with the HSA and Gardaí regarding the reporting and investigation of the accident. It is critical that the scene is not disturbed except where action is necessary for securing the safety of any person.

First Aid provision

Each Department/Faculty will determine its own First Aid requirements with an expectation that there will be two First Aiders per department. TUS will appoint a suitable training provider to ensure that each First Aider is deemed competent and remains up to date with current practices.

First aid kits will be made available for use and be checked and restocked on a regular basis under a contract administered by the Estates Office.
Reference should be made to the following documents;

- *The TUS Midwest First Aid Policy & Procedure Draft* - (March 2023).
- *The Unit First Aid Guidance* (March 2023)

First Aiders (Clonmel Campus)

Kevin Healion
Mike Kelly
Marie Walsh

Medical Emergency

Defibrillators are available for use in the event of an emergency at each campus. These are checked on a regular basis daily/weekly by the caretakers and serviced annually under a servicing contract, administered by the Estates Office.

Standard Operating Procedure for on campus accident/emergency with no nurse onsite

- If a nurse is unavailable or not onsite and an on-campus accident/emergency occurs, please contact a first aider from the First Aider List associated to the relevant Campus.
- Lead Caretaker to be informed by a student or staff.
- Location of accident identified and caretaker available to direct first aider to exact location.
- Medical bag brought to incident location by caretakers.
- Caretaker to remain in nearby vicinity of first aider attending to the emergency.
- Caretaker to have radio connection for further assistance if needed. Only essential information is to be communicated.
- If an ambulance is required caretaker is to co-ordinate route of easiest ambulance entry.

First Aider or first responder is to assess the situation:

- Does it require local first aid treatment such as burn gels, disinfecting an area, a plaster these can be obtained from the medical bag brought by the caretaker?

- Most Common Reasons to call ambulance include Seizure, head injury, chest pain, person is unconscious, severe injury with a lot of pain and cannot be moved, difficulty breathing. **If in doubt call an ambulance but must be a warranted reason.**

Common Reasons to use a Local Injury Unit in the Nearest Hospital

- A common faint requires sugar, fresh/cold air and rest. If a faint results in the following a bang to head causing person to have a headache / feels unwell post faint / deep cut on head or face, then self-referral to a local injury unit is advised.

- Presentations which may not require an ambulance but rather the 'patient' self presents to the Local Injury Unit / Hospital include; Suspected broken bones, sprains, deep cuts and lacerations that may require stitching, minor burns that cannot be treated onsite by first aider, minor head injuries (that is a person that is fully conscious but may have banged head in faint or got hit with object),

- If the person who has been treated/assessed has no option of transport to the nearest injury unit/hospital a taxi can be requested to facilitate if required.

Please Note:

- In some instances, a Defibrillator or Oxygen cylinder may need to be brought to an emergency.
- If any individual collapses onsite and is unresponsive immediately call 999, shout for help from nearest individuals to you, request a defibrillator, CPR can be commenced immediately if required.

All accidents or incidents requiring an emergency response must be reported to the TUS Health & Safety Officer using the standard Accident Report Form.

Reference should also be made to the following document - *TUS Midwest Medical Emergency Information 2023.*

3.3 Manual Handling

TUS Midwest Departments/Units are responsible for identifying members of staff who undertake manual handling activities that have the potential for causing injury/ill health and providing appropriate training to reduce the risk of musculoskeletal disorders to a minimum.

Manual handling activities that present a significant risk of injury/ill health will be assessed by the Department/Unit with a view to reducing the risk to as low as is reasonably practicable.

Training in safe manual handling techniques can be arranged through the TUS training co-ordinator at
trainingtus@asmgroup.ie

3.4 Event Management

It is essential that all events or trips off campus, however big, are planned and managed with the health, safety, and wellbeing of the participants in mind. Giving due consideration to health & safety is not about preventing an event from taking place. It is about ensuring that the foreseeable hazards have been identified and that suitable and sufficient control measures have been adopted to reduce the risks to a reasonable level. The level of planning and risk assessment should be kept in proportion to the type/complexity of the event. A small, low risk event may only require a basic risk assessment to be carried out. A larger, more complex, or higher risk event will require a detailed event plan to be drawn up and documented. A documented event plan will outline the roles and responsibilities of the organisers/event controllers and give details of emergency procedures, escape routes, risk assessment outcomes and an illustration of the overall event plan.

Detailed guidance, generic risk assessment templates and suggested headings for an event plan can be found in the TUS document **'*TUS Policy, Procedures & Guidance – Event Management.*'** In the event of an accident or incident, the investigating

officers/enforcing authorities will want to see the event plan/risk assessments and other evidence to show that the event was organised and planned in an appropriate manner from the outset.

3.5 Building Services (Midwest),

(For additional detail, refer also to the ***TUS (Moylish) Estates Office Local Unit Safety Statement***).

Management of the building services, maintenance of the building fabric and the associated mechanical and electrical services on the TUS Midwest campuses is managed centrally by the Estates Office (Moylish). Whilst the individual Departments/Units are responsible for maintaining their own departmental specific tools and equipment (e.g., woodworking equipment, lathes, workshop tools etc), the TUS Estates Office is responsible for maintaining the premises infrastructure, services, plant and equipment (e.g., water quality, electricity, heating and ventilation etc).

3.6 Training

The Departments/Units are responsible for identifying and managing their staff training needs.

The TUS Health & Safety Officer will assist with identifying providers of health & safety related training, (e.g., First aid, fire marshal, manual handling).

Statutory training records will be held centrally by TUS and by the relevant Department/Unit where they arrange their own specific training or briefing sessions for staff.

Training enquiries and course schedules should be directed to trainingtus@asmgroup.ie

3.7 Workstations and working with display screen equipment.

TUS Staff will be provided with suitable workstations that encourage a good posture to be established, with a view to reducing the risk of acquiring work related upper limb disorders to a minimum. Each Department/Unit will ensure that risk assessments are carried out where necessary, in accordance with the TUS policy and guidance on workstations in the document; **TUS *Workstation Policy (DRAFT) - Working with display screen equipment (DSE) and visual display units (VDU)***. This document covers the minimum requirements and guidance for workstation ergonomics as well as providing a suggested risk assessment template.

3.8 Pregnancy (Staff & Students)

The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 6, Chapter 2, Protection of Pregnant, Post Natal and Breastfeeding Employees places a duty on employers to assess the risks to determine any possible effects on new/expectant mothers (employees) resulting from any activity at the place of work.

In complying with the regulations, TUS and its managers will ensure that the workplace does not pose a risk to the health of a pregnant employee or their developing child.

In this regard a risk assessment process will be used as the basis for determining the level of risk presented by articles or substances or activities in the workplace and which have an impact on the pregnant employee or the developing child. In relation to the identified risks, control measures will be implemented**,** as far as is reasonably practicable, to ensure and maintain a safe workplace.

The Pregnancy at Work Regulations apply from the time an employee informs their employer (e.g., their TUS relevant Line manager or campus HR department) that she is pregnant, has recently given birth or is breastfeeding and provides an appropriate medical certificate. As the earliest stages of pregnancy are the most critical ones for the developing child, it is in the employee's best interest to let their manager know as soon as possible that she is pregnant so that the University may implement the appropriate health and safety control measures.

The University also recognises it has a duty of care to students and researchers undertaking academic work on any TUS campus and as such this policy is extended to cover such academic study, research and work.

Reference should be made to the ***TUS Policy and Procedures for Pregnant, Post Natal and Breastfeeding Employees & Students.***

Part 4

4.1 Campus Level Hazard Identification & Risk Assessment

It is the policy of TUS to identify hazards in its workplace, assess the risk and control these risks, so as far as is reasonably practicable to maintain good standards of health and safety for staff, students, and visitors to the Midwest campuses.

This Section of the Campus Safety Statement contains the risk assessments and controls which are critical to ensuring the Midwest Campuses remain safe and healthy workplaces.

In all cases the resulting control measures set down a set of requirements and/or rules for Midwest Campus Units and individual TUS Managers, which must be followed to ensure good standards of health and safety are being maintained. Certain risk assessment control measures are further translated into local policies and procedures to give more clarity.

Individual departments/units are responsible for undertaking specific risk assessments for activities and equipment that are considered to be hazardous and have the potential for causing harm, injury or damage to property.

Campus Risk Assessment Methodology

For Campus level hazards, a simple qualitative 3x 3 matrix is used to determine the risk classification as shown in the table below.

Severity **Likelihood**	Slightly harmful (e.g., Superficial injury or temporary discomfort or distress)	Harmful (e.g., Sprains, minor fractures, ill health leading to disability)	Extremely harmful (e.g., major fractures, amputations, fatality, life shortening illnesses)
Highly unlikely	LOW (L)	LOW (L)	MEDIUM (M)
Unlikely	LOW (L)	MEDIUM (M)	HIGH (H)
Likely	MEDIUM (M)	HIGH (H)	HIGH (H)

Where practicable, the resulting risk control measures should ensure that the residual risk level is Low.

Campus risk assessments

Ref.	Hazard
1	Fire
2	Electricity
3	Manual Handling of Loads
4	Slip Trip & Falls
5	Work Equipment
6	Noise
7	House Keeping
8	Internal & External Lighting
9	Ventilation, Temperature and Humidity
10	Chemicals/Solvents (i.e., Hazardous Substances)
11	Biological Agents
12	Mechanical Lifting Systems
13	Office Workplace Accommodation
14	Use of Visual Display Unit /Display Screen Equipment
15	Midlands Waste Management (Generation & Disposal)
16	Gases/Dusts/Fumes/Vapours
17	Hot solids and liquids
18	Vehicle Traffic
19	Working at Height
20	Photocopy Rooms/ Standalone Photocopy Facilities
21	Mail Rooms and/or Pigeonhole areas
22	Midwest Campus Laboratories – (General Chemical)
23	Workshops – (Academic Workshops)
24	Computer Laboratories/ Rooms
25	Lecture Theatres and Lecture Rooms
26	Library
27	Compressed Gases – Storage, Handling and Usage on the TUS (Midwest) campuses.
28	Chemical/Solvents Hazardous Substances (Small Amounts) - Storage (Cupboards & Cabinets)
29	Asbestos
30	Service Cupboards (Gas & Electricity)
31	Plant Rooms
32	Lifts
33	Slip, Trip, Fall - Campus Building Reception Areas
34	Water for Consumption and Sanitary Purposes
35	Postgraduate Research Project Work
36	Organising & Operating Events
37	First Aid/Medical Emergencies on campus

Risk Assessment of:	**Fire**
Risk Assessment No.	**1**
Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Staff, students, and visitors, visiting or working in any campus building. The fire safety provisions in place to prevent an outbreak of fire or in the event of an outbreak of fire to ensure that building occupants can evacuate safely to a designated place of assembly.

Persons at Risk

Staff, students, and visitors

Identified Hazards:

Improperly stored combustible or flammable materials, use of naked flames, faulty electrical installations, connections, and equipment, smoking in campus buildings, arson, misuse of heating appliances & equipment being left running and unattended.

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely if the above identified hazards are not controlled through implemented management systems or fire procedures, guidelines and/or rules.

Consequence:

An outbreak of fire has the potential to cause; personal injury from burns, smoke inhalation, death, and property damage, e.g., collapse of structure.

Pre-Controlled Risk Level:

High – with no infrastructural or safety management controls/system

Controls:

Infrastructure (Design Layout and Provision)
Campus building stock is designed and constructed in accordance with applicable relevant Building Regulations (e.g., Part B – Fire Safety) and relevant codes of practice applicable at the time of the design process to ensure the buildings are fit for purpose.

Fire Detection & Monitored Alarm System
TUS Midwest Campuses have in place a monitored fire detection and alarm management system for campus buildings. Individual building detection & alarm systems are connected to a campus monitored alarm system, (a managed fire detection & evacuation alarm system).

Fire Exists & Escape Routes – Suitable & sufficient escape routes & fire exits are provided and maintained from all campus buildings.

Special Fire Precaution Measures
The Campus fire safety management system includes: -
Gas fuel shut down system- infrastructural gas supply pipework is fitted with automatic shutdown and vent to atmosphere systems. These systems are linked to the fire alarm system.
Electrical systems- all electrical services are properly marked and identified and located in such an area as to be accessible to enable disconnection in the event of an emergency.

Fire Evacuation & Procedures
Fire emergency evacuation procedures are in place, to allow persons to evacuate buildings safely and to get to the external assembly points. Evacuation is supported by: -
Trained Fire Wardens/Evacuation Marshals. Fire drills.
Ongoing maintenance of the escape exits and escape routes.
Inspection & maintenance of fire protection equipment and systems
Provision of assistance to fire service at emergency call outs.

Responsibilities

Campus Estates Office ensures that the fire detection and alarm systems is maintained and serviced regularly.

Campus Estates Office & H&S Office coordinate and operate fire drills

TUS Campus Units are responsible for ensuring campus fire procedures are followed by their Units.

Other Sources of Health & Safety Documentation

Estates Office Local Unit Safety Statement.

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	Risk Assessment of:	**Electricity**
	Risk Assessment No.	**2**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

This risk assessment covers electricity, which is used by any TUS Campus Unit work activity, supplied at a voltage level of 20 KV or 10 KV and reduced through several transformers to 400-volt, 220 to 240 volts at 50Hz and 110-volt systems.

Persons at Risk

Staff, students, and visitors

Identified Hazards:

Contact with live parts; use of faulty electrical equipment; use of unapproved cabling systems; Inadequate electrical installations; unmarked distribution boards; damaged leads, plugs, sockets etc.

Likelihood: *i.e., the Probability of an occurrence of the event*

Very Likely if, improper use of electrical equipment, use of unapproved cabling systems, inadequate electrical installations, damaged leads, plugs, sockets and electrical insulation, Use of unapproved electrical equipment. etc.

Consequence:

Electric shock, electric burn, electrical explosions, electrical arcing, fire and explosions, death.

Pre-Controlled Risk Level:

High

Controls:

Infrastructure (Design Layout and Provision)
TUS will ensure that all Campus infrastructural electrical distribution network are designed and installed in compliance with the Electro-Technical Council of Ireland (ETCI) national rules on electrical installations, the National Standards Authority of Ireland (NSAI) and the relevant codes of practice for ancillary electrical systems.

Planned Electrical works including Material Alterations
TUS will ensure that all new works planned to be undertaken on behalf of TUS, by contractors or authorised persons, are undertaken in compliance with the above rules, current electrical regulations, codes of practice, current industrial guidelines and statutory regulations and provisions.
The Campus Estates Office operate a 'NO Live testing' policy in relation to electrical testing work.

Servicing & Maintenance
TUS requires that all electrical works, servicing, testing is to be carried out in compliance with the Safety, Health, and Welfare at Work (General Application), Regulations 2007 as amended by S.I. 299 of 2007 Part 3 (Regulations 74 to 93 inclusive) and the Safety, Health, and Welfare at Work (General Application) (Amendment) Regulation 2007 S.I. No. 732 of 2007.

TUS Campus Units - Electrically operated equipment must ensure that:
Any electrically operated equipment purchased is CE marked.
That operators of Unit electrical equipment are competent to perform the work.
That Unit electrically operated equipment is regularly checked that there are no loose connections & cables or equipment is not damaged, and that the appropriate fuse rating is used.
That all electrical connections are secured and checked that they are operating correctly prior to use.
That the power is switched off when working on electrical components.
That standard operating procedures are developed for Unit electrically operated equipment.
Note: - In certain older areas of the campuses, an electrical supply may not be backed up by an RCD or RCBO. Units should check with the Campus Estates Office to ensure the equipment is protected.

Responsibilities

The distribution, service, and maintenance of electricity throughout the Midwest campuses is controlled by the Campus Estates Office.

TUS Units are to ensure their any Unit electrical work adheres to the controls of this risk assessment.

Other Sources of Health & Safety Documentation

Estates Office Local Unit Safety Statement.

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	Risk Assessment of:	**Manual Handling of Loads**
	Risk Assessment No.	**3**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Manual handling of loads means any transporting or supporting of a load by one or more employees and includes lifting, putting down, pushing, pulling, carrying, or moving a load, which, by reason of its characteristics, are of unfavorable ergonomic conditions, involving risk, particularly of back injury, to employees.

Persons at Risk

Staff, students, and visitors

Identified Hazards:

Manual handling activities (example: lifting equipment) can present a risk of potential musculoskeletal injury to back, shoulders, neck, hands, and feet. People can be exposed to the risk of injury when moving, lifting, carrying, pushing, or pulling materials or equipment.

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely if, no risk assessment undertaken of the manual handling activity or no manual handling training provided for manual handlers

Consequence:

Musculoskeletal injury to back, shoulders, neck, hands, and feet.

Pre-Controlled Risk Level:

Medium to High – with no assessment, training or procedures or where applicable lifting aids

Controls:

Athlone campus has in place a Manual Handling Policy, Procedures and Guidance document. All Managers, staff and other persons who are planning to direct (i.e., manage) or perform manual handling activities must refer to this document and implement the required actions.

Ongoing Management of Manual Handling Activities

TUS requires that TUS Unit Managers make arrangements & undertake risk assessments of manual handling tasks undertaken by their reporting staff.

- For manual handling tasks existing within any campus Unit, the manager is to take appropriate measures, for example, with mechanical equipment, to avoid the need for the manual handling of loads by employees.
- Unit managers must ensure that for their reporting manual handling staff receive training in the manual handling of loads (e.g., hoists, handling aids, trolleys).
- Campus Units that require employees to undertake manual handling duties are to maintain an up-to-date training register as a record of all manual handling training provided for staff under their control. The register should be reviewed annually as part of good operational management practice.

Responsibilities

Unit Managers are responsible for ensuring the Campus Manual Handling Policy & Procedures are applied to staff and Campus areas coming under their management control.

All campus staff have a duty to adhere to the campus MH Policy its procedures and follow its guidance.

The Campus H&S office will support campus Units in finding suitable training organisations

Other Sources of Health & Safety Documentation

TUS Manual Handling Policy and Procedures

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	Risk Assessment of:	**Slip Trip & Falls**
	Risk Assessment No.	**4**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Staff, students, visitors, or contractors using any of the campus external pedestrian circulation routes and the internal circulation, access, and egress routes.

Persons at Risk

Staff, students, and visitors

Identified Hazards:

Slips can be the result of too little friction or a lack of traction between the footwear and the floor surface. A trip is the result of a foot striking or colliding with an object, which causes a loss in balance, and usually a fall (note: falls can occur on the same level as a result of slip or trip). Trips can occur on uneven surfaces, or over raised obstacles, slipping in wet floor conditions, Examples include a slip-on external area in wet or icy conditions, slip in any area due to slippery surface caused by minor spills or wet floors, trip in any area due to trailing electrical leads, cables, obstructed passageways.

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely if non-compliant circulation route, poor housekeeping or clean up procedures.

Consequence:

Types of injury possible include musculoskeletal injury to back, shoulders, neck, hands, and feet.

Pre-Controlled Risk Level:

Medium - High

Controls:

Infrastructure Design, Layout and Provision

TUS endeavours to ensure that the design, layout, and provision of, (1) External campus infrastructural pedestrian areas & Circulation routes; offer level surfaces, without potholes, or awkward steps etc. (2) Internal campus building circulation routes & escape routes; contain floor coverings, provided to avoid the occurrence of dangerous bumps, holes or slopes. Both (1) & (2) are provided with adequate lighting and any necessary drainage to maintain safe circulation, access, and egress routes in order to avoid the occurrence of slips, trips, and falls.

Internal Campus Areas – Ongoing Cleaning Management

- Campus housekeeping dept. will ensure that good housekeeping standards are maintained throughout Campus buildings to support preventing slip, trip and fall hazards.
- All spillages are to be cleaned up immediately. Where immediate action is not possible, the area will be screened off until staff can obtain the necessary resources to clean up the spillage

Internal Campus Areas –All Management, Staff

- All Campus managers and staff have a duty not to obstruct any corridors and pedestrian ways which should be maintained clear of obstruction.
- Staff must be careful not to leave drawers or filing cabinets open and obstructing routes.
- Trailing cables should be secured in such a manner that they will not create a hazard to staff or persons accessing or egressing an area.

External Campus Areas – Ongoing Management

- Campus Estates Office will ensure that pathways/walkways will be maintained in good condition at all times. Changes in floor levels are identified and clearly marked out.
- Access to roofs and suspended ceilings is controlled by the Estates Office and safe working procedural requirements are laid down in the Estates Local Unit Safety Statement.

Responsibilities

Campus Estates Office for the infrastructural design, layout, provision & maintenance

Estates Office duty to provide ongoing cleaning for Internal Areas

All staff have a duty to adhere to the requirements of this risk assessment

Other Sources of Health & Safety Documentation

Estates Office Local Unit Safety Statement.

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tire Iarthar Láir www.tus.ie	Risk Assessment of:	**Work Equipment**
	Risk Assessment No.	**5**
	Risk Assessment Date	**28 February 2023**

Description of Item or Activity Under Assessment:

Work equipment is any machinery, appliance, apparatus, tool, or installation for use at work. The scope of work equipment is therefore extremely wide.

Persons at Risk

Staff, students, and visitors

Identified Hazards:

Poorly maintained equipment, lack of training, poor supervision, lack of appropriate signage, no guarding, and no risk assessment for new equipment.

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely if, no safety management controls in place, or lack of competent persons or any needed supervision while operating work equipment.

Consequence:

Machinery/equipment containing powered moving parts can present a risk of injury if contact is made with these parts. These carry risks to body parts of crush and severing injuries through being entangled in or caught between moving parts which can result in severe injury or fatality

Pre-Controlled Risk Level:

High

Controls:

Purchasing, Acquiring & Receiving Work Equipment

TUS requires that any Unit planning to purchase or receiving new work equipment must ensure it complies with the requirements of the EU Machinery Directive and associated machinery regulations. The equipment should be CE marked and appropriate for the task for which it is intended. The design, specification, construction & installation of new equipment must have protection from moving parts.

Where a standard exists for equipment such as an ISEN or BSEN, then only equipment complying with these standards shall be purchased by TUS Staff.

If second-hand equipment is purchased, a competent person must assess the condition and quality of the equipment before it is put into general use.

TUS Units, Operating/Using Equipment/Servicing

- For damaged equipment, TUS requires the relevant Unit take the equipment out of circulation, ensure it is marked appropriately until repair or disposal. Damage must be reported to the Unit Manager.
- For any Unit using portable electric tools, are to ensure that the tools are identifiable and recorded on a local unit register. Portable electric tools in use should be examined and tested at an appropriate frequency by the technician in charge in accordance with the legislation and guidelines. Portable Appliance Testing (PAT) testing should be undertaken where appropriate.
- Units should ensure that preventative maintenance on equipment is conducted periodically to ensure the required level of protection is maintained. TUS Units should ensure that they have where appropriate a local servicing programme in place for machinery and equipment that comes under their control. Records of all servicing and repairs must be maintained by the Unit's technical staff.
- TUS Units must ensure that, persons accessing or entering Unit equipment/machine areas, are informed & made aware of the hazards associated with the moving parts of equipment.

Only trained and authorised people are permitted to use & operate Unit equipment.

Approved operators are informed & trained in any of the necessary isolation procedures, guards.

Appropriate supervision is provided for equipment operates.

Responsibilities

Campus Unit managers are responsible for implementing the above controls in their Units.

Staff, Students & visitors have a duty to comply with the above campus controls contained in this risk assessment and any Local Unit Risk Assessment, Local Unit Safety Statement, Procedures, and rules.

Other Sources of Health & Safety Documentation

Estates Office Local Unit Safety Statement.

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	Risk Assessment of:	**Noise**
	Risk Assessment No.	**6**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:
Exposure to high levels of noise, either continuously or as a loud sudden 'bang' from equipment such as cartridge-operated tools, can have several psychological effects on workers including stress, tinnitus and if exposed to high noise levels over extended periods of time, can affect a person's hearing.
Persons at Risk
Staff, students, and visitors
Identified Hazards:
Campus work areas where work activities generate a daily exposure for a member of staff to noise that is likely to exceed 80dB (A) or a peak sound pressure of 135dB.
Likelihood: *i.e., the Probability of an occurrence of the event*
Likely, if no safety management controls in place in work areas where there is a potential for noise to exceed the regulation exposure limits
Consequence:
Noise induced hearing loss to the person working in that environment
Pre-Controlled Risk Level:
Medium
Controls:
TUS undertakes to ensure that staff are protected from noise induced hearing loss by compliance with the H&S (General Application) Regulations 2007 Part 5.
Campus managers are to liaise with the TUS Campus H&S Office in relation to any noise hazards especially in relation to the purchase of new machine/equipment which is producing noise likely to exceed the Lower Exposure Action Level.
For more complicated Noise Issues as identified by management or Staff, TUS may commission a noise assessment Consultant and the noise assessment results that require remedial actions will be communicated to the relevant TUS manager for implementation.
Required remedial action shall, where in the first instance and where practicable, be implemented by the manager with the responsibility for the area/equipment/machinery.
Where determined by risk assessment, measures introduced to reduce noise to an acceptable level - staff will be provided with EN approved ear protection in the form of ear plugs/and/or ear defenders and will be required to wear them where they are informed of such levels. These will be provided through an approved system in each area, and which will be documented in departmental risk assessments or Local Unit Safety Statements (where they exist).
In the case of PPE issue, staff and student will be given demonstration on the correct use of this equipment.
Responsibilities
Unit Managers are responsible for ensuring H&S noise risk assessments are undertaken for equipment/machinery within their units. They shall also liaise with the campus H&S office to support noise hazard assessment, and control measures.
Staff and students have a duty to comply with the TUS Noise Policy where one exists, this risk assessment and any Local Unit safety Requirements.
The Campus Health and Safety Office in relation to supporting Units by providing training or engaging external Noise expert support.
Other Sources of Health & Safety Documentation
TUS Parent Safety Statement and Campus Safety Statement
Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*
Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	Risk Assessment of:	**Housekeeping**
	Risk Assessment No.	**7**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

General cleanliness of general areas in the Midwest Campus buildings

Persons at Risk

Staff, students, and visitors

Identified Hazards:

Poor housekeeping can pose a wide variety of risks to health and safety.
Trips: - Materials left lying & obstructing walkways; Slips: - On floors with spills etc.; Falls: - Use of inappropriate materials for accessing higher work areas; Objects falling on people: - Improper stacking of materials. Fire: - Inadequately and infrequent disposal of combustible rubbish.

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if no controls in place for maintaining good standards of housekeeping.

Consequence:

Many types of injury but more common type are trips, slip, fall, with the potential to cause minor to severe injury.

Pre-Controlled Risk Level:

Medium to High

Controls:

Internal Areas of Campus Buildings - Housekeeping
All areas must be kept clean and tidy at all times. All corridors and entrances/exits must be always dry and free from obstruction.
When floors are wet because of cleaning operations, warning signs should be erected at appropriate points to that effect. All spillages must be cleaned up immediately.
All refuse bins must be emptied as frequently as necessary to prevent build-up of rubbish. All waste shall be properly cleared away daily.
All light fittings, windows will be regularly cleaned and broken light bulbs replaced.
All workplaces, passageways and stairs must be adequately lit. Defects in flooring, stair treads, handrails and lighting must be reported immediately.

Hazardous Waste
All chemical and biological waste must be disposed of in the TUS appropriate manner.

Ongoing Stacking & Storage
Storage and stacking of goods to be undertaken only in designated places and located in such a manner as to minimise the hazards of goods falling.
Materials or goods must not be stored in areas which may obstruct access to emergency exits.
Goods must not be placed in overhead locations, such as on top of presses and ledges over doors where they can fall and strike persons below.

Office Cleanliness
Office equipment and their surrounds should be kept clean and tidy.

General Cleanliness
All rubbish and wastepaper/plastic shall be picked up from the floor area, as created.

Infestation Prevention
Any signs of vermin (droppings, actual sightings etc.) shall be reported at once to the Estates Office and a vermin control company requested to carry out a more thorough check.

Responsibilities

The Estates Office Housekeeping Department

Staff and students

The Estates Office in relation to Infestation presentation

Any Campus Unit operating an event, and which needs additional housekeeping

Other Sources of Health & Safety Documentation

TUS Parent Safety Statement and Campus Safety Statement

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	**Risk Assessment of:**	**Internal & External Lighting**
	Risk Assessment No.	**8**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:
The Provision of sufficient levels of lighting to permit work and safe passage through campus buildings & external areas
Persons at Risk
Staff, students, and visitors
Identified Hazards:
Poor levels of artificial or natural lighting may lead to trips and falls.
Likelihood: *i.e., the Probability of an occurrence of the event*
Likely, if poor levels of artificial or natural lighting exist.
Consequence:
Many types of injury but more common type are trips, slip, fall, with the potential to cause minor to severe injury.
Pre-Controlled Risk Level:
Medium to High
Controls:
Infrastructural (Design, Layout, Provision) **TUS will ensure that for internal areas of buildings:** Lights & lighting levels will be designed, laid out and provided suitable to the tasks to be undertaken. Lighting installed will be located so as not to provide hazard to the movement of people or equipment. Emergency lighting of adequate intensity is provided in places where there is a risk, in the event of a failure of artificial lighting provided. **TUS will ensure that for external areas of the Campuses:** External Lights & light levels will be such to provide safe access and egress to buildings and to ensure the safety and security of all persons.
Ongoing Management of Maintenance and servicing (Infrastructural Lighting & Lighting levels) On an ongoing basis TUS conducts monitoring of lighting levels. Where temporary lighting at a voltage exceeding 25 volts a.c or 50 volts direct current is required, this must be installed only with the permission of the Campus Estates Office.
Installation of new equipment in any Athlone Campus Unit Units planning to purchase and install new equipment must ensure sufficient lighting is in place to operate the equipment safely.
Temporary Lighting Where temporary lighting at a voltage exceeding 25 volts A.C or 50 volts direct current is required, this must be installed only with the permission of the Campus Estates Office.
Responsibilities
The Campus Estates Office for infrastructural design layout provision. Ongoing management of Infrastructural lighting maintenance and servicing.
Campus Units – for TUS lighting approved controls when the Unit is planning to install new equipment in their Units
Staff have a duty to report any visible defects in infrastructural lighting to the Campus Estates Office or for visible defects in Unit equipment lighting to their Unit Line management.
Campus Units – where planning or proposing to use temporary lighting
Other Sources of Health & Safety Documentation
TUS Parent Safety Statement, Estates Office controls
Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*
Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	**Risk Assessment of:**	**Ventilation, Temperature and Humidity**
	Risk Assessment No.	**9**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:
The provision of a comfortable environment including adequate heating, ventilation, and humidity to support an ergonomic environment in any of the internal work areas of the Midwest campuses.
Persons at Risk
Staff, Students, visitors
Identified Hazards:
Inadequate or excessive heating, ventilation, or humidity
Likelihood: *i.e., the Probability of an occurrence of the event*
Likely, if ventilation, temperature, and humidity not managed
Consequence:
Lack of concentration, irritability, fatigue, heat stress, trauma discomfort and illness. In particular, high temperatures in laboratory environments will cause enhanced evaporation of solvents.
Pre-Controlled Risk Level:
Medium
Controls:
Infrastructural (Design, Layout, Provision) TUS requires that all Midwest campus work including either i) new works, ii) material alterations or iii) material change of use, in work areas, is to be designed, laid out & provided in compliance with the Building Regulations & relevant codes of practice. Intended to provide & ensure adequate levels of conform by the provision of sufficient heating, ventilation, and the control of humidity.
Ongoing Management of Comfort levels Some work areas of the Midwest campus are monitored by the Building Management System software which supports the control of mechanical/extract air, temperature monitoring and heating controls.
Responsibilities
The Midwest campus Estates Office. Ongoing management of infrastructural maintenance and servicing.
TUS Midwest campus Units – To ensure work areas are used appropriately, in accordance with their intended purpose.
Staff have a duty to report any defects to their line management in relation to heating & ventilation.
Other Sources of Health & Safety Documentation
Estates Department
Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*
Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tire Iarthar Láir www.tus.ie	**Risk Assessment of:**	**Chemicals/Solvents**
	Risk Assessment No.	**10**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Any member of staff or student as part of a TUS directed work activity that includes any handling, using, or storing, chemicals or solvents (i.e., hazardous substances).
Note (Definition): - Chemicals can be defined as a "solid, liquid or gas," used for the purpose of reacting with or effecting a change in another substance or material. In addition, they include "inert" and non-reactive substances. This definition extends beyond the narrow context of laboratory use and embraces the broadest possible interpretation. It includes such substances as printing inks, cutting fluids, detergents, glues /resins, weed killers, pesticides, rodent poisons, drain cleaners, paint stripper.

Persons at Risk

Staff, students, who are working with and/or exposed to chemicals/solvents.

Identified Hazards:

A diverse and wide variety of chemicals/solvents (hazardous substances) are stored, used, and handled on the Midwest campuses. They can present a wide range of hazards, ranging from harmless to very toxic.
Depending on the hazardous substance and the work activity being performed, the associated hazards may include; Burns, spillages; poisons and death, (ii) Very toxic/toxic substances; risk of acute or chronic poisoning resulting from ingestion, inhalation or absorption, (iii) Corrosives; risk of chemical burns or splashes, (iv)Carcinogens, (v) Mutagens, (vi) Teratogens/toxic to reproduction, (vii) Irritants – can cause dermatitis or respiratory problems if they are allowed to come into contact with the body, (viii)Flammable substances – fire, spontaneous ignition and explosions, (ix) Oxidising –give off heat, (x) Narcotics –affects brain function e.g. organic solvents, and, (xi) Environmental damage.

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if any handling, use and storage of hazardous substances, is not controlled by items such as safety management procedures, rules, notices, or persons are not adhering to the safety measures.

Consequence:

Can include, burns, poisons, and death, acute or chronic poisoning, chemical burns, or splashes, toxic to reproduction. Irritants which can cause dermatitis or respiratory problems if they are allowed to come into contact with the body. Flammable substances – fire, spontaneous ignition, and explosions. Narcotics affecting brain function etc.

Pre-Controlled Risk Level:

High

Controls:

TUS Safety Management Requirements applying to all campus Units; handling, using, or storing chemical/solvents (hazardous substances): -
TUS requires that any campus Unit directing work activities that include, 'using,' 'handling' and/or 'storing' hazardous substances shall: -

- Compile & prepare an inventory of all chemicals used by or in their Unit.
- Conduct detailed hazard identification and risk assessment (RA) of the hazardous substances used, handled, or stored in their Unit.
- Unit Risk Assessments (RA) must include Chemical Risk Assessments for their directed work activities including experiments, (paying attention to hazardous work activities).
- Units purchasing chemicals, must have associated Safety Data Sheet & appropriate measures implemented.
- Units must retain RA documentation & ensure it is easily accessible to the user/worker.
- Units should consider creating an easily accessible database for safety information on chemicals.
- Units must have in place procedures for the safe handling, use, storage, and disposal of chemicals coming under their management control.
- Units must ensure that staff or students working with chemicals/solvents receive adequate training, information & supervision when handling or using chemicals.
- Units must ensure staff & students wear the correct PPE for handling, using, and storing chemicals.

Ongoing Unit Management Control
Campus Units must ensure: -

- There is ongoing monitoring of the use of chemicals/solvents (hazardous substances) within their area of responsibility and ensure that all control measures are implemented effectively.
- That chemical inventories and safety data sheets are kept up to date and are readily available and easily accessible in the Unit's safety file or Local Unit Safety Statement. (Note: Safety Data Sheets must be easily accessible and available in the vicinity where chemicals are being used).

Responsibilities

Campus Unit management for storing, use or handles chemicals/solvents (hazardous substances).

Staff within any Midwest campus Unit who work with chemicals are required to comply with all TUS Policies, procedures, risk assessments and Local Unit Risk Assessments, policies procedures.

Students & visitors who are permitted by any TUS Unit to work with chemical are required to adhere to the Units Policies procedures for handling storing and using the chemicals.
TUS Unit Managers or Campus Company Managers where their Unit, stores, uses, or handles chemicals/solvents (hazardous substances).
Other Sources of Health & Safety Documentation
Estates Office Local Unit Safety Statement
Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*
Low

Risk Assessment of:	**Biological Agents**
Risk Assessment No.	**11**
Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Biological Agents may be defined as dealing with all living matter and its derivatives. The term extends beyond the narrow confines of the laboratory and embraces the broadest possible interpretation. It includes all animals, plants, and micro-organisms as well as their components and tissue extracts.

Persons at Risk

Staff and Students

Identified Hazards:

The danger of exposure to biological material can vary depending on its pathogenic toxin producing ability or a combination of both.

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if biological agents are not controlled by the implementation of safety management procedures

Consequence:

Can include allergic reactions, poisonings/toxic effects, and diseases/infections.

Pre-Controlled Risk Level:

High

Controls:

TUS Safety Management Requirements
TUS Units directing work activities that involve, 'using,' 'handling' and/or 'storing' biological agents anywhere on campus shall ensure that: -
- Risk assessments are completed for all biological materials and agents which staff or postgraduates plan to use in their Unit. The relevant risk assessment shall be retained in the relevant Unit's safety file or Local Unit Safety Statement and be easily accessible to persons approved to work with that agent.
- When performing the risk assessment, the TUS Unit management and staff shall apply the general principles of prevention. Issues that will be addressed include the purchase, storage, containment, access, signage, exposures, design of work processes, hygiene, measures, safe collection, storage, disposal of waste, training, emergency procedures, provision of health surveillance, review etc.
- Training, information, and protective equipment shall be provided to staff and is arranged by local management. Students will receive the appropriate training within their academic department and while they must provide their own lab coats, where required the relevant academic department will provide for use the safety glasses and the gloves in the relevant biological laboratory.

Responsibilities

TUS Unit management where their Unit, uses/stores/handles biological agents, are responsible for ensuring that the TUS policies, procedures, and the requirements of this risk assessment are fully applied in circumstances where their Unit plans to bring to and/or use on any campus, any biological agents.

All TUS staff, students, visitors, and contractors who receive approval by any TUS Unit to bring to and/or work with biological agents on any TUS Campus, shall comply with TUS policies, procedures, risk assessments and where relevant any Local Unit RAs, and requirements.

Other Sources of Health & Safety Documentation

TUS Parent Safety Statement and relevant Unit risk assessments

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	**Risk Assessment of:**	**Mechanical Lifting Systems**
	Risk Assessment No.	**12**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Any TUS Unit that operates/uses mechanical Lifting equipment including cranes, hoists, forklifts, etc.

Persons at Risk

TUS Staff

Identified Hazards:

Hooks, chains, blocks, fall of loads, collapse of load, operator error

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if no safety management controls in place

Consequence:

Can include, fractures, severe injury & fatal injuries.

Pre-Controlled Risk Level:

Medium to High

Controls:

TUS safety management requirements applying to any TUS Unit, that operates any mechanical aids and/or lifting equipment (examples included cranes, hoists, forklifts, etc and lifting accessories.): -

TUS requires that any TUS Unit whose directed operations includes the need to use and operate mechanical lifting equipment shall: -
- Ensure the lifting equipment and its operation, complies with the relevant guidance contained in the Guide to the Safety, Health, and Welfare at Work (General Application) Regulations 2007, Chapter 2 of Part 2: Use of Work Equipment: Published in December 2007 by the Health and Safety Authority.
- In relation to slinging & lifting of loads, Units must ensure that the Unit operator staff are competent to perform these activities.
- Ensure that Unit lifting equipment such as cranes, slings, hoists, forklifts, chain blocks or other lifting system is marked/stamped clearly for the user to see its safe working load (SWL).
- Ensure that Unit equipment where required by regulation is surveyed in line with statutory requirements & listed on a register which can be retained in the unit's safety file or local area safety statement.
- Ensure that where lifting equipment is required by regulation to have inspection and test certificates, that they are obtained in line with the regulations and retained in the local area safety statement or by the Unit's technician.
- Ensure that braking systems must be maintained in good working order.
- Ensure that a system is in place for reporting defects to management and maintenance/service contractors.
- Ensure platforms/supports to which lifting equipment is mounted, are suitable for the purpose.
- Ensure that appropriate safety signs are positioned in designated areas.
- Ensure that operators conduct daily visual checks prior to operating the equipment.
- Ensure that operators of such equipment do not permit any other person to "ride" with the load or forklift or on the back of such systems.
- Ensure that parts adjusting, replacing, or accessorising should be conducted by a competent person in accordance with the manufacturer's instructions.

Responsibilities

TUS Unit Management are responsible where their Unit operates mechanical lifting equipment such as cranes, hoists, forklifts, or other equipment.

TUS staff are required to adhere to the above control measures and local safety arrangements in place within their Unit.

Other Sources of Health & Safety Documentation

TUS Parent Safety Statement and relevant Unit risk assessments

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	**Risk Assessment of:**	**Office Workplace Accommodation**
	Risk Assessment No.	**13**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Office work includes a member of staff, working at a TUS provided workstation in office type accommodation.

Persons at Risk

TUS Staff

Identified Hazards:

Slips, trips, falls; Use of VDU's; Office Electrical Equipment; poorly stored materials, falling objects; work environment (lighting, temperature, ventilation, space)

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if poor standards of office design/layout, poor environment, or adherence to housekeeping

Consequence:

Can include injuries because of slips trip and falls. Also, musculoskeletal injuries.

Pre-Controlled Risk Level:

Medium

Controls:

Infrastructural (Design, Layout, Provision)

TUS requires that all workstations be planned, designed & provided to comply with the requirements of the Building Regulations and the relevant applicable codes of practice to ensure good standards of health & safety for staff & students whose activities involve accessing & performing work in office type accommodation. This will include: -

- The provision of adequate ergonomic office space for office workers.
- Ensuring sufficient lighting is provided to office areas.
- Ensuring sufficient heating and ventilations is provided in office spaces.
- Providing office furniture & fittings arranged so that staff can move about without collision etc.
- Provide access & egress routes of sufficient width, fire exits, fire detection & alarm management systems, so that in the event of an outbreak of fire they can exit buildings and get to assembly points

Purchasing Office Furniture

Midwest Units considering purchasing furniture must receive the approval of the Midwest Estates Office.

Ongoing Management for Safety (Housekeeping)

Ensure that any trailing cables are covered on the floor with cable covers or similar.
Ensure that all passageways are always kept free from obstruction.
Ensure that chairs/tables are not used to access higher areas. Use step ladders/step stools.
Ensure that that fire exits must be always kept clear.
Ensure damaged floor covering, or furniture is reported to the relevant line manager & replaced.
Ensure floor areas, walkways and hallways are kept clear of materials and litter.
Ensure any dangerous waste e.g., broken glass, is carefully disposed of, following TUS Procedures.

Ongoing Safety Precautions - Office Users

All Office users must adhere to good housekeeping practices.
Ensure that they do not permit cables to trail across the floor.
Ensure that they do not obstruct any passageways that provide safe access and egress.
Ensure that they do not overload multi-plug extension.
Ensure that do not use chairs/tables to access higher areas. - Use step ladders/step stools.
Ensure that all filing cabinets & drawers are be closed after use.
Ensure they do not store items above head level, and no heavy items should be stored overhead.
Mains power supply must be disconnected before attempting to move electrical equipment.
Correct manual handling techniques must be used when lifting office equipment or supplies. In accordance with the TUS Manual Handling Policy procedures and guidance.
Ensure floor areas, walkways and hallways are kept clear of materials and litter.

Portable Heaters (FIRE PREVENTION)

The use of portable heaters in office accommodation should not be necessary since the space heating provided, which is managed by the campus Estates Office is designed to provide satisfactory comfort levels for office worker environments.

Portable heaters such as radiant bar and halogen, create an unacceptable fire risk (i.e., the risk of ignition of combustible material close to, or above, the heater.) within campus buildings and they must not be used.

Where staff or management have concerns regarding the satisfactory operation or non-operation of campus space heating, they must in the first instance contact the campus Estates Office who will review and where necessary repair the system.
For any issues that require a longer duration for repair, where appropriate, the Estates office will advise local management in relation to the provision of campus acceptable temporary heating.
For approved temporary heaters the following requirements are applicable: -

- Only the electric type 'oil filled radiator 'is to be used for portable heating in office environments.
- Where temporary heating is provided in the form of portable heaters these must not be positioned under desks or near furniture.
- Combustible items or refuse must not be stacked or placed near them.
- All portable heaters should be located so that there is no possibility of their coming into contact with combustible material or flammable substances, including clothing worn by staff, students, or visitors.
- They must not be positioned on escape routes.
- Heaters must be turned off when the area is not occupied.
- Check that any timers or thermostats are operating correctly.
- The last person leaving the office must check that all heaters have been switched off or are unplugged.

Responsibilities
The Campus Estates Office to maintain good standards of housekeeping in campus buildings.
TUS Unit Managers, to manage & maintain ongoing high standards of housekeeping in their Unit.
TUS Staff for ongoing safety precautions & campus requirements for the use of Portable heaters.
Other Sources of Health & Safety Documentation
TUS Parent Safety Statement and relevant Unit risk assessments
Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*
Low

Risk Assessment of:	**Use of Visual Display Unit /Display Screen Equipment**
Risk Assessment No.	**14**
Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Any member of staff who habitually uses a Visual Display Unit (VDU)/Display Screen Equipment (DSE) as part of their normal work at a workstation.
Where the workstation is an assembly comprising display screen equipment, and which may be provided with a keyboard or input device or software, or a combination of the foregoing, determining the operator and machine interface, and includes; (i) a work chair and work desk or work surface, (ii) any optional accessories and peripherals, and (iii) the immediate work environment of the display screen equipment.

Persons at Risk

TUS Staff

Identified Hazards:

Poor ergonomic design or not using equipment correctly leading to poor posture or following guidelines

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if no good standards of design, provision and/or use of equipment correctly.

Consequence:

Can include, repetitive strain injuries/work related upper limb disorders (WRULDS), eye strain, back pain/shoulder, neck, and/or fatigue

Pre-Controlled Risk Level:

Medium

Controls:

Infrastructural (Design, Layout, Provision)
TUS requires that all campus workstations be planned, designed & provided to comply with the requirements of the Building Regulations and the relevant applicable codes of practice to ensure good standards of health & safety for staff & students whose activities involve accessing & performing work in office type accommodation. This will include: -

- The provision of adequate ergonomic office space for office workers.
- Ensuring sufficient lighting is provided to office areas.
- Ensuring sufficient heating and ventilations is provided in office spaces.
- Providing office furniture & fittings arranged so that staff can move about without collision etc.
- Provide access & egress routes of sufficient width.

Ergonomic Assessment & Training
TUS will carry out ergonomic assessments of staff workstations and ensure that the results are implemented. As a result of any ergonomic assessment and new or redesign of office layouts, consideration will be given to the type of chairs provided for the task, footrests, lighting/noise levels in the area, the types of screens/monitors provided, temperature/humidity levels in the area, access and egress and general space requirements. The ergonomic assessor will provide staff with training/instruction on improving ergonomic set up.

Eye Tests for VDU/DSE users
TUS will authorise and finance eye/eyesight tests for staff in line with the regulations. Where a member of staff experiences eyesight difficulties while using a VDU, an eye examination will be authorised at no extra cost to the individual. Where protective/prescription glasses are required solely for VDU/DSE use on the recommendation of an optometrist, these will be provided on the basis of TUS paying for the eye test/examination & a subvention towards the cost of the glasses.

Responsibilities

The Campus Estates Department

Unit Managers are responsible for ensuring staff workstations in their units undergo ergonomic assessment and the recommendations/findings are implemented.

The Campus H&S office will support Units obtaining ergonomic assessments for their staff.

Other Sources of Health & Safety Documentation

TUS Parent Safety Statement and relevant Unit risk assessments

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	Risk Assessment of:	**Midwest Campus Waste Management**
	Risk Assessment No.	15
	Risk Assessment Date	March 2023

Description of Item or Activity Under Assessment:

TUS Midwest campuses produce a wide variety of waste which includes domestic waste, dry chemicals, solvents, batteries, paper, and biological waste. Some of this waste falls within the classification of toxic (i.e., hazardous) and requires specific disposal arrangements. TUS is required to comply with the general requirements of waste management & environmental legislation.

Persons at Risk

TUS Staff, Students & Visitors to Midwest campuses

Identified Hazards:

Rodent infestations, disease

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if no good standards & poor compliance with Statutory requirements

Consequence:

Contamination, infection, disease

Pre-Controlled Risk Level:

Medium

Controls:

AIT Waste Categories

Waste produced in the Midwest Campuses is to be disposed of in a safe and regulatory compliant manner. (Note: Failure to dispose of waste in accordance with national legal requirements may leave TUS open to risk of prosecution).

For reasons of good practice, waste materials are divided into two basic categories; A) hazardous and B) non-hazardous.

In this regard the following type of waste material should be considered hazardous waste: -

- Any material contaminated or potentially contaminated with an infectious agent (unless it has been suitably treated to eliminate the infectious agent).
- All human tissues, blood and related swabs and wipes from Midwest campus laboratories.
- Microbiological cultures and/or potential infected waste from pathology or research labs
- Most chemical waste
- Most electrical waste
- Contaminated sharps
- Empty containers, the previous contents of which are deemed to be hazardous wastes
- All radioactive wastes

Campus Arrangements for Waste Removal

The arrangements in place for the removal of hazardous and non-hazardous waste are: -

A. Non-Hazardous waste from all low-risk areas of the campus

Local waste collection facilities are placed throughout the campus. The campus Estates Office, Housekeeping Department's staff remove the full bin bags from the local areas to the campus external waste collection storage areas.

The campus Estates Office engages a licenced waste contractor to empty the non-hazardous waste from the external storage bins and take off site for correct disposal.

B. Hazardous waste from all high-risk areas of the campus

All Midwest campus Units who by the activities & processes taking place under its control generate and produce hazardous waste, is responsible for making arrangements for its disposal in a campus approved and statutory compliant manner.

Any campus Unit generating hazardous waste must: -

- Prepare a waste management plan which contains SOPs for the disposal of their hazardous waste.
- Dispose of the waste in compliance with Environmental Protection Agency requirements, EU, and National regulations, and maintain detailed records of the waste generated and disposed.
- Ensure that hazardous waste, generated from their labs and/or workshops is disposed of via a licenced contractor who is approved for the transport and disposal of the waste type being handled.

- In any instance where there is confusion in relation to a waste product's category (i.e., hazardous, or non-hazardous), then the matter must be raised immediately with the relevant line manager or head of the relevant Unit (i.e., where the waste originated).

If the relevant management staff cannot be contacted, then please contact the campus Estates Office or the campus Health and Safety Office.

External companies, event organisers, visiting experts

Any person, organisation, or event, invited, or contracted to attend a TUS Midwest campus to perform activities on campus and which may or will generate any hazardous waste must:

a. Must Not bring any hazardous waste to campus without the express permission of the campus host Unit, and
b. provide the campus host Unit with a risk assessment and waste management plan for any hazardous waste generated.

Responsibilities

TUS Unit Managers are responsible for ensuring that any hazardous waste generated by their Unit's activities is disposed of in accordance with the control measures set down in this risk assessment.

The campus Estates Office for making arrangements for the removal of non-hazardous waste from all Category 1 (Low risk areas).

All TUS staff, students, visitors are required to adhere to local policies, procedures and guidelines and notices in relation to waste generation and disposal.

Other Sources of Health & Safety Documentation

TUS Parent Safety Statement and relevant Unit risk assessments

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	**Risk Assessment of:**	**Gases/Dusts/Fumes/Vapours**
	Risk Assessment No.	**16**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Any TUS Midwest Campus work activity which generates dusts, fumes, vapours. Activities can include working with chemicals, cleaning, woodworking, metalworking, and auto engine work etc.

Persons at Risk

TUS Staff, Students & Visitors to TUS Midwest campuses

Identified Hazards:

Unprotected exposure to gases, dusts, fumes, or vapours

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if no risk assessment & control measures & poor compliance with Statutory requirements

Consequence:

Respiratory infection/damage to lungs/asphyxia/collapse/unconsciousness/death

Pre-Controlled Risk Level:

High

Controls:

Infrastructural (Design, Layout, Provision)
In relation to any campus planned new works or building alterations that include the creation of new internal building workspaces or workstations. TUS will ensure that where the proposed work activities will generate gases, dust, fumes, or vapours, that appropriate systems (e.g., LEV/fume extract systems) will be used to maintain worker safety & dispose of these products safely.

Midwest Campus Unit Operations Generating either Gases/Dusts/Fumes/Vapours
TUS requires that: -

Any Midwest Campus Unit planning to undertake work which generates dust, mist, fumes, vapours and/or gases must first undertake a risk assessment of the proposed work and put in place the control measures to mitigate risk from gases/dusts/mists/fumes & vapours (note: controls must comply with any applicable EN/National Regulations).

Midwest Campus Unit Managers must ensure that for work or research activities coming under their management control, where these activities generate dusts, fumes, vapours and/or gases. That local controls are in place to ensure generated hazards are controlled to levels that maintain compliance with the applicable EN/National Regulations and standards). As a guide, Units should ensure that any generated aerosol hazards do not exceed the statutory threshold limit values. In practice levels should be as low as reasonably practicable (ALARP) principle.

For Midwest Units directed work activities that include working with substances that generate gas, dust, mist, fumes, or vapours and which require engineering controls such as extraction, ventilation hoods and/or fume cupboards to reduce risk levels to approved levels. In such circumstances Units must ensure that for these work operations that reporting staff adhere strictly to the local controls and only perform the activities with the operational engineering controls.

Midwest Campus Staff working with products/substances that generate, gases/dusts/mists/fumes & vapours are to read and observe the Safety Data Sheets for those substances and abide by Local Unit controls.

Responsibilities

Campus Unit Management will ensure that for work activities coming under their management control that these work activities are performed in accordance with the above controls, local risk assessment and controls.

All TUS Midwest Campus staff, students, visitors are required to adhere to local Unit policies, procedures and guidelines and notices in relation to gas/dust/mists/fumes and vapours.

The Campus Estates Office will inform and advise relevant Unit managers & staff in relation to infrastructural emergency controls for fixed gas installation detection and means to isolate supply.

Other Sources of Health & Safety Documentation

TUS Parent Safety Statement and relevant Unit risk assessments

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	**Risk Assessment of:**	**Hot solids and liquids**
	Risk Assessment No.	**17**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Hot water (i.e., low-pressure hot water – LPHW) produced for heating etc. and for domestic use within each building, local kitchen areas used for the preparation of hot drinks and heating of foods in microwaves. Hot surfaces, solids, liquids are present primarily in these kitchen/canteen/workshop areas. Examples include dishwashers, food/beverages heated in microwaves, domestic boiling water, coffee machines etc.

Persons at Risk

TUS Staff, Students & Visitors to Midwest Campuses

Identified Hazards:

Hot solids and liquids

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if no controls or warning signs in place.

Consequence:

Scalds & Burns

Pre-Controlled Risk Level:

Medium

Controls:

Infrastructural (Design, Layout, Provision)
For any Midwest Campus planned new works that involve the installation of infrastructural LPHW systems, TUS will ensure that the design, layout, and installation of these systems comply with National Buildings regulations and ISEN standards.

Midwest Campus Units or Campus Companies
Campus Units should ensure that for any kitchen equipment (e.g., cooking, or hot water heating appliances) coming under there management control have adequate heat shielding to avoid external surfaces presenting a risk of burn. All work on LPHW systems should only be undertaken by competent persons.

General Safety Precautions

- Unit managers, Staff and students should report all leaks to LPHW system immediately to the relevant local management or Campus Estates Office so that hazards can be eliminated promptly.
- Staff must take care when handling or transporting hot foods, liquids and while dispensing hot drinks in conjunction with HACCP and food safety legislation.
- Kitchen/canteen staff need to report equipment defects in the kitchen/canteen to canteen campus company managers so hazards can be eliminated promptly.
- For Infrastructural hot water systems, the Campus Estates Office will ensure Warning Notices are erected as necessary where water is very hot and there is a risk of scalding or burning.

Responsibilities

The Campus Estates office is responsible for maintaining in good working order the LPHW systems throughout the Midwest Campuses.

Campus company managers are responsible for maintaining in good working order, kitchens and associated operational equipment/appliances in the canteens throughout the campus.

All staff, students, visitors & contractors are responsible for adhering to local procedures & guidelines.

Other Sources of Health & Safety Documentation

TUS Parent Safety Statement and relevant Unit risk assessments

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	Risk Assessment of:	**Vehicle Traffic on Midwest Campuses**
	Risk Assessment No.	18
	Risk Assessment Date	March 2023

Description of Item or Activity Under Assessment:

Staff, students, contractors, visitors driving on campus. Vehicles delivering and collecting post or equipment to Campus locations. Forklift truck traffic on campus. Members of the Public driving on campus roads and carparks.

Persons at Risk

TUS Staff, Students, Visitors & Contractors to Midwest Campuses

Identified Hazards:

Staff, students, contractors, or visitors struck by vehicles while on campus.

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if no proper traffic or warning signage erected in relevant areas. Likely if drivers ae not following the rules of the road. Likely if drivers are not following their training.

Consequence:

Staff, students, contractors, visitors driving on campus struck or crushed by vehicles.

Pre-Controlled Risk Level:

Medium

Controls:

Infrastructural (Design, Layout, Provision)
TUS will ensure that all internal vehicle traffic areas are planned, designed, constructed & set out in compliance with the relevant applicable nationally recognised codes of practice. TUS through the Campus Estates Department will ensure vehicle traffic routes and parking spaces are designed and provided 'fit for purpose' and in accordance with the applicable national regulations and relevant codes of practice.

General Requirements
Estates department staff will ensure that campus pedestrian walkways and road crossings are operationally fit for use for the normal day to day campus business operation.

TUS Staff & TUS approved contractors must wear high visibility jackets when working on campus traffic areas.

All staff, students, contractors, and visitors must exercise care when driving into and out of the car park areas and walking around vehicles.

Staff & students are advised to walk in clearly identified designated walkways and cross at defined crossing points and to take adequate care in areas where traffic barriers exist.

All staff, students, contractors, and visitors will take responsibility to park their cars in a reasonable and proper manner and to abide by the Campus Estates Department Parking policies and procedures.

Only trained staff are permitted to operate forklift trucks on campus (i.e., have successfully completed a training course and carry their licence). Local Unit management should ensure that such operations are planned at such times when the likelihood of pedestrian traffic is low and put in place operational measures such as closing off certain areas for the duration of the traffic movement to eliminate the risk of contact with pedestrians. Drivers are required to sound the fork truck warning horns when approaching corners or exiting areas.

Contractors are required to follow the TUS Campus Estates Department rules

Responsibilities

TUS Campus Estates Department will ensure that the infrastructural safety control such as upkeep of pedestrian walkways, vehicle traffic areas and carparks are maintained fit for purpose and that they contain appropriate safety signage.

All Midwest Campus staff, students, contractors, visitors have a duty to abide by local traffic rules and safety signage.

Campus Unit management or their designated senior technician to ensure fork truck operations within their areas, are controlled in accordance with this risk assessment, and local Risk assessments.

Other Sources of Health & Safety Documentation

TUS Parent Safety Statement and relevant Unit risk assessments

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

Risk Assessment of:	**Working at Height - Midwest Campuses**
Risk Assessment No.	**19**
Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Working at height on the Midwest Campuses includes a place, above or below ground level, where a person could be injured if they fell from that place or if an item were to strike them while working below ground (e.g., includes work on building roofs; on top of equipment access platforms; storage tanks, ladders etc.)

Persons at Risk

Staff and Contractors

Identified Hazards:

Working at height, not in accordance with TUS or Campus Estates safety procedures; Objects dropped from height; Falls through fragile roofs.; Adverse weather conditions when working at height.

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if no safe management procedures in place or unapproved working at height activities.

Consequence:

Fall from height or objects dropped from height striking those below, causing fatality, or severe injury

Pre-Controlled Risk Level:

High

Controls:

Campus Infrastructural Areas (Working at Height)

Access to 'Work at Height' in Infrastructural areas such as i) 'Campus Building Roofs', ii) Building elevations (e.g. curtain walling, eaves, facia, soffit, gutters, drains), iii) Internal ceilings, services, fixtures and fittings of campus & iv) Below ground work (e.g. work within campus manholes) is controlled by the Campus Estates Department, 'Permit to Work System' which requires that:

- Any TUS Unit, Member of Staff, Visitor or Contractor applying to 'Work at Height' in these areas must comply with the Campus Estates Department, Local Area Safety Statement, its Policies & Procedures. (Note: Planned work must be risk assessed, supervised & undertaken safely).
- In relation to Campus infrastructural areas requiring maintenance or service & which can only be serviced by accessing and/or 'working at height.' These areas will contain 'Protection' (e.g., protected access ladders) in accordance with Regulation 99 of the (General Application) Regulations 2007 (i.e., Protection of places of work at height).

TUS Campus Units 'Working at Height'

Any Campus Unit which as part of their operations, is requiring work activities to be undertaken that will involve either staff, or contractors performing 'work at height' activities, shall: -

- Where practicable, plan to avoid the need to 'work at height.'
- Implement the guidance contained in the document "Guide to the Safety, Health, and Welfare at Work, (General Application), Regulations 2007 Part 4: Work at Height: Published December 2007.

Additional TUS Campus Control

- The Campus Estates Department will ensure that all stairways, walkways, and associated handrails are maintained in good condition to prevent falls from height.
- Any Campus Unit, member of staff or contractor, approved to work at height on campus must ensure that material waste or other objects is not thrown down from the roof area/height to the ground below. Suitable chutes to a waste container must be provided for large amounts of waste.
- Any Campus Unit proposing to use or direct the use of mobile elevated work platforms (MEWPs) on Campus must have the requisite and up to date licence, certificates of inspection, training, & risk assessment of the proposed work activity.
- Ladders should only be used as work equipment where a risk assessment shows the use of other work equipment is not justified. The work at height regulations do not ban ladders but do require careful consideration to be given to their use. (Units proposing to use ladders should follow the Health and Safety Authority guidance information sheet "Using Ladders Safely").

Responsibilities

TUS Campus Estates Department for works to infrastructural areas.

TUS Campus Unit management for their directed work at height.

Staff & Contractors must adhere to Campus, and Unit Safety Policies & Procedures.

Other Sources of Health & Safety Documentation

TUS Parent Safety Statement and relevant Unit risk assessments

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	**Risk Assessment of:**	**Photocopy Rooms/ Standalone Photocopy Facilities**
	Risk Assessment No.	**20**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

TUS provided, & maintained, 1) Campus photocopy rooms 2) common use photocopiers located on corridors. Where these photocopiers are intended for staff and/or student use.

Persons at Risk

Staff and Students

Identified Hazards:

Poor housekeeping, manual handling, fumes/dust, electrical faults

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, where poor housekeeping or lack of maintenance exists

Consequence:

injures based on the identified hazards

Pre-Controlled Risk Level:

Low to Medium

Controls:

H&S Operational Management

Photocopy rooms – Campus Units who control operational maintenance of these photocopiers must ensure that: -
Photocopy equipment (Servicing) - All equipment is serviced as per manufactures guidance.
Photocopy equipment (Maintenance) - All equipment is maintained by competent member of staff.
Waste control - Waste cartridges are disposed of correctly in accordance with the Campus waste management policies & manufactures guidelines.
Manual handling – RAs must be completed for identified manual handling tasks & where necessary suitable systems (e.g., Trollies) are to be provided & used by staff to move, transport, lift etc. All identified staff manual handlers are to receive MH training as per TUS H&S requirements.

Ongoing Housekeeping

Ensure that any trailing cables are covered on the floor with cable covers or similar.
Ensure that all passageways are always kept free from obstruction.
Ensure that multi-plug extension leads are not overloaded.
Ensure that that fire escape routes & exits are not always blocked and kept clear.

Responsibilities

Campus IT Department for implementing H&S operational management controls

Campus housekeeping department for housekeeping cleaning controls.

Staff and student users have a duty to use the machines correctly and apply good personal housekeeping standards for their work activities which involve using the photocopiers.

Other Sources of Health & Safety Documentation

TUS Parent Safety Statement

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

Risk Assessment of:	**Mail Rooms and/or Pigeonhole areas**
Risk Assessment No.	**21**
Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

The provision & operation of Campus Post Room & Pigeonhole areas/offices in any Campus Unit in relation to staff, visitors or student access or work activities.

Persons at Risk

Staff and Students, visitors

Identified Hazards:

Housekeeping, manual handling, and in certain cases working at height

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if poor standard of design or housekeeping standards are not maintained.

Consequence:

Several types of injures are possible based on the identified hazards and the probability of occurrence

Pre-Controlled Risk Level:

Medium

Controls:

Infrastructural (Design, Layout, Provision)
TUS requires that all campus Post & Mail Rooms or pigeonhole areas in offices are planned, designed, constructed fitted out in compliance with the applicable Building Standards, relevant applicable codes of practice' and provided 'fit for purpose' to ensure maintaining good standards of health & safety for staff, students, or visitors whose activities involve accessing/working in these areas.

H&S Operational Management
Campus Units who have management control over Post Rooms and/or pigeonhole areas in offices must ensure that: - Risk assessments (RAs) are undertaken for work activities taking place in these areas. (Note: - this includes RAs for activities associated with operating mail room /equipment).
Instrument/Equipment Maintenance - All equipment to be maintained by competent staff and records kept of repairs/maintenance etc.
PPE – PPE requirements are controlled.
Manual handling – RAs are completed for identified manual handling tasks & that suitable systems (e.g., Trollies) are provided & used by staff to move, transport, lift etc. All identified manual handlers are to receive MH training as per the requirements of TUS Policy & Procedures.
Working at Height -No items are stored above a height that requires the user to use step stools without a risk assessment and the implementation of its control measures.

Ongoing Housekeeping
Ensure that any trailing cables are covered on the floor with cable covers or similar.
Ensure that all passageways are always kept free from obstruction.
Ensure that multi-plug extension leads are not overloaded.
Ensure that chairs/tables are not used to access higher areas. Use step ladders/step stools.
Ensure that that fire exits must be always kept clear.

Provision for Fire Safety & Evacuation
Fire Detection & Evacuation Alarm - The TUS Campuses have in place a fire detection and alarm management system for rooms/areas, and which is connected to the main campus system, (a managed fire detection & evacuation alarm system).
Fire Exists & Escape Routes – Suitable & sufficient escape routes & fire exits are provided.
Fire Evacuation & Procedures – Campus fire evacuation procedures are in place.

Responsibilities

The Campus Estates Office for Infrastructural works

TUS Campus Unit Managers who manage/control the operations of the Post Room for safety of operational management of Post Room

Other Sources of Health & Safety Documentation

TUS Parent Safety Statement

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

Risk Assessment of:	**Midwest Campus Laboratories (General Chemicals)**
Risk Assessment No.	**22**
Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Staff, Students whose work or study activities, include access to &/or work in Campus Laboratories

Persons at Risk

Staff and Students, visitors

Identified Hazards:

Chemicals Agents, fire, gas explosion, Electrical, Equipment-ovens, heating plates, centrifuges Human Factor etc.

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if poor standard of design or local safety procedures not in place.

Consequence:

Several types of injures are possible based on the identified hazards and the probability of occurrence

Pre-Controlled Risk Level:

Medium to High

Controls:

Infrastructural (Design, Layout, Provision)
TUS requires that all campus academic laboratories be planned, designed & laid out to comply with the requirements of the appropriate building standards and the relevant applicable codes of practice' and provided 'fit for purpose' to ensure good standards of health & safety for staff & students whose activities involve accessing/working in any of these facilities.

Laboratory Furniture & Materials Equipment
Where applicable & under European & National Legislation, all laboratory equipment/instruments purchased must be CE compliant & installed in line with the manufacturer's instructions and/or current best practice. Prior to any plan to operate equipment in campus laboratories, the relevant Unit must adhere to the requirements of the safety, health and welfare legislation, its Regulations, and relevant Codes of Practice (COPs).
This will include requirements for (*Note: The items presented immediately below is by no means an exhaustive list, but it gives an indication of the many H&S requirements for operating equipment)*: -
Electrical Services – Campus Estates Department will ensure electrical services are installed in accordance with the requirements of the Electro-Technical Council of Ireland (ETCI) rules & being properly marked and identified.
Fume/vapour extraction – Campus Estates Department will work closely with Units to ensure laboratories have in place the appropriate extract and vapour extract systems to permit the removal of air for general comfort, removal of contaminated air, fume cupboards exhausting air from the laboratory, and local exhaust for specific purposes.
Materials Chemicals/Solvents (Hazardous Substances) -Chemicals and solvents-suitable storage containers & cabinets should be provided to store the daily requirements of chemicals and solvents (particularly unstable flammable substances) within the laboratory.
Chemical spill - Each laboratory where there are hazardous substances in use must have a chemical spill kit. This kit should include the necessary quantity of neutralising chemicals, absorbents, disinfectants, personal protective equipment, and other equipment needed to effectively deal with the spill. Designated staff shall be trained in their use.
Hazardous Waste Disposal - Hazardous waste disposal which include flammable liquids, broken glass, sharps, biomedical waste, strongly reactive materials, and toxic chemicals should be separated and segregated into specific containers for disposal in accordance with campus requirements and good practice.
Furniture - All furniture including lab work benches must be suitably designed for the tasks for which it is to be used. Benches are constructed so that they can support the equipment or instruments that may be placed on them. The surfaces are smooth, impervious, and easy to clean and resist corrosion.
Staff & student circulation areas/spaces between benches or equipment are constructed and installed to have sufficient clearance to allow for the safe access and egress of persons using the laboratory.

H&S Operational Management

- Units in control of campus laboratories must ensure: -
- Risk assessments (RAs) are undertaken for work activities taking place in a laboratory (Note: - this includes RAs for activities associated with operating instruments/equipment).
- Risk assessments are undertaken for the laboratories and ancillary support areas (e.g., chemical prep room) areas coming under their management control.
- Instrument/equipment maintenance - All equipment to be maintained by competent staff and records kept of repairs/maintenance etc.

- PPE – PPE requirements are controlled as per the TUS requirements.
- Manual handling – RAs are completed for identified manual handling tasks & that suitable systems (e.g., Trollies) are provided & used by staff to move, transport, lift etc. All identified manual handlers are to receive MH training as per the requirements of the TUS MH Policy & Procedures.
- Lone Working - Management must ensure that staff & students follow adhere to the campus lone/out of hours policy and procedures.
- Safety induction talks and instructions - Safety induction/training & Instructions should be provided to students by the relevant tutor/lecturer prior to laboratory admittance, where there are significant risks for new or inexperienced users of potentially dangerous activities.

Provision for Fire Safety & Evacuation

Fire detection & evacuation alarm – The Campus has in place a fire detection and alarm management system for Laboratories, and which is connected to the main Campus system, (a managed fire detection & evacuation alarm system).

Fire Exists & Escape Routes – Suitable & sufficient escape routes & fire exits are provided and maintained from laboratories.

Fire Evacuation & Procedures – Campus fire emergency evacuation procedures are in place, to allow persons to evacuate laboratories and to get to the external assembly points.

Special Fire Precaution Measures

As required by TUS, fire safety management system, fuel shut down system-special gas systems are fitted with automatic shutdown and vent to atmosphere. Systems are linked to the fire alarm.

Electrical systems-all electrical services are properly marked and identified and located in such an area as to be accessible to enable disconnection in the event of an emergency.

Emergency First Aid

Each laboratory should identify the necessary first-aid personnel to be contacted and the first-aid safety equipment to be used in the event of an emergency. This should include the following:

- Emergency eye wash fountain and/or emergency shower, or for lower risk laboratories - eye wash bottles, specific neutralising treatment/antidotes, suitable fire extinguishers and blankets, safety goggles, glasses, aprons and gloves, suitable protective clothing, first-aid kit. - SDS on substances available.

Responsibilities

The Campus Estates Department for Infrastructural safety control measures

Head of Faculty/Department, Research Directors for implementing H&S operational management systems including local safety controls which can be presented in a local area safety statement or risk assessments.

Students must adhere to all department/lecturer directed safety rules &, requirements.

Other Sources of Health & Safety Documentation

TUS Parent Safety Statement

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tire Iarthar Láir www.tus.ie	**Risk Assessment of:**	**Workshops – (Academic Workshops)**
	Risk Assessment No.	**23**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Staff, Students whose work, academic learning, academic demonstration, practical work, and research activities take place in Campus workshops

Persons at Risk

Staff and students, visitors

Identified Hazards:

Machinery/equipment (e.g., moving parts, lifting equipment), chemicals, fire, gas explosion, electrical equipment, cramped conditions, lighting, ventilation, noise, human factors etc.

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if poor standard of design, or layout of equipment or lack of adequate H&S controls

Consequence:

Several types of injures are possible based on the identified hazards and the probability of occurrence

Pre-Controlled Risk Level:

Medium to High

Controls:

Infrastructural (Design, Layout, Provision)
TUS will ensure that all Midwest Campus Academic Workshops for design, layout and provision will comply with the requirements of the Building Regulations and the relevant applicable codes of practice,' provided 'fit for purpose' to ensure good standards of Health & Safety for staff & students whose activities involve accessing/working in any of these facilities.

Workshop Equipment, Materials & Furniture
Equipment
Equipment purchased must be CE compliant & installed in line with the manufacturer's instructions and/or current best practice.
Prior to any plan to operate equipment in campus workshops, the relevant Unit must adhere to the requirements of the Safety, Health and Welfare legislation, its Regulations, and relevant Codes of Practice (COPs). This will include requirements for (*Note: The items presented immediately below is by no means an exhaustive list, but it gives an indication of the many H&S requirements for operating equipment)*: -
Guarding - where required by regulation or manufacturer/supplier, machinery/equipment must be fitted with guarding to protect against moving and/or rotating parts etc.
Electrical Services – All electrical services must be installed in accordance with the requirements of the Electro-Technical Council of Ireland (ETCI) rules & being properly marked and identified.
Emergency Stops – Workshops must have emergency stops or pull cords fitted in high visibility areas/on the machine/s to enable operators to shut the machine down in the event of an emergency.
Dust/fume extraction - Where appropriate and/or as determined by risk assessment, dust/fume extraction systems must be installed to remove waste debris generated by operating equipment which produces any hazardous dust, mist, fumes, or vapour.
Circulation Areas/Spaces between Benches or Equipment - Sufficient clearance to be provided to allow for the safe access and egress of persons using the laboratory.
The width between parallel benches should be sufficient to allow two persons to work unhindered and allow safe access and egress.
Use of oxygen/acetylene gases –
1) For fixed gas installation required for use in the workshop, they must be fitted with automatic shutdown valves and vented to an atmosphere, which in turn is linked to the fire alarm system. Flame arrestors must be installed as part of the system & pipework must be colour coded.
2) For cylinder use in the workshop, associated operations must comply with campus compressed gas procedures.
Materials Chemicals/Solvents (Hazardous Substances) - Suitable storage cabinets should be provided to store the daily requirements of chemicals and solvents (particularly flammable substances) within the workshop.
Chemical spill - There should be a chemical spill kit present in workshops where there are hazardous substances. This kit should include the necessary quantity of neutralising chemicals, absorbents, disinfectants, personal protective equipment, and other equipment needed to effectively deal with the spill. Staff must be trained in their use.
Chemical Solvent (Hazardous Substances) Disposal - Chemical disposal-hazardous materials which include flammable liquids, strongly reactive materials and toxic chemicals should be separated and segregated into specific containers for disposal.

Furniture - All furniture including benches must be suitably designed for the tasks for which it is to be used. Circulation areas/spaces between furniture and equipment will be provided to permit sufficient clearance to allow safe access and egress of persons using the room.
Where required for work operations suitable vices should be fitted to benches & be appropriate to the tasks to be undertaken. Work surfaces should be appropriate to the task.

H&S Operational Management

- Campus Units who have management control over campus workshops must ensure: -
- Risk assessments (RAs) are undertaken for work all work activities taking place in a workshop (Note: - this includes RAs for activities associated with operating work equipment).
- Risk assessments are undertaken for workshop areas coming under their management control.
- Equipment maintenance - All equipment to be maintained by competent staff and records kept of repairs/maintenance etc.
- PPE – PPE requirements and provisions are controlled.
- Manual handling – RAs are completed for identified manual handling tasks & that suitable systems (e.g., pulleys/ trollies) are provided & used by staff to move, transport, lift etc. All identified manual handlers are to receive MH training as per the requirements of the Campus MH Policy & Procedures.
- Lone Working - Management must ensure that staff & students follow adhere to the campus lone/out of hours policy and procedures.

Safety induction talks and instructions - should be provided to students by the relevant tutor/lecturer prior to workshop admittance.

Provision for Fire Safety & Evacuation
Fire detection & Evacuation Alarm - The Midwest Campuses have in place a fire detection and alarm management system for workshops, and which is connected to the main campus system, (a managed fire detection & evacuation alarm system).
Fire Exists & Escape Routes – Suitable & sufficient escape routes & fire exits are provided and maintained from workshops.
Fire Evacuation & Procedures - Campus fire emergency evacuation procedures are in place, to allow persons to evacuate workshops and to get to the external assembly points.
Special Fire Precaution Measures
As required by TUS fire safety management system, fuel shut down system-special gas systems are fitted with automatic shutdown and vent to atmosphere. Systems are linked to the fire alarm.
Electrical systems-all electrical services are properly marked and identified and located in such an area as to be accessible to enable disconnection in the event of an emergency.

Emergency First Aid
Campus Units controlling workshops must identify the necessary first-aid personnel to be contacted and the first-aid safety equipment to be used in the event of an emergency.

Responsibilities

The Campus Estates Department for infrastructural safety control measures

Head of Faculty/Department for implementing TUS and Campus safety management systems and local safety controls which can be documented in a local area safety statement or risk assessments.

Students must adhere to all department/lecturer directed safety rules &, requirements.

Other Sources of Health & Safety Documentation

TUS Parent Safety Statement

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

Risk Assessment of:	**Computer Laboratories/ Rooms**
Risk Assessment No.	**24**
Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Staff or students who as part of their work or study activities use & operate the computer equipment in Midwest Campus computer laboratories

Persons at Risk

Staff and students, visitors

Identified Hazards:

Slips, trips, falls; Damaged furniture; Inadequate ventilation; Inadequate lighting; Eye strain/fatigue; Poor posture

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if poor standard of design, Layout or good standards of housekeeping are not being maintained.

Consequence:

Several types of injures are possible based on the identified hazards and the probability of occurrence

Pre-Controlled Risk Level:

Low to High

Controls:

Infrastructural (Design, Layout, Provision)
TUS will ensure that Midwest Campus computer laboratories are planned, designed & laid out to comply with the requirements of the Building Regulations and the relevant applicable codes of practice' and provided 'fit for purpose' to ensure good standards of health & safety for staff & students whose activities involve accessing/working in any of these facilities.

Equipment & Furniture
Equipment – Where applicable under European & National Legislation, all equipment purchased must be CE compliant & installed in line with the manufacturer's instructions and/or current best practice.
Furniture (Computer work benches & chairs) – all furniture will be suitably designed for the tasks for which they are to be used. Circulation areas/spaces between furniture and equipment will be provided to permit sufficient clearance to allow safe access and egress of persons using the room. Keyboard and surrounding surfaces should be of matt finish to prevent glare.

Provision for Fire Safety & Evacuation
Fire detection & Evacuation Alarm - The Midwest Campus has in place a fire detection and alarm management system for all computer laboratories, and which is connected to the main Campus system, (a managed fire detection & evacuation alarm system).
Fire Exists & Escape Routes – Suitable & sufficient escape routes & fire exits are provided and maintained from computer laboratories.
Fire Evacuation & Procedures – Midwest Campus fire emergency evacuation procedures are in place, to allow persons to evacuate computer laboratories and to get to the external assembly points.

Ongoing Housekeeping
Ensure that any trailing cables are covered on the floor with cable covers or similar.
Ensure that all passageways are always kept free from obstruction.
Ensure that multi-plug extension leads are not overloaded.
Ensure that chairs/tables are not used to access higher areas. Use step ladders/step stools.
Ensure that VDUs are kept in a good state of repair and cleanliness.
Ensure that that fire exits are always kept clear.

Responsibilities

The Campus Estates Department for infrastructural safety control measures

The IT Department for provision, set up and ongoing maintenance of computer equipment

Staff and students have a duty to comply with lab rules

Other Sources of Health & Safety Documentation

TUS Parent Safety Statement

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	**Risk Assessment of:**	**Lecture Theatres and Lecture Rooms**
	Risk Assessment No.	**25**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Staff or students who as part of teaching/lecturing learning activities in campus lecture theatres, lecture rooms, classrooms

Persons at Risk

Staff and students, visitors

Identified Hazards:

Slips, trips, falls; damaged furniture; inadequate ventilation; inadequate lighting; poor posture

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if poor standard of design, layout or good standards of housekeeping are not being maintained.

Consequence:

Several types of injures are possible based on the identified hazards and the probability of occurrence

Pre-Controlled Risk Level:

Low to Medium

Controls:

Infrastructural (Design, Layout, Provision)
TUS will ensure that Midwest Campus Lecture theatres/rooms are planned, designed & laid out to comply with the requirements of the Building Regulations and the relevant applicable codes of practice' and provided 'fit for purpose' to ensure good standards of health & safety for staff & students whose activities involve accessing/working in any of these areas/rooms.

Provision of Furniture & Equipment
Equipment – All equipment provided will comply with the requirements of the relevant EN standards, be installed in accordance with the manufacturer's instructions and/or current best practice and in compliance with appropriate electrical standards. Installation and layout will adhere to the requirements of the Building Regulations.
Furniture (Lecterns, seating & Tables) – all furniture will be suitably designed for the tasks for which they are to be used. Circulation areas/spaces between furniture and equipment will be provided to permit sufficient clearance to allow safe access and egress of persons using the room.

Provision for Fire Safety & Evacuation
Fire detection & Evacuation Alarm - The Midwest Campuses have in place a fire detection and alarm management system for all computer laboratories, and which is connected to the main campus system, (a managed fire detection & evacuation alarm system).
Fire Exists & Escape Routes – Suitable & sufficient escape routes & fire exits are provided and maintained from computer laboratories.
Fire Evacuation & Procedures – Campus fire emergency evacuation procedures are in place, to allow persons to evacuate from these areas and to get to the external assembly points.

Ongoing Housekeeping
Ensure that all passageways are always kept free from obstruction.
Ensure that that fire exits are kept clear at all times.

Maintenance Management
All lighting will be maintained to obtain appropriate best practice levels of lux in the lecture rooms.
Any broken or defective furniture to be reported to the Estates Office

Responsibilities

The Campus Estates Department for infrastructural safety control measures

Campus Unit Managers whose staff use these facilities are responsible for ensuring their reporting staff and students adhere to in-place safety rules, Parent Safety Statement & any local area safety rules.

Staff& students have a duty to adhere to in place safety rules & requirements.

Other Sources of Health & Safety Documentation

TUS Parent Safety Statement

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	**Risk Assessment of:**	**Campus Library**
	Risk Assessment No.	**26**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

The provision of and operation of the campus Library to facilitate & support staff & students whose activities include either working or studying in the areas.

Persons at Risk

Staff and students, visitors

Identified Hazards:

Tripping/slipping and falling; manual handling, equipment, human factor etc

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if poor standard of design, layout, or good standards of housekeeping or local safety procedures are not being maintained.

Consequence:

Several types of injures are possible based on the identified hazards and the probability of occurrence

Pre-Controlled Risk Level:

Low to Medium

Controls:

Infrastructural (Design, Layout, Provision)
TUS has ensured that Midwest Campus Library is designed & laid out to comply with the requirements of the Building Regulations and the relevant applicable codes of practice' and provided 'fit for purpose' to ensure good standards of health & safety for staff & students whose activities involve accessing/working in the library.

Provision of Furniture & Equipment
Equipment – All equipment provided will comply with the requirements of the relevant EN standards, be installed in accordance with the manufacturer's instructions and/or current best practice and in compliance with appropriate electrical standards. Installation and layout will adhere to the requirements of the Building Regulations.
Furniture (lecterns, seating & tables) – all furniture will be suitably designed for the tasks for which they are to be used. Circulation areas/spaces between furniture and equipment will be provided to permit sufficient clearance to allow safe access and egress of persons using the room.

Provision for Fire Safety & Evacuation
Fire detection & Evacuation Alarm - The Midwest Campuses have in place a fire detection and alarm management system for the library s, and which is connected to the main Campus system, (a managed fire detection & evacuation alarm system).
Fire Exists & Escape Routes – Suitable & sufficient escape routes & fire exits are provided and maintained from the library.
Fire Evacuation & Procedures – Campus Fire emergency evacuation procedures are in place, to allow persons to evacuate from these areas and to get to the external assembly points.

Ongoing Housekeeping & Maintenance Management
Ensure that any trailing cables are covered on the floor with cable covers or similar.
Ensure that all passageways are always kept free from obstruction.
Ensure that multi-plug extension leads are not overloaded.
Ensure that chairs/tables are not used to access higher areas. Use step ladders/step stools.
Ensure that VDUs are kept in a good state of repair and cleanliness.
Ensure that that fire exits must be kept clear at all times.

H&S Operational Management
Library Unit Management will ensure:

- risk assessments are undertaken for the work activities & areas that come under their control.
- Library staff will be given manual handling training in manual handling techniques.
- Suitable systems (e.g., book trollies) are provided & used by staff to move, transport, lift etc.
- that for weekends where there is a reduction in the available first aiders on campus, that sufficient staff first aid provision is in place.
- That in relation to lone working, will ensure that staff & students follow adhere to the Campus lone/out of hours policy and procedures.
-

Responsibilities
The Campus Estates Department for the provision of infrastructural fit for purpose libraries
Unit Management (library management) are responsible for H&S operational management, must implement the relevant parts of the Parent Safety statement for work activities & in areas coming under their control. (Note: - This includes risk assessments for their work activities).
Staff & students have a duty to adhere to the library in place safety rules
Other Sources of Health & Safety Documentation
TUS Parent Safety Statement
Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*
Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	**Risk Assessment of:**	**Compressed Gases – Storage, Handling & Usage on the Midwest Campuses**
	Risk Assessment No.	**27**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Midwest Campus Units (Faculties, Departments, including Campus Companies) using compressed gas or equipment supplied by compressed gas cylinder locally or via gas pipelines from any campus gas storage compounds. Unit activities can include storing, handling and/or using by daily users and those who only occasionally have cause to use the compressed gas, compressed gas cylinders or equipment that uses compressed gas.

Persons at Risk

Staff, students, un-approved users, general campus population

Identified Hazards:

Fire & explosion

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if no proper safety procedures in place

Consequence:

Several types of injures are possible based on the identified hazards and the probability of occurrence

Pre-Controlled Risk Level:

Medium to High

Controls:

Infrastructural (Design, Layout, Provision)
TUS requires that all midland campus infrastructure provided to supply compressed gas (delivered by TUS approved supplier), from onsite compressed gas cylinders, including its pipeline networks, are serviced, and maintained fit for purpose.
(Note: - the compressed gas infrastructure includes external gas compound/stores, gas lines networks supplying the laboratories/workshops and gas detection and alarm systems linked to the Campus fire detection & alarm systems and infrastructural manual/automated gas supply shutdown systems. It does not cover any compressed gas cylinders or pressure vessels that use the Campus provided infrastructure).
TUS requires that Midwest campus gas storage compounds, gas storage bays, storage cages are designed in accordance with the requirements of the Building Regulations and the relevant applicable codes of practice' for the purpose of providing 'fit for purpose' storage of compressed gas cylinders or similar and for ensuring the maintenance of good standards of health and safety for campus users such as Faculties, Departments or TUS Units.

Infrastructure – (Ongoing Management)
TUS will ensure that the Midwest campus management engage competent external professional services to maintain and to service the infrastructural pipeline networks, their regulators, gas detection and alarm systems in accordance with statutory requirements.
Where necessary compressed gas users within relevant laboratories or workshops will be made aware of any necessary infrastructural gas emergency protocols and measures that are in place for their local operations/use of compressed gas.

Unit Staff, Using, Handling and Storing Compressed Gas Cylinders
Where any TUS Unit decides to bring on campus, compressed gas cylinders, for the purpose of supplying or powering equipment for activities under their control, they shall ensure that it complies with the campus Policy "Compressed Gases – Storage, Handling and Usage"

Responsibilities

The Camus Estates Department for the implementation of infrastructural controls.

TUS Campus Units whose work activities involve storing handling and/or using compressed gas must adhere to the campus Policy "Compressed Gases – Storage, Handling and Usage"

Staff, researchers, students, and visitors have a duty to comply with local Unit safety rules for compressed gas work.

Other Sources of Health & Safety Documentation

"Compressed Gases – Storage, Handling and Usage – Midlands Campus Policy"

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	**Risk Assessment of:**	**Chemical/Solvents Hazardous Substances (Small Amounts) - Storage (Cupboards & Cabinets)**
	Risk Assessment No.	**28**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

This risk assessments relates to the need to store 'small amounts' of chemicals/solvents (Hazardous substances) by any TUS Campus Unit who uses these substances as part of its directed business operations. It is not intended to deal with larger quantities of hazardous substances held in places such as chemical laboratories, workshops or designated chemical storerooms. Storage areas included under this risk assessment include a small office chemical storage cupboard or workshop store/storage cupboard. *This risk assessment does not deal with bulk storage of hazardous chemicals.*

Persons at Risk

TUS Campus Faculty, Department Unit staff, & any campus person accessing the store or cupboard.

Identified Hazards:

Inappropriate storage of chemicals (e.g., incompatible chemicals stored together), spillage of chemicals or solvents, handling of deliveries, undertaking work in a chemical store.

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if poor standard of design or noncompliance with chemical regulations.

Consequence:

Several types of injury could occur, that range from minor to serious

Pre-Controlled Risk Level:

Medium to High

Controls:

Note: - Prior to considering storage, a Unit should minimise the amount of chemicals & solvents kept in the work area, ensuring they do not exceed the requirements for day-to-day use.

TUS requires that the storage of small amounts of chemical/solvents hazardous substance by any Campus Unit must comply with the requirements set out below:

1) Each Unit must prepare a list of chemicals it has in its possession, (Note: chemicals can be individual substances (e.g., acetone or petrol) or mixtures / products (e.g., paint or degreasers).
2) Record chemical information on a chemical inventory. Check the label on any chemical containers, the safety data sheet (SDS) or any documentation which came with the chemical to help identify it. Instructions on safe storage of chemicals can be found in Section 7 of an SDS sheet.
3) Chemicals/solvents (hazardous substances) should be stored under appropriate conditions, considering the chemicals' specific properties. When storing chemicals Units must consider the compatibility of different chemicals. For example,
-Oxidizing chemicals should be kept separate from flammable liquids or flammable chemicals.
-Keep all toxic chemicals in cupboards and secure where appropriate.
-Do not store or use acids with bleach i.e., solutions containing hypochlorite.
-Avoid using agents containing hydrofluoric acid which is quite toxic & needs specialised storage.
4) Limit the amount of chemicals stored in the chemical storage cupboards or cabinets. Do not attempt to bulk store chemicals anywhere but a Campus designated approved chemical bulk store.
5)Ensure the storage (cupboards/cabinets) are of appropriate construction, nature & integrity, constructed fit for purpose for the hazardous substances they are intended to store.[1]
Ensure that designated storage locations for toxic (poisonous), carcinogens, flammable or explosive chemicals meet statutory requirements e.g., poisons in secure storage, flammable solvents in purpose built flammable liquid cabinets; acids in dedicated acid resistant storage cabinets. (N.B. Nitric acid must be isolated from other acids). Water reactive chemicals must be kept away from moisture sources. Chemicals must be protected from sunlight. Where practicable, secondary storage containers should be used to minimise the hazard from leakage or breakage of primary containers.[6]
6). Avoid exposure of chemicals to heat or direct sunlight, as it may lead to the deterioration of storage containers as well as the degradation of the chemicals.
7. Hazardous substance cupboards, cabinets and bins should be marked to indicate their contents e.g., highly flammable, acids, oxidisers.
8) Containers should be clearly marked to indicate, contents and the degree of flammability, toxicity.
9) Store all hazardous liquid chemicals in drip trays or secondary containers that are chemically resistant. Photographic trays can provide good containment for some chemicals, others may require different plastics (solvent resistant), metal (stainless steel) or even glass.
10). Ensure caps & lids on all chemical containers are tightly closed to prevent evaporation of contents.
11). A stock rotation system should be used, the oldest containers are removed from store first. As a guideline, if date-marked, substances must be used or disposed of by the 'use by' or 'disposal date.'
12). All stored containers should be periodically inspected to ensure the packaging is in good condition and there are no leaks. If a leak is found, the container should be removed to a safe place and its contents transferred to another container.
13). Refrigerators used for storing chemicals must be appropriately labelled.

Drip trays or fridge boxes should be used to prevent chemicals stored in refrigerators from being accidentally broken and to contain any spills (cardboard boxes are not suitable). Refrigerators and freezers must be regularly defrosted to prevent the build-up of ice.
14). Only suitably trained persons are to have access to the cabinets & cupboards.
15). Ensure staff have received & use the correct PPE for handling, using, and storing the chemicals.
16). Ensure procedures and supplies are in place to deal with chemical spillages. i.e., chemical spill kits.
17). Each store should contain the risk assessment and control measures in place for it.

18.Storage of Flammable liquids/solvents (Not with Oxidisers)
Should be stored in dedicated non-combustible steel cabinet to EN-14470-1. Small quantities only should be stored (maximum 5 one litre containers) with workshops permitted to store up to a max of 50L in the cabinet. All storage cabinets should be fitted with a means to contain any leaks.[2]

19.Storage of Pesticides
Pesticides can include preparations that contain chemical and/or biological agents.
They should be stored in their original packaging.
Use non-combustible materials (e.g., steel cabinets) – Do not use wooden shelving or leave containers in supplier cardboard boxes.
The storage or environmental or chemical cupboard must be labelled as a pesticide storage unit and furnished with the label 'Pesticides – no access to unauthorised personnel.'
Environmental cupboards should have the environmental symbol, meaning that the sump trays are correspondingly leak-proof. In these cupboards, the storage capacity of the shelves must be taken into consideration. When storing pesticides 10 % of the storage quantity and at least the volume of the largest container must be caught in the event of a leak. If you are in a water protection zone, the sump trays must be able to take up the entire storage quantity. In this case, it can be necessary to fit the cupboards with larger shelves.[3,4,5]

20.Storage of Corrosives
Use approved corrosive storage cabinets (constructed of chemically resistant components) for storing acids and bases. These should ideally be connected to exhaust ventilation. All corrosives should be stored wherever possible in sealed, air-impermeable containers. Therefore, containers with tight-fitting caps are necessary and containers with loose fitting lids or glass stoppers should not be used.[2]

Responsibilities

Campus Unit managers of units who use these substances as part of their TUS directed business operations. They must ensure that the above controls for stores are implemented.

Other Sources of Health & Safety Documentation

1. *Your steps to chemical safety: A guide for small business: The Health and Safety Authority of Ireland*
2. *Chemical Safety Guidance: Safe Storage of Hazardous Chemicals in Stockrooms, Workshops and Laboratories: Occupational Health and Safety Service HSD051C (rev3): 2017: University of Cambridge.*
3. *Irish Agri. Supply Industry Standards: Requirements for the Design and Construction of Pesticides Stores: Rev 10 October 2016*
4. *Storage and Record Keeping Requirements for End Users of Professional use Plant Protection Products: Pesticide Controls Division Department of Agriculture Food and the Marine Backweston Campus Celbridge Co Kildare: January 2014*
5. *Storage Of Water Hazardous Liquids in Environmental and Chemical Cupboards: General Regulatory Requirements and Definitions: kaiserkraft products: Accessed 2018*

UCC Department Safety Statement Document No.2: Requirements for the Control of Hazards and Risks SECTION 18.31.0: Chemicals: Rev.3: 2006

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

Risk Assessment of:	**Asbestos**
Risk Assessment No.	**29**
Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Any location on the Midwest campuses where asbestos may exist and in particular to any infrastructural elements of existing campus buildings such as roof tiles, gutters, or drainpipes.

Persons at Risk

TUS Campus staff, contractor staff, & any unauthorised person disturbing ACMs

Identified Hazards:

A serious risk may arise if an attempt is made to remove or interfere with asbestos without first taking adequate precautions to ensure that staff and others are not exposed to air borne fibres.

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if untrained persons work unaware on infrastructural items that contain asbestos

Consequence:

Asbestos-related life-threatening diseases such as asbestosis & mesothelioma.

Pre-Controlled Risk Level:

High

Controls:

Infrastructural
For any part of the TUS Campus infrastructure containing asbestos, TUS will engage competent external asbestos specialists/consultants to advise TUS on the appropriate safe action to undertake to ensure TUS complies with the applicable legislation & Regulations.
In relation to identified asbestos, planning and implementation of required action will follow the guidance contained in the document 'Asbestos-containing Materials (ACMs) in Workplaces Practical Guidelines on ACM Management and Abatement': Published in 2013 by the Health and Safety Authority.
The Safety, Health, and Welfare at Work.'
Current Midwest Campus controls include: -
-In relation to existing campus infrastructure and in particular to buildings having been built before 2000. TUS has checked the campus infrastructure for asbestos containing material (ACM).
-For identified infrastructural areas containing asbestos, TUS will provide an ongoing monitoring regime of these designated asbestos areas in accordance with the asbestos surveyors/consultants & Health & Safety Authority's asbestos guidance documents.
-Asbestos IS NOT deemed lower risk work and any work with these materials will only be carried out by TUS approved competent specialist asbestos contractors.
-As part of the Midwest Campuses, management programme in preventing exposure to asbestos, an Asbestos Management Plan will be prepared & all campus asbestos related matters will be actioned in accordance with this plan.
-Where necessary and in the interest of maintaining good standards of health and safety, all relevant managers & staff will be made aware of and required to abide by the requirements of the Asbestos Management Plan.

Responsibilities

The Midwest Campus Estates Department is responsible for maintaining an up to date and relevant asbestos management plan.

Other Sources of Health & Safety Documentation

Midwest Campus Estates Department

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	**Risk Assessment of:**	**Service Cupboards (Gas & Electricity)**
	Risk Assessment No.	**30**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

The provision & use of service cupboards, or service ducts or service risers within any campus building used for transport of gas through pipework or for electrical services.

Persons at Risk

Estates Staff, Contractor Staff, & unauthorised person entry

Identified Hazards:

Inappropriate storage of combustible items, storage of incompatible items, poorly maintained or serviced cupboards, unauthorised persons accessing the service cupboards. Hazards leading to potential fires, electrical shock etc.

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if poor standard of design, layout, provision, or good standards of housekeeping or local safety procedures are not being maintained.

Consequence:

Range from electrocution, fire/burns, building damage etc.

Pre-Controlled Risk Level:

High

Controls:

Infrastructural Controls – (Design, Layout, Provision)
TUS requires that all Midwest campus services cupboards, ducts, and service risers be designed to comply with the requirements of the Building Regulations and the relevant applicable codes of practice.' They must be provided fit for purpose in accordance with these requirements.

Infrastructural Controls – (Ongoing management)
Service cupboards, ducts or risers must: -

- Contain, only the services for which they have been designed to contain or store.
- Not be used for general storage & be kept locked shut when not in use.
- Display the appropriate safety notices/warning signs – i.e., gas intake, main electrical intake, fireman's switch, etc.
- Be easily accessible to permit any necessary ongoing servicing and maintenance.

Only Estates Office approved & competent personal are permitted to access service cupboards.

Responsibilities

The Midwest Estates Department is responsible for ensuring, campus building service cupboards are designed, laid out and provided fit for purpose.
The Midwest Estates Office is responsible for managing and controlling all access & Permit to Work systems for service cupboards, ducts & risers.

Other Sources of Health & Safety Documentation

Midwest Estates Department

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tire Iarthar Láir www.tus.ie	**Risk Assessment of:**	**Plant Rooms**
	Risk Assessment No.	**31**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

The provision & use of Midwest campus plant rooms which can contain electrical distribution boards, oil/gas powered heating systems, hot water heating systems & renewable energy heating & power systems.

Persons at Risk

Estates staff, contractor staff, & unauthorised person entry

Identified Hazards:

Poor design & layout, leakage of oil/gas, fire/explosion, lack of preventative maintenance, unauthorised persons interfering with controls/equipment, noise, burns from contact with hot surfaces, entanglement in rotating parts, inappropriate storage of combustible items or incompatible items, poorly maintained or serviced plant room.

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if poor standard of design, layout, provision, or good standards of housekeeping or local safety procedures are not being maintained.

Consequence:

Range from electrocution, explosion, fire/burns, building damage etc.

Pre-Controlled Risk Level:

Medium

Controls:

Infrastructural Controls – (Design, Layout, Provision)
TUS requires that all Midwest campus plant rooms, that they are designed to comply with the requirements of the Building Regulations and the relevant applicable codes of practice.' They must be provided fit for purpose in accordance with these requirements.

Infrastructural Controls – (Ongoing management)

- Plant rooms must only contain the services for which they have been designed to contain or store.
- Plant rooms must not to be used for general storage.
- Plant rooms must be kept locked when not in use.
- Plant rooms shall display the appropriate safety notices/warning signs at entry and at required locations within the plant room.
- Only Estates Department approved & competent persons are permitted to access & work in plant rooms.
- Good standards of housekeeping systems must be in place & maintained in plant rooms.

Spills of water/oil must be cleaned up immediately to prevent more serious incidents.

Plant Rm Machinery & Equipment Controls

- All safety aspects of plant rm equipment, such as interlocks on the gas/oil system will be checked at least once every six months.

All equipment/machinery rotating parts are to be enclosed by guarding.

PPE Controls (Access & Work)
Only authorised and competent persons will access plant rooms and operate and adjust equipment using the necessary personal protective equipment (PPE) e.g., hearing protection etc. where required or where the risk assessment highlights.

Responsibilities

The Midwest Estates Department is responsible for ensuring that plant rooms are designed, laid out & fit for purpose
The Midwest Estates Department is responsible for managing and controlling all access & Permit to Work systems for plant room operations, ongoing maintenance, and service management.

Other Sources of Health & Safety Documentation

Midwest Estates Department

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tire Iarthar Láir www.tus.ie	**Risk Assessment of:**	**Lifts**
	Risk Assessment No.	**32**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

This risk assessments relates to the provision & use of campus electrically operated passenger & service lifts.

Persons at Risk

Staff, students using lifts. Estates staff, contractor staff who service and maintain Lifts.

Identified Hazards:

Lift failure, put of floor or door closing synchronisation, fire in lift shafts

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if poor standard of design, layout, or if no ongoing servicing and maintenance of lifts.

Consequence:

Range from minor to severe injury

Pre-Controlled Risk Level:

Medium

Controls:

Infrastructural – (Design, Layout, Provision)
TUS requires that all campus passenger and service lifts be designed to comply with the requirements of the Building Regulations and the relevant applicable codes of practice.'
They are provided fit for purpose in accordance with these requirements.

Ongoing Servicing & Maintenance Management

- TUS requires that all lifts be maintained & serviced in line with the statutory requirements (*This control measure is actioned by a TUS approved external contract with a lift service and maintenance company who at agreed intervals services and maintains the lifts*).
- TUS will maintain records and a register of all surveys, repairs and any other relevant works carried out on the lifts for a period of at least five years.

In the event the occurrence of a lift failure, and where persons are trapped in the lift, emergency protocols and procedures are in place to access the lift as quickly as possible.

Lift Operating Machinery & Equipment Controls (Non- Passenger controls)

- Only Campus Estates Department approved & competent persons are permitted to access & work on Lifts.
- Good standards of housekeeping will be maintained in lift machine rooms/areas.
- All lift operating equipment areas must be locked at all times and only accessible to Estates Department approved & competent persons.
- All equipment/machinery rotating parts are to be enclosed by guarding.

Emergency Situations (Lift Users)
Persons trapped in lift car: - Emergency procedure information & intercom for calling for help, is provided in all passenger lift cars.
Campus Building Evacuation: - Information & appropriate signage will be put in place to communicate to all campus persons not to use lifts in fire evacuation situations.

Responsibilities

The Midwest campus Estates Department is responsible for: -
the infrastructural design, layout & fit for purpose provision of campus building Lifts.
the access & Permit to Work controls for lift servicing & maintenance operations.

Staff & students should be aware of the emergency health and safety lift information

Other Sources of Health & Safety Documentation

Campus Estates Department

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	**Risk Assessment of:**	**Slip, Trip, Fall - Campus Building Reception Areas**
	Risk Assessment No.	**33**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Students, staff, or visitors, walking through any Midwest campus building reception areas and the potential for slips, trips, and falls as result of any of the identified hazards shown below.

Persons at Risk

Staff, students, and visitors

Identified Hazards:

Slipping, tripping, falling, caused by obstruction/s, or ice/snow or wet floors during poor weather

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if poor standard of design, layout, or if no ongoing, good standards of housekeeping.

Consequence:

Range from minor to severe injury

Pre-Controlled Risk Level:

Medium

Controls:

Infrastructure – (Design, Layout, Provision)
TUS requires that all campus building reception areas and foyers be designed to comply with the requirements of the Building Regulations and the relevant applicable codes of practice' for the purpose of providing 'fit for purpose,' clear and unobstructed pedestrian circulation routes.

Ongoing management of housekeeping

- All main entrances/foyers are maintained to the highest standards of cleanliness.
- Items placed in these areas, which causes an obstruction must be removed as quickly as possible.
- Additional floor mats are to be provided which are non-slip inside main entrances on wet days.

In the event of a liquid spills or wet/dangerous floor, campus housekeeping department will screen off the area (using safety warning signage) until the floor can be cleaned/ dried/problem rectified.

Removal of Obstructions
The Estates Department Caretaker Office has the TUS authority to remove materials or packages that are left in areas, which are causing an obstruction to people/pedestrians or preventing people from evacuating the area safely in the event of an emergency.

Planned Works
Where window cleaning/decorating or other works are to be undertaken appropriate equipment must be used and provided to access the heights involved. Such works should be undertaken only after consideration of the ongoing activities in the area.

Events, Promotional Displays
Where reception/foyer areas of any campus building are intended to be used for special events such as promotions/open days etc., the format, space requirements/special equipment and any other related matter must be brought to the attention of the Campus Estates Department (with sufficient notice) to permit them to evaluate any safety consideration that need to be implemented.

Responsibilities

The Midwest Estates Department is responsible for: -
i) Infrastructural design, layout & fit for purpose provision of campus building reception areas,
ii) Approving works to and in reception areas, and
iii) Approval or refusal to permit events/displays in reception areas.
iv)The Campus Estates Department Housekeeping Department will control cleaning of all campus internal common areas.

All staff & students have a duty to adhere to any reception area safety information, signage or implemented safety measures while ambulating through any of these areas.

Other Sources of Health & Safety Documentation

Midwest Estates Department

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

TUS Technological University of the Shannon: Midlands Midwest Ollscoil Teicneolaíochta na Sionainne: Lár Tíre Iarthar Láir www.tus.ie	**Risk Assessment of:**	**Water for Consumption and Sanitary Purposes**
	Risk Assessment No.	**34**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Staff, students & visitors to Midwest campus & accessing drinking water or sanitary water.

Persons at Risk

Staff, students, and visitors

Identified Hazards:

Illness due to contaminated water

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely, if water is permitted to deterioration in storage or within the internal distribution system

Consequence:

Range from minor to severe health issues

Pre-Controlled Risk Level:

Low to Medium

Controls:

Drinking Water - Provision
Drinking water is provided by means of cooled and filtered dispensers located & easily accessible for staff, student, and visitors in the general areas of Midwest campus buildings.
Potable drinking water is supplied from the utility company 'Irish Water' via the water mains to the campus. The Drinking water supply is filtered and cooled at the campus water drinking dispensers.
Drinking Water – Servicing & Maintenance
Campus drinking water dispenser systems, water treatment systems are serviced and maintained by external contractors reporting to the Estates Department on behalf of TUS.
Hot & Cold Water for Washing Up & Sanitary Services - Provision
This water is provided via the Utility "Irish Water" mains. In general, it is supplied to the roof storage tanks, which provide on demand sanitary services & washing up water through the internal pipework to the required locations across the campus.
Hot & Cold Water for Washing Up & Sanitary Services - Servicing & Maintenance
Campus water storage tanks are cleaned and checked to ensure that no debris or other forms of matter are located inside them, and certificates are obtained to state the level of compliance.
All tanks will be covered with suitably designed covers.
All tanks will be cleaned and disinfected at least once every two years.
Disease Prevention Management (e.g., Legionnaires' Disease)
As part of the campus disease prevention management operations, a competent contractor surveys & maintains the relevant elements of the water supply infrastructural systems, including: -
- undertaking an assessment of water systems likely to create a risk.
- Ensuring the water supply systems avoid i) water temperatures and conditions that favour the growth of legionella and other micro-organisms, ii) materials that encourage legionella growth.
- Ensuring the proper control and release of water spray & that water cannot stagnate in systems.
- Keeping water systems clean & where necessary undertake treatment to either kill legionella or limit their ability to grow & ensuring all shower and shower roses (this includes eyewash stations & Emergency Showers) are cleaned and disinfected at least once every six months.
Maintaining preventative maintenance records.
Emergency Protocols
Where a suspected cases of contamination is notified to TUS Midwest, the Estates Department will investigate & where appropriate, will i) immediately shut down the suspected supply network, & cordon off the area, ii) communicate safety warning information to management, staff, students & visitors, iii) erect warning signage at the suspected incident location and , iv) the Public Health and/or Environmental Health Department.

Responsibilities

Midwest Estates Department

Other sources of Health and Safety Documentation

Midwest Estates Department

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

Risk Assessment of:	**Postgraduate Research Project Work**
Risk Assessment No.	**35**
Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Post graduate research project work undertaken by students on the campus or approved off campus work.
There is a vast and diverse range of research project work taking place and which is supported by the Faculties and Research Institutes.
Depending on the research project work, the potential hazards can vary significantly, and it is most important that they are identified, risk assessed, and good standards of health and safety are secured maintained. TUS has a duty of care to post graduate students to ensuring that health and safety risks created by research projects are appropriately managed and controlled to mitigate the risk to appropriate levels that ensure good standard of health and safety are being maintained.

Persons at Risk

Post graduate research students.

Identified Hazards:

The potential hazards can vary significantly.

Likelihood: *i.e., the Probability of an occurrence of the event*

Levels of likelihood vary depending on the specific activity assessed but would most likely increase where risk assessments are not undertaken, or control measures implemented.

Consequence:

Range from minor to severe health issues

Pre-Controlled Risk Level:

Low to Medium to High

Controls:

Research Ethics Committee
Several health and safety matters are initially dealt with prior to TUS approving a research student's application for research project work (e.g., includes research involving human or animal subjects).
Postgraduate Induction
Postgraduate students proposing to undertake research Project Work which in its totality, falls outside of the scope of 'Low risk project work' (i.e., desktop based project work only) and need to perform lab work in any of the campus laboratories/workshops must first attend Research Institute "PG Induction" where further information will be obtained on rules, procedures and requirements for further detailed risk assessments will be obtained.
Risk Assessment
All postgraduate research project work which falls outside the scope of desktop-based project work only, needs to be risk assessed and identified control measures implemented as appropriate to protect the student, and any other persons during the relevant element of the assessed project work activity.

Responsibilities

The campus Faculty the PG student is assigned to under registration, the Students Supervisor,
The director of any Research Institute that facilitates research work.
The Post Graduate Student.

Other sources of Health and Safety Documentation

Campus Estates Department

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

	Risk Assessment of:	**Organising & Operating Events**
	Risk Assessment No.	**36**
	Risk Assessment Date	**March 2023**

Description of Item or Activity Under Assessment:

Planning and operating different types of events on campus, examples include, careers fairs, open days, graduation ceremonies, art exhibitions, barbecues, licenced pyrotechnic displays, wall climbing events and social gatherings including performances.
The following activities are excluded from the scope of this risk assessment: -
i) Any activity which form part of the normal academic curriculum syllabi (i.e., teaching/research activities in classroom or labs) coming under the control of an academic Faculty, Department or Research Institute.
ii) Meetings which include management/staff meeting, students, societies, and clubs e.g., weekly debates, club meeting etc.
iii) Organised and operated formal or informal dinning events, whether they include speeches or presentations. (Note: safe room occupancy limits must be maintained).

Persons at Risk

Student, staff, visitors, and members of the public

Identified Hazards:

Event dependent hazards, e.g., High hazards (e.g., a pyrotechnic display) low hazards (e.g., a chess competition). Poor event management and management controls

Likelihood: *i.e., the Probability of an occurrence of the event*

Likely if identified hazards are not risk assessed and control measures are not implemented.

Consequence:

Range from minor to severe health & Safety issues

Pre-Controlled Risk Level:

Low to Medium to High

Controls:

Campus Policy, Procedures & Guidance for Event Management
The full set of control measures are set out in this document.

Responsibilities

1) The Parent Safety Statement. 2) Campus Policy, Procedures & Guidance for Event Management

Other sources of Health and Safety Documentation

Campus Policy, Procedures & Guidance for Event Management

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

----------End----------