

University College Dublin



Physio Hub at UCD Sport and Leisure

Rev 1_2023. Issued September 1st 2023

University College Dublin

***Safety, Insurance, Operational Risk and Compliance (SIRC)
Office***

This document must be read in conjunction with the [University Parent Safety Statement](#), the [College / High-Level Functional Area Safety Statement](#) and the [Policy on Health and Safety Management](#).

Contents

1.0 Introduction	4
2.0 School and Physio Hub Description	5
3.0 Access to Physio Hub	6
4.0 Management of Health and Safety within the Physio Hub	6
5.0 Key Contact Details	7
6.0 Employee Safety Representation	9
7.0 Emergency Response Plans	10
7.1 Fire.....	10
7.2 Gas Leak	12
7.3 Loss / Spillage of a Chemical Agent	13
7.4 Loss / Spillage of a Biological Agent.....	14
7.5 Chemical Agent Exposure	14
7.6 Biological Agent Exposure	15
7.7 Personal Injury.....	16
7.8 Campus Emergency	16
7.9 Contacting the Emergency Services.....	17
7.10 Pandemic / Infectious Disease Outbreak.....	18
9.0 Risk Assessments	21
9.1 Risk Assessment Methodology	21
9.2 Physio Hub Register of Risks	23
9.3 Relevant CSL Register of Risks	25
10.0 Appendices	27
10.1 Appendix 1 - Chemical Agent Risk Assessment Template.....	28
10.2 Appendix 2 - Biological Agent Risk Assessment Template	37
10.3 Appendix 3 - Machinery / Equipment Risk Assessment Template.....	44
10.4 Appendix 4 - Lone Working Risk Assessment Template	51
10.5 Appendix 5 - Chemical Spill Response Poster	56
10.6 Appendix 6 - Biological Agent Spill Response Poster	58
10.7 Appendix 7 – Physio Hub Fire Evacuation Poster.....	60

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1.0 Introduction

This document is designed to fulfil the requirements of Section 20 of the *Safety, Health and Welfare at Work Act (No. 10 of 2005)* which requires all employers to prepare a *Safety Statement*.

This document applies to the operations of Physio Hub located on the Belfield Campus of *University College Dublin* and to its field operations. Physio Hub is located in the *Sports Centre Building on the Belfield Campus*.

SPHPSS is located in three principal locations: Woodview House (Public Health, Occupational Safety and Health, Sports Management and Clinical Nutrition and Dietetics); The Health Science Centre A Block (Physiotherapy and Sports Performance) and Newstead (Institute of Sport and Health (ISH), all located on Belfield campus. In addition, the SPHPSS has a dedicated Physio Hub at UCD Sport and Leisure Centre on campus.

The UCD Sport Centre is one of the Ireland's largest sporting facilities, located in UCD's Belfield Campus. The sport Centre's building is linked to the UCD Student Learning Leisure and Sport Facilities (SLLS). The Sport Centre building houses two large sport – halls, one small sport hall (multiple usage areas), climbing wall, four squash courts, a handball / racquetball alley, two gym areas, a sport office, plus associated storage areas/ rooms, staff canteen room, toilets and changing rooms.

This document when read in conjunction with the *University Parent Safety Statement* and relevant risk assessments outlines how the health and safety of staff, students and visitors to the Physio Hub will be safeguarded.

This document is subjected to bi-annual review by the SPHPSS Safety Committee and is available for consultation to all staff and research students of SPHPSS in an annual review and also when changes in work practices necessitate if or when safety issues may arise brought to the attention of the SPHPSS Safety Committee. This document will be subjected to review on a regular basis and also when changes in work practices necessitate it.

Physio Hub - School of Public Health, Physiotherapy and Sports Science

Where appropriate, Schools, Units and any other groups may produce Local Area Safety Statements which provide information on how safety is managed at a local level.

2.0 School and Physio Hub Description

The School of Public Health, Physiotherapy and Sports Science (SPHPSS) (<https://www.ucd.ie/phpss/>) is located in three principal buildings on Belfield Campus as outlined in Section 1.0. SPHPSS is currently under direction of the Head of School Professor Catherine Blake.

The Physio Hub has a Physio Hub Management Team: Dr Caitriona Cunningham, Dr Sinead Mc Mahon, Prof Catherine Blake (SPHPSS), Dominick O’Keeffe (UCD Sport).

Mary Davis, a CORU registered Physiotherapist, is the Physio Hub Practice Tutor.

Physio Hub in UCD Campus Sports and Leisure Building is a single large room on the first floor with a single entrance.

The Physio Hub is composed of three rooms: an office, a clinical space (which also includes desk space) and a storage room. The Physio Hub provides non-paid for services for UCD students. The service users who engage with the Physio Hub are either members of UCD sports clubs i.e. UCD Ad Astra Sports scholars (who avail of massage/recovery sessions [with UCD Physio students on placement] or rehab sessions [for soccer athletes under care of UCD Soccer physiotherapist, Orla Flynn]) or are students who are sedentary on campus (who avail of the ACE Programme).

The Physio Hub provides an on-campus placement site for physiotherapy students (BSc and MSc) on clinical placement. Physiotherapy students attend the Physio Hub for education purposes only and are always supervised when in the Physio Hub. These students also attend primary care services (in South Dublin, Dublin Southeast or Wicklow) and community gym services (DLR Gyms) during their placement experience at UCD Physio Hub. The students abide with the safety statements of these external facilities whilst there.

In addition, the physiotherapy students on clinical placement may have the opportunity to attend the Institute for Sport and Health on UCD Campus to engage with/observe body composition and/or exercise testing. In this instance, the students abide by the UCD Local Area Safety Statement ISH (see

Physio Hub - School of Public Health, Physiotherapy and Sports Science

<https://www.ucd.ie/phpss/about/schoolsafetyandhealthmanagement/> for the relevant safety statement). The physiotherapy students on placement also use the UCD CSL gym space during the provision of the ACE Programme. The students should abide by the CSL Safety statement when using the UCD Gym spaces.

3.0 Access to Physio Hub

The UCD Physio Hub (including office, clinical space and storage room) are all locked when they are vacant. There are currently three sets of keys for access to the Physio Hub which are currently held by the UCD Physio Hub Practice Tutor (Mary E. Davis), UCD Soccer Physiotherapist (Orla Flynn) and at the UCD Sport Reception desk (which can be accessed upon request and by signing out the key from the reception staff).

4.0 Management of Health and Safety within the Physio Hub

University College Dublin is committed to providing a safe place of work for all of its employees and to providing a safe environment for students in which to carry out their studies and associated activities. The University is also committed to ensuring that, in so far as is reasonably practicable, its actions and activities do not have a negative impact on the safety of any third parties.

The Head of School is responsible for ensuring or making arrangements to ensure that the activities undertaken within the school are carried out in a safe manner without undue risk to the health and safety of University employees, students or any third parties.

All employees have a duty to cooperate with the University in all matters of health and safety at work and not to endanger the safety of themselves, their co-workers or any other parties through any act or omission that they may undertake. This cooperation is essential to the effective management of safety within the University. In accordance with safety legislation the University expects all employees to take responsibility for their own safety whilst at work and to perform their duties in a safe manner and in accordance with all relevant safe working procedures.

The University encourages employees to become actively involved in safety matters and welcomes all suggestions or comments regarding safety which can be made to the local Safety Committee, where they can be dealt with most efficiently.

Physio Hub - School of Public Health, Physiotherapy and Sports Science

Refer to the University Parent Safety Statement for further details

Physio Hub - School of Public Health, Physiotherapy and Sports Science

5.0 Key Contact Details

<u><i>Title</i></u>	<u><i>Name</i></u>	<u><i>Contact Details</i></u>
Head of School/ Physio Hub Management Team	Prof Catherine Blake	716 6525
Chair of School Safety Committee	Dr Conor Buggy	716 3454
Safety representative for CSL Ltd/ UCD Sport Centre Manager	Barry Mahoney	716 3832
UCD Physio Hub Practice Tutor	Mary E. Davis	716 2 170
Physio Hub Management Team/ Director Clinical Education	Dr Sinead Mc Mahon	716 6459
Physio Hub Management Team/ Director Physio Hub	Dr Caitriona Cunningham	716 6512
Director of Student Services and Facilities	Dominick O’Keeffe	716 2160
University SIRC Manager	Dr. Peter Coulahan	(716) 8768 / 8771
Fire Alarm Maintenance Company	Contact UCD SIRC Office	(716) 8768 / 8771
Fire Extinguisher Maintenance Company	Contact UCD SIRC Office	(716) 8768 / 8771
Student Health Centre		(716) 3133
UCD Chaplaincy		(716) 8372
UCD 24 HR Emergency Line		(716) 7999
Campus Duty Manager		(716) 7666

Physio Hub - School of Public Health, Physiotherapy and Sports Science

Campus Services

(716) 7000

Emergency First Aid treatment and equipment is available from the local Services Desks and via the 24-hour Emergency line 716 7999

UCD CSL Ltd. First Aiders (please refer to CSL Safety statement)

<i>Name</i>	<i>Location</i>	<i>Contact details</i>
UCD S&F Reception		
Grace Connolly	UCD S&F Reception	(716) 3826
Rory Nevin	UCD S&F Reception	(716) 3811
Jane Walsh	UCD S&F Reception	(716) 3816
Robert Mullee	UCD S&F Reception	(716) 3816
Darren Martin	UCD S&F Reception	(716) 3816
UCD Student Centre		
Robert Mullee	Management Suite	(716) 3861
Gavin Coll	UCD Student Reception	(716) 3810
UCD Sport Reception		
Monika Chorchos	UCD Sport Reception	(716) 3869
Steven Davitt	UCD Sport Reception	(716) 3868
Barry Mahoney	UCD Sport Reception	(716) 3839
UCD Gym		
Luke O'Toole	UCD Gym Office	(716) 3829
Sophie Kennedy	UCD Gym Office	(716) 3829
Yelena Vilminskaya	UCD Gym	(716) 3828
Stephen Fraher	UCD Gym	(716) 3828

6.0 Employee Safety Representation

University College Dublin is committed to involving and consulting employees in the management of health and safety within the University. To this end the University encourages active participation by employees as Safety Representatives or in a Safety Committee System. The functions of Safety Representatives are to act as a medium for employees within a College / School to raise safety concerns and for the *University SIRC Office* and College / School Management to impart information on health and safety matters.

Representation on the committee is drawn from a broad spectrum of areas within the school. All persons sitting on the committee are classed by the University as Employee Safety Representatives as outlined in Part 4 of the 2005 Safety, Health and Welfare at Work Act.

Employees have a right under this legislation at any time to elect from their number such *Employee Safety Representatives*.

Any persons wishing to act as *Employee Safety Representatives* should contact their Head of School in the first instance.

7.0 Emergency Response Plans

Introduction

The purpose of these emergency response plans is to detail the steps and responses that must be taken in the event of an emergency within the School. Where deemed necessary; individual units within the school may further develop these plans to take account of the individual circumstances in their areas.

The following are deemed as emergencies within the School:

1. Fire
2. Natural Gas Leak
3. Laboratory Gas Alarm Activation
4. Loss / Spillage of a Chemical Agent
5. Loss / Spillage of a Biological Agent
6. Chemical Agent Exposure
7. Biological Agent Exposure
8. Personal Injury
9. Major Campus Emergency

7.1 Fire

If you hear the fire alarm:

1. Do not panic but prepare to leave the building.
2. The alarm will sound continuously; leave the building immediately in an orderly fashion by following the green man running signs to the nearest exit. Please note that this may not be the same way that you entered the building.



3. Classes in session must be dismissed and students directed to leave.
4. Persons in laboratories and workshops should make their area safe before leaving by turning off equipment where possible, closing chemical containers, securing biological agents, etc.
5. Do not use the lift.
6. Do not go back to your working area for any reason.

Physio Hub - School of Public Health, Physiotherapy and Sports Science

7. If for any reason you are unable to leave the building, make your way to a protected stairwell or a room with an external window and shut the door. If possible, inform the emergency line (**ext. 7999**) or a colleague of your location and the reason why you cannot safely exit the building.

8. If safe to do so nominated *Fire Marshals* should inspect their designated areas.

9. Proceed to your designated emergency assembly following your departure from the building. The assembly areas for the Physio Hub, located in Campus Sport and Leisure Building are the :

Front of Building: Bus Stop beside to rear of Sports Centre

Rear of Building: SLLS Car Park beside the National Hockey Stadium

10. Report any knowledge you may have of missing or injured persons to a *Fire Marshal*.

11. Return to the building only after the *Chief Fire Marshal/ Services Personnel* give the all clear signal.

If you observe a fire:

1. Activate the fire alarm by breaking one off the red wall mounted break glass units



2. If it is safe to do so and you have been trained to do so the fire may be tackled using a suitable fire extinguisher, but only if this does not place any person at risk of injury.

3. If you decide to fight a fire, ensure that you have a safe and clear means of escape from the fire at all times.

4. In the case of chemical fires be aware that many chemicals give off poisonous fumes under fire conditions. Only fight chemical fires if you are certain that it is safe to do so and that the products of combustion can be avoided.

5. In the event that you cannot fight the fire, or the fire begins to get out of control evacuate the area immediately.

Note: Only approved personnel may silence a fire alarm activation. Under no circumstances may unapproved persons silence a fire alarm activation or interfere with any component of a fire alarm system.

Fire Extinguisher Types

Aqueous Film Forming Foam

- Red cylinder with a cream coloured label.
- Suitable for fighting paper, wood, fabric, etc fires.
- Not suitable for use on electrical fires.
- Suitable for use on most chemical fires.

Carbon Dioxide

- Red cylinder with a black label and a black discharge horn.
- Suitable for fighting electrical fires.
- Not suitable for paper or fabric fires as the gas is discharged under pressure and can blow embers around.
- Not suitable for use in a confined space due to the asphyxiant nature of the carbon dioxide.
- Discharge horn can get very cold during use.

Dry Powder

- Red cylinder with a blue label.
- Suitable for all types of fires including electrical and chemical.
- Can be very messy and can damage electronic equipment.

To Use A Fire Extinguisher:

- Remove from wall bracket if necessary.
- Break the seal and remove the pin.
- Squeeze handle to test the extinguisher.
- For carbon dioxide extinguishers manually turn discharge horn into position before testing. Once used do not touch the discharge horn again as it gets very cold.
- Fight fire by aiming extinguisher at the base of the fire.

7.2 Gas Leak

- In the event that a natural gas leak is suspected contact the CSL Ltd. Duty Manager via reception, ext. 3800 or over radio.
- In the event that reception / Duty Manager cannot be contacted then the 24hr Emergency Line **ext. 7999** may be contacted.

Physio Hub - School of Public Health, Physiotherapy and Sports Science

- Evacuate the area.
- Only authorised personnel may interfere with gas safety systems.

7.3 Loss / Spillage of a Chemical Agent

In the case of a spill or leak of a chemical agent the following procedure should be followed:

- In the event that a chemical is spilled or is discovered to have leaked then all persons should be verbally requested to leave the affected area immediately.
- Where possible windows should be opened but all doors shut be kept closed.
- If the spilled material is flammable all possible sources of ignition, including electrical appliances should be turned off if safe to do so.
- The SDS for the chemical concerned should be consulted before dealing with the spillage and the information contained therein utilised to ensure a safe cleanup response.
- For large spills (>10 litres / kgs) the University SIRC Office should be informed by dialling 8768 / 8771 or 7999 on an internal telephone.
- In the event that the spillage is deemed safe to deal with a spill kit should be obtained.
- Suitable personal protective equipment should be donned by the persons dealing with the spillage. At the very least safety glasses, gloves and a lab coat should be worn. All spills must be attended by at least two persons.
- The source of the leak should be ascertained and if possible and safe to do so closed or sealed. Any damaged containers should be removed and repackaged if possible.
- In the event of liquid spills adsorbent pads or vermiculite should be spread over the spilled material until it is covered. If necessary, absorbent booms should be used to prevent the spillage spreading further.
- Using a dustpan and brush or similar the spilled material along with the absorbent material should be collected and placed into the bag / container contained within the spill kit.
- In the event of the spillage of a solid material the material should be collected using a dustpan and brush and placed into the bag / container contained within the spill kit.
- All wastes and all contaminated items generated by spillages must be disposed of in a suitable manner.
- When dealing with spillages the inhalation of large amounts of vapour or air borne contaminants should be avoided. In the event that a large amount of material is spilled then specialist assistance may be required. Respiratory protection may be required when dealing with large spillages. Persons must note that non-air fed respiratory protection is not a substitute for decreased ambient oxygen levels.

- Some chemicals require specialist responses, e.g. elemental mercury, cyanides, strong acids, etc. Reference should be made to a materials' SDS before it is used in the laboratory for the first time and if required any recommended specialist spill response equipment should be sourced and held in a suitable location.

7.4 Loss / Spillage of a Biological Agent

For spillages where aerosols are not likely to be produced persons should don the necessary PPE (gloves and a lab coat at a minimum) and treat the affected area with an appropriate dry disinfectant or cover with tissue paper and apply a liquid disinfectant. The treated area should be allowed to remain long enough for the disinfectant to take effect before being cleaned and the waste material being disposed off accordingly. As a rule, *Virkon* and *Presept* should be used for the treatment of spillages of biological agents. If a different disinfectant is required, then this should be indicated in any relevant risk assessment.

Where a spillage may give rise to aerosols, e.g. during the rupture of a sample tube in a centrifuge, the area must be evacuated, and the droplets allowed time to settle. Persons then wearing appropriate PPE (gloves, lab coat and barrier face mask) may enter the effected area treat the spillage. In some cases, extensive decontamination of the working area may be required. If deemed necessary testing for the presence of the biological agent can be done following the completion of the disinfectant procedure. Respiratory protection may be required when dealing with spillages that have generated aerosols.

7.5 Chemical Agent Exposure

Some agents require specialist first aid responses, e.g. hydrofluoric acid, cyanides, etc. Reference should be made to a material's SDS before it is used for the first time and if required any specialist first aid equipment should be sourced and held in a suitable location and any unusual first aid responses should be noted.

The following are general guidelines for treating exposures to chemical agents.

Inhalation

- Following exposure to an airborne chemical; affected persons should be removed from the source of exposure to fresh air.

Physio Hub - School of Public Health, Physiotherapy and Sports Science

- At no time should persons place themselves at risk when trying to remove affected persons from the source exposure.
- If breathing stops then artificial respiration should be administered – note this may not be possible if corrosive or toxic materials are on the lips or in the mouth.
- If available, oxygen may also be administered.
- Any exposure which results in vomiting, or unconsciousness must be referred to a medical practitioner.

Skin Contact

- Remove any contaminated clothing and wash (not scrub) the skin with soapy water.
- If required utilise an emergency shower if one is available.
- If the skin blisters or becomes reddened, then seek medical advice.

Eye Contact

- Wash out eyes with copious amounts of fresh water and seek medical advice.

Ingestion

- Refer to the specific MSDS. Always seek medical advice.

For further information contact the [National Poisons Centre](#) on 01 809 2166 (7 Days a Week: 8am – 10pm).

If seeking medical advice after a chemical exposure, ensure that the patient has in their possession a copy of the relevant SDS.

7.6 Biological Agent Exposure

Any person who suspects that they may have been exposed to a biological agent must contact the UCD SIRC Office (ext. 8768 / 8771) immediately. Medical assistance / advice must be sought as soon as is possible.

For needle stick / sharps type injuries:

1. Cuts caused by sharps should be treated immediately. No attempt should be made to remove broken glass from wounds. Needle stick injuries from contaminated needles should be encouraged to bleed. Wash well under running water and cover with a dry dressing. An

Physio Hub - School of Public Health, Physiotherapy and Sports Science

attempt should be made to identify any chemical or biological hazard in the needle that may have been injected.

2. Apart from very minor injuries, a First Aider should be called.
3. In the event of sustaining an accident resulting in a wound:
 - Immediately wash the wound liberally with soap and water but without scrubbing
 - Do not attempt to remove any glass by hand
 - Gently encourage free bleeding of puncture wounds but do not suck the wound
 - Dry the area and apply a waterproof dressing
 - Seek medical advice if the sharp concerned was contaminated with any hazardous materials

There is no evidence available to show that using antiseptics or squeezing a wound will reduce the risk of transmission of a blood borne pathogen. Using a caustic agent such as bleach to wash a wound is not recommended.

7.7 Personal Injury

In the event that a person suffers an injury that requires first aid treatment then:

In the event that a person suffers an injury that requires first aid treatment then:

- Contact the Duty Manager or Reception for a trained first aider on ext. **3800 / 3810 / 3801 / 3839**
- In the event that Reception or the CSL Ltd. DM cannot be contacted then the 24hr Emergency Line (ext.7999) may be contacted.
- If the emergency services are required, then the 24hr Emergency Line should be contacted (7999) and the request made.
- All personal injury or near miss incidents must be reported to the Facility Operations Manager for SPHPSS on an official accident report form available from the reception.

Or

- Treat the injury using first aid equipment. First aid equipment can be sourced from local Services Desks in UCD CSL or from the 24hr Emergency Line (7999)
- If necessary, contact a trained first aider.

For training in the use of defibrillators please contact the Facility Operations Manager or Employee Safety Representative.

7.8 Campus Emergency

In the event that notification of a major campus incident is received then all staff and students should adhere to the *Shelter-Shut-Listen* model of response.

- In the event that a critical incident is notified then staff and students should **shelter** in a building, preferably in a secure area with access to a telephone and the UCD computer network. Lecturers should direct the students to remain indoors and should seek further information on their behalf via the UCD website, local Services Centre or the emergency line (7999).
- Staff should remain **shut** in their location until they are advised that the incident is over or until they are requested to leave the area.
- In the event that staff are required to evacuate an area the building fire alarm will be used to inform all building occupiers and further instructions will be given upon building evacuation.
- Unless instructed to do otherwise staff should remain indoors and **listen** for further instructions.
- Further instructions may be issued via voicemails; website; e-mail; campus siren, etc.

7.9 Contacting the Emergency Services

In all instances contacting the Emergency Services must be done via the *Services First Response Room* using the 24hr Emergency Line (internal extension 7999 or 01 716 7999 from an external phone). Services personnel will then contact the Emergency Services and ensure that they are met upon their arrival on campus and are escorted to the correct location of any incident.

SPHPSS First Aid Response Trained Employees (please refer to all SPHPSS Safety statements)

Name	Location	Contact details
Dr Olive Lennon	A303 Health Sciences	(716) 6508

UCD CSL Ltd. First Aid Response Trained Employees (please refer to CSL Safety statement)

Name	Location	Contact details
UCD S&F Reception		
Grace Connolly	UCD S&F Reception	(716) 3826

Physio Hub - School of Public Health, Physiotherapy and Sports Science

Rory Nevin	UCD S&F Reception	(716) 3811
Jane Walsh	UCD S&F Reception	(716) 3816
Robert Mullee	UCD S&F Reception	(716) 3816
Darren Martin	UCD S&F Reception	(716) 3816

UCD Student Centre

Robert Mullee	Management Suit	(716) 3861
Gavin Coll	UCD Student Reception	(716) 3810

UCD Sport Reception

Monika Chorchos	UCD Sport Reception	(716) 3869
Steven Davitt	UCD Sport Reception	(716) 3868
Barry Mahoney	UCD Sport Reception	(716) 3839

UCD Gym

Luke O'Toole	UCD Gym Office	(716) 3829
Sophie Kennedy	UCD Gym Office	(716) 3829
Yelena Vilminskaya	UCD Gym	(716) 3828
Stephen Fraher	UCD Gym	(716) 3828

First Aid is available throughout all operational hours from all UCD CSL reception desks via the active duty manager and through the 24 hour Emergency line 716 7999.

Any fire, hazardous agent spillage, exposure to a chemical agent, personal injury, etc. or near miss must be notified to the University SIRC Office using an official incident report form. Such forms can be obtained from the University SIRC Office/ CSL reception. Contact sirc@ucd.ie or ext. 8768 / 8771.

7.10 Pandemic / Infectious Disease Outbreak

- Where applicable, UCD will put in place emergency response plans to respond to a pandemic/infectious disease outbreak. Response plans will be developed and updated in line with the prevailing public health advice, and with government and sectoral guidance as appropriate.
- The University will put in place all measures as appropriate and communicate plans and up to date information to all University personnel, as required.
- All university personnel will be responsible for adhering to public health advice and the provisions of the University's response plans.

Physio Hub - School of Public Health, Physiotherapy and Sports Science

8.0 Location of Emergency Equipment

Fire Extinguishers

Fire extinguishers are located throughout the UCD CSL building and are readily available in all locations.

First Aid Boxes

First aid boxes and trained first aiders are available via the Duty Manager or Reception for a trained first aider on ext. 3800 / 3810 / 3801 / 3839.

Consult local information for their locations and the names of trained first aiders.

Automatic External Defibrillators (AED's)

Automatic External Defibrillators (AEDs) are located in the CSL building and their locations are as follows:

- Student Health Centre
 - Astra Hall reception desk
 - Sport and Fitness reception desk
 - Pool deck
 - Gym foyer
 - Vo2 assessment room
 - Sport Centre reception desk
 - Sport Centre Rear (exit by Hockey pitch)
 - UCD Bowl
 - UCD Athletic Running Track
- First aid equipment is also available via the 24hr emergency line – 7999.

AED's are also located in the following locations around the University:

- Agriculture & Food Science Entrance Lobby
- Arts Annexe – Geary Institute Entrance Lobby
- Belfield Office Park – Blocks 9/10 Entrance Lobby (Nexus UCD)
- Campus Services Mobile Jeeps
- Conway Institute Undergraduate Area
- Computer Science Centre - Main Entrance Lobby
- Engineering & Materials Science Centre First Floor
- Health Sciences Entrance Lobby
- Institute For Sport and Health (High Performance Gym)

Physio Hub - School of Public Health, Physiotherapy and Sports Science

- James Joyce Library Admissions Desk
- Lyons Estate
- Main Restaurant Lobby
- Mobile Services Patrol Vehicle
- Newman Building Main Entrance Lobby
- Newstead Main Entrance Lobby
- Nova UCD
- National Virus Reference Lab (NVRL) Reception not in CSL
- President's Lodge
- O'Reilly Hall
- Quinn School of Business Reception Desk
- Richview Architecture Building – Main Entrance Lobby
- Roebuck Offices Main Entrance
- Rosemount Environmental Research Station
- SBI (Systems Biology Ireland) - SBI Reception
- Science Centre East at Entrance to Hub
- Science Centre North Ground Floor Lobby
- Science Centre South Ground Floor Lobby
- Science Centre West First Floor Entrance Lobby
- Smurfit School of Business Services Desk, Blackrock
- Smurfit School of Business Library Corridor
- Sports Centre and environs x 2
- Student Health Centre
- Tierney Building – Main Entrance Lobby
- UCD Bowl
- Veterinary Hospital
- Veterinary Science Main Entrance

For training in the use of defibrillators please contact aed@ucd.ie

9.0 Risk Assessments

9.1 Risk Assessment Methodology

It is the aim of *University College Dublin* to identify hazards in the workplace and to control the risks from those hazards in so far as is reasonably practicable. 'Hazard' is defined as the potential to cause harm, while 'risk' is defined as the potential of the hazard to cause harm under the actual circumstances of use. The assessment of risk from the hazards identified is based on the linkage of the probability of occurrence with the severity of injury or material loss (the hazard effect) resultant from that occurrence.

Probability is determined based on an assessment on how likely it is that an adverse event related to the hazard concerned will occur. Probabilities are graded as:

- *Unlikely*: the adverse event being considered will occur only rarely.
- *Likely*: the adverse event being considered will occur on a frequent basis
- *Very Likely*: the adverse event being considered is almost certain to occur

Severity is based on the degree of personal injury or damage to property likely to occur in the event that the adverse event occurs. Severity of outcome is graded as:

- *Slightly Harmful*: e.g. superficial injuries; minor cuts and bruises; nuisance and irritation; temporary discomfort; minor infection; minor material damage.
- *Harmful*: e.g. lacerations; burns; concussion; sprains; minor fractures; dermatitis (temporary); asthma (temporary); long term discomfort; infection requiring medical treatment; significant material damage.
- *Very Harmful*: e.g. fatality; amputation; major fracture; severe poisoning; cancer; life shortening condition / disease; deafness; head injuries; eye injuries; substantial material damage.

The risk assessment matrix below is used to calculate the risk posed by any hazard by linking the probability of an adverse occurrence with the severity of injury or material loss (the hazard effect) resultant from that occurrence.

Table 1. Risk Assessment Matrix

Probability of Negative Event	Severity of Outcome Of Negative Event		
	Slightly Harmful	Harmful	Very Harmful
Unlikely	<i>trivial risk</i>	<i>acceptable risk</i>	<i>moderate risk</i>
Likely	<i>acceptable risk</i>	<i>moderate risk</i>	<i>substantial risk</i>
Very Likely	<i>moderate risk</i>	<i>substantial risk</i>	<i>intolerable risk</i>

- *Trivial Risk:* No further action required.
- *Acceptable Risk:* No additional risk control / reduction measures required
- *Moderate Risk:* Further risk control / reduction measures should be considered and implemented where possible. Hazards graded as *Moderate Risk* must be closely managed.
- *Substantial Risk:* Further risk control / reduction measures must be identified. If the risk cannot be reduced further, then the hazard must be strictly managed, and the frequency and duration of the hazard must be reduced to as low a level as practicable along with the number of persons exposed to the hazard.
- *Intolerable Risk:* All work involving this hazard is prohibited.

The aim of any risk control / reduction measures identified and implemented are to reduce the residual risk from the hazard to as low a level as is reasonably practicable.

Where practicable, *University College Dublin* commits itself to the elimination of hazards. Where the risk from a hazard cannot be eliminated at source then the University will supply a range of suitable personal protective equipment in order to protect employees where necessary.

Risk assessments will be reviewed regularly and when changes in work practises arise within the University or when new activities are introduced. All staff and postgraduate students must be familiar with the contents of the risk assessments that are relevant to their work. Training and further information on workplace safety and risk assessment is available from the *University SIRC Office* ([email:sirc@ucd.ie](mailto:sirc@ucd.ie)).

Staff and postgraduates working within *University College Dublin* must review all relevant available risk assessments (see register of risks below) prior to initiating work or undertaking new tasks to establish whether or not these documents identify and manage the hazards

Physio Hub - School of Public Health, Physiotherapy and Sports Science

associated with their work adequately. In the event that existing risk assessments do not adequately manage the hazards associated with their work employees and postgraduates should either complete their own risk assessments (templates available on [UCD SIRC Office website](#)); inform their local Safety Committee or inform the *University SIRC Office*.

An [Office Safety Handbook](#) which outlines the risk associated with working in an office environment is available for review by persons who work in said environment.

For those persons who as part of their duties have to meet members of the public face to face or engage in 'home visits' a set of [Safety Guidelines](#) has been developed which should be consulted by same persons required to complete risk assessments for chemical, biological or fieldwork hazards are strongly encouraged to consult the *University College Dublin [Biosafety](#); [Chemical Safety](#) and [Fieldwork Safety Manuals](#)* for guidelines and detailed safety information.

9.2 Physio Hub Register of Risks

The following risk assessments are deemed to be relevant to the operations of Physio HUB. The most current versions of these risk assessments are available on the [UCD SIRC Office website](#).

Persons working within the school must make themselves familiar with the contents of all risk assessments which are relevant to their assigned duties and work in accordance with the provisions contained therein.

**Table 2. Physio Hub
Register of Risk Assessments**

<u>General Risk Assessments</u>			
<i>These risk assessments may apply to all persons working within Physio Hub</i>			
Risk Assessment Number	Title	Risk Rating	Comment
UCDA1	Manual Handling (General)	Acceptable Risk	
UCDA2	Access and Egress	Acceptable Risk	
UCDA3	Bullying and Harassment	Moderate Risk	
UCDA4	Workplace Housekeeping	Acceptable Risk	
UCDA5	Pregnant Employees (General)	n/a	Contact UCD SIRC Office to arrange Risk Assessment
UCDA6	Home Working	Trivial Risk	
<u>General Risk Assessments Contd.</u>			
Risk Assessment Number	Title	Risk Rating	Comment
UCDA7	Presence on a Third Party Site (General)	Moderate Risk	
UCDA11	Lone Working (General)	n/a	Risk rating to be decided on an individual basis
UCDA12	Workplace Stress	Moderate Risk	
UCDA14	Noise (General)	Acceptable Risk	
UCDA15	Use of Personal Protective Equipment (General)	Trivial Risk	
UCDA17	Violence and Aggression (General)	Acceptable Risk	
UCDA18	Fire (General)	Moderate Risk	
UCDA19	Electricity (General)	Moderate Risk	
<u>Office Risk Assessments</u>			
<i>These risk assessments may apply to persons working within an office environment within the school</i>			
Risk Assessment Number	Title	Risk Rating	Comment

Physio Hub - School of Public Health, Physiotherapy and Sports Science

UCDB1	Office Safety (General)	Acceptable Risk	
UCDB2	Use of Display Screen Equipment	Acceptable Risk	Contact SIRC Office to arrange individual assessment
UCDB3	Electricity in the Office	Acceptable Risk	
UCDB4	Fire in the Office	Acceptable Risk	
UCDB5	Manual Handling in the Office	Acceptable Risk	

<u>Chemical Agents Risk Assessments</u>			
<i>These risk assessments may apply to persons working with chemical agents within the school</i>			
Risk Assessment Number	Title	Risk Rating	Comment
UCDC1	Handling and Use of Chemical Agents (General)	Moderate Risk	For general guidance purposes, only. Reference should be made to the more specific risk assessments for chemical agents. In the event that no risk assessment is available for a chemical agent then the user must arrange for one to be completed prior to using the agent for the first time.
UCDC2	Storage of Chemical Agents (General)	Moderate Risk	The large-scale storage of chemical agents (i.e. 00's of litres / kgs may require the completion of a more specific risk assessment).
UCDC5	Use of Compressed Gases (General)	Acceptable Risk	

<u>Biological Agents Risk Assessments</u>			
<i>These risk assessments may apply to persons working with biological agents within the school</i>			
Risk Assessment Number	Title	Residual Risk Rating	Comment

Physio Hub - School of Public Health, Physiotherapy and Sports Science

UCDD4	Handling and Use of Biological Material of Human / Animal Origin	Acceptable Risk	
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Physio Hub Clinical Space Specific Assessments
These risk assessments may apply to persons working in the Physio Hub Clinical space (Please refer to SIRC and/or UCD SPHPSS Risk Assessments Drive for relevant risk assessments)

Risk Assessment Number	Title	Residual Risk Rating	Comment
UCDE16	Use of Laboratory Personal Protective Equipment	Trivial Risk	
UCDE29	Use of Hand Sanitizers / Soaps (General)	Acceptable Risk	
UCDE30	Handling and Use Of Disinfectants (General)	Acceptable Risk	
UCDE24	Use of Water/Oil Baths (General)	Acceptable Risk	
UCDE26	Use of Wax Baths (General)	Acceptable Risk	
UCDE27	Use of Ice Makers (General)	Trivial Risk	
SPHPSS1	Therapeutic Ultrasound	Acceptable Risk	
SPHPSS2	Low Level Laser	Acceptable Risk	
SPHPSS3	Electrotherapy	Acceptable Risk	
SPHPSS8	Anthropometric Measures	Trivial Risk	
SPHPSS10	Exercise Ball	Acceptable Risk	
SPHPSS12	Free Weights	Acceptable Risk	

Health Sciences and Allied Subjects Risk Assessments
These risk assessments may apply to persons engaged in health sciences / health care and similar type work

Risk Assessment Number	Title	Risk Rating	Comment
UCDP1	Patient Handling (General)	Moderate Risk	
UCDP2	Infection Control During Teaching Activities (Non-Invasive)	Acceptable Risk	

Physio Hub - School of Public Health, Physiotherapy and Sports Science

UCDP5	Use of Volunteers for Teaching Purposes (General)	Acceptable Risk	
UCDP6	Pregnant Employees (Health Sciences)	N/A	Contact SIRC to arrange assessment

9.3 Relevant CSL Register of Risks

The following risk assessments are deemed to be relevant to the operations of CSL and are relevant to the facilities UCD Physiotherapy students on placement utilise in the provision of the ACE Programme. Please refer to the UCD CSL safety statement and to the [UCD SIRC Office website](#) for the most current risk assessments.

UCD CSL Ltd. Specific Operational Risk Assessments		
<i>These risk assessments may apply to persons utilising or working within any of UCD CSL's facilities. (Please refer to CSL Safety Statement)</i>		
Risk Assessment Number	Title	Risk Rating:
UCD Gym		
UCDCSL01	Use of Resistance Machines	Acceptable Risk
UCDCSL02	Use of Cardio Machines	Acceptable Risk
UCDCSL03	Use of Free Weights	Acceptable Risk
UCDCSL04	Cleaning of Gym Equipment	Trivial Risk
UCDCSL05	Use of Fitness Class Activities	Acceptable Risk
UCD Pool (facilities)		
UCDCSL18	Changing Village	Acceptable Risk
UCDCSL19	Ingress and Egress Through Automatic Barriers	Acceptable Risk

10.0 Appendices

10.1 UCD Risk Assessment Templates

- [Chemical Agents Risk Assessment Template](#)
- [Biological Agent Risk Assessment Template](#)
- [Machinery / Equipment Risk Assessment Template](#)
- [Fieldwork Risk Assessment Template](#)
- [Home Working Risk Assessment Template](#)
- [Lone Working Risk Assessment Template](#)
- [Manual Handling Risk Assessment Template](#)

All most current risk assessment templates can be accessed through the [SIRC website](#).

10.2 UCD Checklists

- [Self-Audit Checklist](#)

10.3 Emergency Response Posters

- Fire Evacuation Poster
- Chemical Spill Response Poster
- Biological Spill Response Poster

10.4 UCD Guidance Documents and Manuals

- [Dealing with Acute Situations and Other Emergencies - Health and Safety Guidelines](#)
- [Health and Safety Management – A Guide for Managers](#)
- [Homeworking Safety Guidelines](#)
- [Office Safety Handbook](#)

10.1 Appendix 1 - Chemical Agent Risk Assessment Template

Appendix 1 Chemical Agent Risk Assessment
Template

**University College Dublin
Chemical Agents Risk Assessment Template**

Persons completing this assessment should refer to the UCD Chemical Safety Manual and must review the SDS for the chemicals concerned

1. General Information

Name of Person(s) involved in the Process and their Position	
Principal Investigator / Supervisor (Person responsible for ensuring safety)	
Date of Assessment	
Location of Works	
Frequency of Process / Chemical in use	

2. Title and Details of the Process Involving the use of Hazardous Agents –give details of the process(es) in question - if necessary, attach a written procedure.

Title of Process:
Details:

3. Potential Experimental / Reaction Outcomes (give details where applicable)

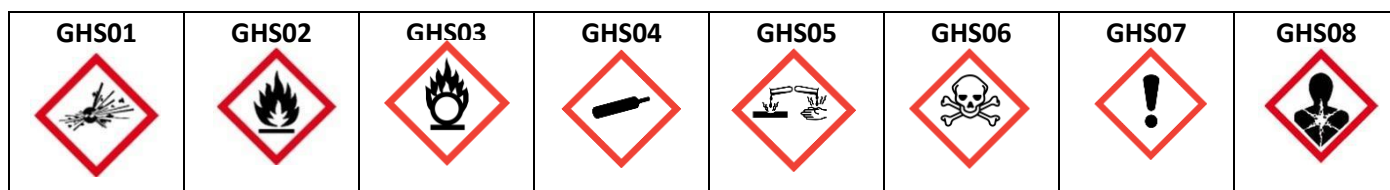
Exothermic: Explosive:

Release of gas / vapours: Pressurisation:

Generation of unstable compounds: Effects on normal atmospheric condition:

Other:

4. Hazardous Agent(s) to be used



<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical name (or formula where no name)				<u>Hazard Statements</u>			
Hazard Class							
Signal Word				<u>Precautionary Statements</u>			
Amount							
Form							

(Add additional tables as required)

Has a safer alternative been considered (Give details)?

Provide scientific justification for the continued use of chemicals classed as Carcinogen, Mutagen, or Reproductive Toxin:

Are any of the chemicals in use incompatible (give details):

Check potential reactions with the Chemical Reactivity Worksheet

Location of SDS for each Chemical:

5. Potential Exposure

a) Who (and how many) could potentially be exposed to these chemicals	
b) Is there a part of the process which could lead to a release of the chemical into the air or onto a surface (give details). What controls are in place to prevent this?	
c) What are the potential routes of exposure? (Inhalation, ingestion, dermal, trans placental, sharps)	
d) What is the chance of the exposure occurring? (Unlikely, Likely, Very Likely)	
e) Concentration / intensity, duration, and frequency of exposure	

6. Controls in Place

a) PPE in use	Lab Coat: <input type="checkbox"/> Safety Glasses: <input type="checkbox"/> Face Shield: <input type="checkbox"/> Gloves: <input type="checkbox"/> (indicate type) _____ Other: <input type="checkbox"/> (give details) _____
b) Engineering controls	Fume hood: <input type="checkbox"/> LEV / Desk Exhaust: <input type="checkbox"/> Other: <input type="checkbox"/>
c) Other controls	
d) Storage arrangements (ensure incompatibles are separated)	
e) Waste disposal procedure	

7. Further Risk Control Measures *These additional risk control measures should be designed to tackle the hazards identified in Sections 4, 5, and 6 above. All questions must be answered.*

a) Can any of the hazardous agents be replaced with less hazardous materials? (give details)	
b) Can the amount of chemical in use be reduced?	
c) Can the duration / intensity of exposure / numbers of persons exposed be reduced?	
d) Are further safety / hygiene facilities required?	
e) Is warning signage required?	
f) Are transport or storage arrangements contributing to risk?	
g) Is appropriate first aid equipment / antidotes available?	
h) Is additional safety equipment required?	
i) In the case of carcinogens are storage and labelling provisions adequate?	
j) In the case of carcinogens can a sealed working system be used?	
k) In the case of carcinogens does the working area require demarcation?	

l) In the case of carcinogens do the users require medical surveillance?	
m) Can the process be modified to reduce exposure risks?	
n) Is further training for personnel required?	
o) Can different equipment be used to control risk?	
p) Is further PPE required?	
q) Can engineering controls be put into place?	
r) Is the product of the process creating a high risk that can be reduced?	
s) Does the working area require demarcation?	
t) Are safe handling procedures in place?	
u) Is occupational exposure monitoring required?	
v) Do ignition sources require isolation?	
w) Can the emergency responses be improved?	
x) Is health surveillance required?	

8. Emergency Responses (Consult relevant SDS for further information)

	Response Measures	Location of kits / specialist or response equipment
a) Fire		
b) First Aid		
c) Accidental Release / Spill Response		

9. Risk Rating

Severity

	Low	Medium	High
Likelihood	Low	Medium	High
Low	Trivial	Acceptable	Moderate
Medium	Acceptable	Moderate	Substantial
High	Moderate	Substantial	Intolerable

Assessment of Likelihood and Severity

	Severity of Outcome	Likelihood of Exposure
Low	Slightly Harmful	Unlikely
Medium	Harmful	Likely
High	Very Harmful	Very Likely

Severity	Likelihood	Risk Rating

1. **Trivial Risk:** No further action needed
2. **Acceptable Risk:** No additional risk control measures required
3. **Moderate Risk:** Implement further risk control measures if possible
4. **Substantial Risk:** Further control measures must be implemented. If this is not possible then work must be strictly managed to ensure safety.
5. **Intolerable:** Work must be prohibited until further control measures are implemented.

Is the risk rating acceptable: Yes No

*If yes sign and date below and ensure all risk control measures have been implemented.
If no identify further control measures and reassess risk. If the risk cannot be reduced to an acceptable level then the process cannot be carried out.*

Is this work suitable for lone working: Yes No

Signed:

Date:

Position:

Signed:

Date:

Position:

This document must be signed by the person carrying out the assessment and their academic supervisor / manager (person responsible for ensuring safety).

Physio Hub - School of Public Health, Physiotherapy and Sports Science

Hazard Statements	
H200 Unstable Explosive	H310 Fatal in contact with skin
H201 Explosive; mass explosion Hazard	H311 Toxic in contact with skin
H202 Explosive; severe projection hazard	H312 Harmful in contact with skin
H203 Explosive; fire, blast or projection hazard	H313 May be harmful in contact with skin
H204 Fire or projection hazard	H314 Causes severe skin burns and eye damage
H205 May mass explode in fire	H315 Causes skin irritation
H220 Extremely flammable gas	H316 Causes mild skin irritation
H221 Flammable gas	H317 May cause an allergic skin reaction
H230 May react spontaneously even in the absence of air	H318 Causes serious eye damage
H231 May react explosively even in the absence of air at elevated pressure and/or temperature	H319 Causes serious eye irritation
H222 Extremely flammable aerosol	H320 Cause eye irritation
H223 Flammable aerosol	H330 Fatal if inhaled
H224 Extremely flammable liquid and vapour	H331 Toxic if inhaled
H225 Highly flammable liquid and vapour	H332 Harmful if inhaled
H226 Flammable liquid and vapour	H333 May be harmful if inhaled
H227 Combustible liquid	H334 May cause allergy or asthma symptoms or breathing difficulties if inhaled
H228 Flammable solid	H335 May cause respiratory irritation
H229 Pressurized container; may burst if heated	H336 May cause drowsiness or dizziness
H240 Heating may cause an explosion	H340 May cause genetic defects
H241 Heating may cause a fire or explosion	H341 Suspected of causing genetic defects
H242 Heating may cause a fire	H350 May cause cancer
H250 Catches fire spontaneously if exposed to air	H351 Suspected of causing cancer
H251 Self-heating; may catch fire	H360 May damage fertility or the unborn child
H252 Self heating in large quantities; may catch fire	H361 Suspected of damaging fertility or the unborn child
H260 In contact with water releases flammable gases which may ignite spontaneously	H362 May cause harm to breast fed children
H261 In contact with water releases flammable gases	H370 Causes damage to organs
H270 May cause or intensify fire; oxidizer	H371 May cause damage to organs
H271 May cause fire or explosion; strong oxidizer	H372 Causes damage to organs through prolonged or repeated exposure
H272 May intensify fire; oxidizer	H373 May causes damage to organs through prolonged or repeated exposure
H280 Contains gas under pressure; may explode if heated	H400 Very toxic to aquatic life
H281 Contains refrigerated gas; may cause cryogenic burns or injury	H401 Toxic to aquatic life
H290 May be corrosive to metals	H402 Harmful to aquatic life
H300 Fatal if swallowed	H410 Very toxic to aquatic life with long lasting effects

Physio Hub - School of Public Health, Physiotherapy and Sports Science

H301 Toxic if swallowed	H411 Toxic to aquatic life with long lasting effects
H302 Harmful if swallowed	H412 Harmful to aquatic life with long lasting effects
H303 May be harmful if swallowed	H413 May cause long lasting harmful effects to aquatic life
H304 May be fatal if swallowed and enters airways	H420 Harms public health and the environment by destroying ozone in the upper atmosphere
H305 May be harmful if swallowed and enters airways	

Precautionary Statements	
P101 If Medical Advice is needed, have product container or label at hand	P315 Get immediate medical advice/attention
P102 Keep out of reach of children	P320 Specific treatment is urgent (see... on this label)
P103 Read label before use	P321 Specific treatment (see... on this label)
P201 Obtain special instructions before use	P330 Rinse mouth
P202 Do not handle until all safety precautions have been read and understood	P331 Do not induce vomiting
P210 Keep away from heat, hot surfaces, sparks, open flames and other ignition sources, No smoking	P332 If skin irritation occurs:
P211 Do not spray on an open flame or other ignition source	P334 If skin irritation or rash occurs:
P220 Keep away from clothing and other combustible materials	P335 Brush off loose particles from skin
P222 Do not allow contact with air	P336 Thaw frosted parts with lukewarm water. Do not rub affected areas
P223 Do not allow contact with water	P337 If eye irritation persists:
P230 Keep wetted with (Manufacturer / supplier or the competent authority to specify appropriate material)	P338 Remove contact lenses, if present and easy to do. Continue rinsing
P231 Handle and store contents under inert gases (Manufacturer / supplier or the competent authority to specify appropriate liquid or gas if "inert gas" is not appropriate)	P340 Remove person to fresh air and keep comfortable for breathing
P232 Protect from moisture	P342 If experiencing respiratory symptoms
P233 Keep container tightly closed	P351 Rinse cautiously with water for several minutes
P234 Keep only in original packaging	P352 Wash with plenty of water/...
P235 Keep cool	P353 Rinse skin with water [or shower]
P240 Ground and bond container and receiving equipment	P360 Rinse immediately contaminated clothing and skin with plenty of water before removing clothes
P241 Use explosion proof equipment	P361 Take off immediately all contaminated clothing
P242 Use non sparking tools	P362 Take off contaminated clothing
P243 Take action to prevent static discharges	P363 Wash contaminated clothing before reuse

Physio Hub - School of Public Health, Physiotherapy and Sports Science

P244 Keep valves and fittings free from oil and grease	P364 And wash it before reuse
P250 Do not subject to grinding/shock/friction/ (Manufacturer/supplier or the competent authority to specify applicable rough handling	P370 In case of fire:
P251 Do not pierce or burn, even after use	P371 In case of major fire and large quantities:
P260 Do not breathe dust/fume/gas/mist/vapours/spray	P372 Explosion risk
P261 Avoid breathing dust/fume/gas/mist/vapours/spray	P373 Do not fight fire when fire reaches explosives
P262 Do not get in eyes, on skin, or on clothing	P375 Fight fire remotely due to the risk of explosion
P263 Avoid contact during pregnancy and while nursing	P376 Stop leak if safe to do so
P264 Wash...thoroughly after handling	P377 Leaking gas fire: Do not extinguish, unless leak can be stopped safely
P270 Do not eat, drink or smoke when using this product	P378 Use... to extinguish
P271 Use only outdoors or in a well-ventilated area	P380 Evacuate area
P272 Contaminated work clothing should not be allowed out of the workplace	P381 In case of leakage, eliminate all ignition sources
P273 Avoid release to the environment	P390 Absorb spillage to prevent material damage
P280 Wear protective gloves/protective clothing/eye protection/face protection	P391 collect spillage
P282 Wear cold insulating gloves and either face shield or eye protection	P401 Store in accordance with...
P283 Wear fire resistant or flame retardant clothing	P402 Store in a dry place
P284 [In case of inadequate ventilation] wear respiratory protection	P403 Store in a well-ventilated place
P301 If Swallowed	P404 Store in a closed container
P302 If on skin	P405 Store locked up
P303 If on skin (or hair)	P406 Store in a corrosion resistant/... container with a resistant inner liner
P304 If inhaled	P407 Maintain air gap between stacks or pallets
P305 If in eyes	P410 Protect from sunlight
P306 If on Clothing	P411 Store at temperature not exceeding ... °C/...°F
P308 If exposed or concerned	P412 Do not expose to temperatures exceeding 50 °C/122 °F
P310 Immediately call a poison centre/doctor/...	P413 Store bulk masses greater than ...kg/...lbs at temperatures not exceeding ... °C/...°F
P311 Call a poison centre/doctor/...	P420 Store separately
P312 Call a poison centre/doctor/...if you feel unwell	P501 Dispose of contents/container to ...
P313 Get medical advice/attention	P502 Refer to manufacturer or supplier for information on recovery or recycling
P314 Get medical advice/attention if you feel unwell	

10.2 Appendix 2 - Biological Agent Risk Assessment Template

Appendix 2

Biological Agent Risk Assessment Template

University College Dublin

Pro Forma Biological Agents Risk Assessment Template

Persons completing this assessment should refer to the UCD Biosafety Manual

1. General Information

Name of Person(s) carrying out risk assessment and their Position	
Principal Investigator / Supervisor <i>(Person responsible for ensuring safety)</i>	
Date of Assessment	
Location of work	

2. Detail the Process Involving the Use or Risk of Exposure to Biological Agents – *indicate the frequency and duration of the process, the materials to be handled and who will be carrying it out - if necessary attach a written procedure for the process.*

Title of Process:
Details:

3. Does the Work Involve the Deliberate Use of a Named Biological Agent

Yes *if yes proceed to section 4*

No *if no proceed to section 5*

4. Deliberate Use of a Named Biological Agent

Name of Agent	
Type of Agent (bacteria, virus, etc.)	
Classification of Agent (1-4) If Class 1 proceed to Section 6	

Containment Required - *Ticking a containment measure indicates its implementation. Please see Appendix 1 for mandatory statutory containment measures.*

Containment Measures	Implemented
a) The workplace is to be separated from any other activities in the same building	
b) Input air and extract air to the workplace are to be filtered using HEPA or likewise	
c) Access is to be restricted to nominated workers only	
d) The workplace is to be sealable to permit disinfection	
e) Specified disinfection procedures	
f) The workplace is to be maintained at an air pressure negative to atmosphere	
g) Effective vector control e.g. rodents and insects	
h) Surfaces impervious to water and easy to clean	
i) Surfaces resistant to acids, alkalis, solvents, disinfectants	
j) Safe storage of a biological agent	
k) An observation window, or alternative, is to be present, so that occupants can be seen	
l) A laboratory is to contain own equipment	
m) Infected material including any animal is to be handled in a safety cabinet or isolator or other suitable containment	
n) Incinerator for disposal of animal carcasses	

Proceed to Section 6

5. Non-Deliberate Use of a Biological Agent

Detail potential infectious agents that persons may be exposed to:

In work settings, which are laboratories, diagnostic laboratories or within which potentially infectious material is being handled, Containment Level 2 measures must be implemented. See Appendix 1 for details.

Have these measures been implemented where necessary: Yes No

6. What training is required before this process commences? (note the person named in Part 1 as being responsible for ensuring safety must ensure that this training is provided).

Details:

7. Potential Exposure

a) Who (and how many) could potentially be exposed to these biological agents?	
b) What are the potential routes of exposure? (e.g. Ingestion, Inhalation, via mucosal membranes, needle stick, direct skin / clothing contamination)	
c) What are the potential health effects of these biological agent(s)	

8. Controls in Place

a) PPE in use	Lab Coat: <input type="checkbox"/> Safety Glasses: <input type="checkbox"/> Face Shield: <input type="checkbox"/> Gloves: <input type="checkbox"/> (indicate type) _____ Other: <input type="checkbox"/> (give details) _____
b) Engineering controls	Biological Safety Cabinet: <input type="checkbox"/> Other: _____ (Give details)
c) Storage arrangements	
d) Waste disposal procedure	
e) Mandatory Good Hygiene Practices	<ul style="list-style-type: none"> ● No eating or drinking in work area ● Hand washing Facilities Available ● Mandatory washing of exposed skin after work completed ● Covering of cuts and abrasions ● No insertion of objects into mouth Other: _____ (Give details)
f) Vaccination Required	Yes <input type="checkbox"/> No <input type="checkbox"/> (give details) _____

9. Further Risk Control Measures - Consider further risk control measures required to eliminate / minimise identified routes of exposure and allow the safe use of agents.

Where deemed necessary provide details of the following additional control measures:	
g) Design of work practices to minimise potential for contact with biological agents	
h) Ongoing health screening for affected persons	
i) Codes of practice for the safety of personnel, especially for the taking, handling and processing of samples of human or animal origin	
j) The display of warning signage in the work area	
k) The keeping of adequate records of persons potentially exposed to infectious agents	
l) Plans to deal with accidents involving a biological agent	
m) Testing for the presence of a biological agent outside of the primary physical confinement	
n) Means for the safe collection, storage, and disposal of waste by employees, including the use of secure and identifiable containers	
o) Safe storage, handling, and transport arrangements	
p) Handling and removal of sharps from the workplace	
q) Universal Precautions for handling blood products	
r) Restriction of access to the work area	
s) Additional hygiene control measures	
t) Further training for personnel required	
u) Has a pregnant employee risk been completed (contact <u>UCD SIRC Office</u>)	
v) Any additional / specific equipment required	

10. Emergency Responses

Physio Hub - School of Public Health, Physiotherapy and Sports Science

	Response Measures	Location of kits / specialist or response equipment
a) First Aid		
b) Accidental Release / Spill Response		
c) Suitable Disinfectant		

11. Statutory Compliance – Has notification been given to the following:
Contact UCD SIRC Office for advice regarding notification requirements.

	Yes	No	N/A
a) Health and Safety Authority <i>Further details available on <u>HSA Website</u></i>			
b) Department of Agriculture, Food and Marine <i>Required for the importation of animal by-products and pathogens. Further details available on <u>Department website</u></i>			
c) UCD Office of Research Ethics <i>All research involving animals requires ethical approval from <u>UCD Research Ethics Committee</u></i>			
d) Biosafety Committee / SIRC Office <i>Work with Class 3 pathogens</i>			
e) Environmental Protection Agency <i>License for working with GMO's and GMM's. Further details on <u>EPA website</u></i>			

12. Risk Rating

Risk Rating = Likelihood of risk occurring x Severity of outcome

		Severity		
		Low	Medium	High
Likelihood	Low	Trivial	Acceptable	Moderate
	Medium	Acceptable	Moderate	Substantial
	High	Moderate	Substantial	Intolerable

Assessment of Likelihood and Severity

	Severity of Outcome	Likelihood of Exposure
Low	Slightly Harmful	Unlikely
Medium	Harmful	Likely
High	Very Harmful	Very Likely

Severity	Likelihood	Risk Rating

Physio Hub - School of Public Health, Physiotherapy and Sports Science

1. **Trivial Risk:** No further action needed
2. **Acceptable Risk:** No additional risk control measures required
3. **Moderate Risk:** Implement further risk control measures if possible
4. **Substantial Risk:** Further control measures must be implemented. If this is not possible then work must be strictly managed to ensure safety.
5. **Intolerable:** Work must be prohibited until further control measures are implemented.

Is the risk rating acceptable: Yes No

*If yes sign and date below and ensure all risk control measures have been implemented.
If no identify further control measures and reassess risk. If the risk cannot be reduced to an acceptable level then the process cannot be carried out.*

Is this work suitable for lone working: Yes No

If yes, then a lone worker risk assessment must be completed and attached to this document.

Signed:

Date:

Position:

Signed:

Date:

Position:

This document must be signed by the person carrying out the assessment and their academic supervisor / manager (person responsible for ensuring safety). The assessment should be reviewed at regular intervals to ensure that it remains up to date.

10.3 Appendix 3 - Machinery / Equipment Risk Assessment Template

Appendix 3 Machinery / Equipment
Risk Assessment Template

**University College Dublin
Machinery / Equipment Risk Assessment Template**

1. General Information

Name of Person(s) carrying out assessment and their position	
Principal Investigator / Supervisor / Head of School or Unit <i>(Person responsible for ensuring safety)</i>	
Date of assessment	
Location of equipment <i>(If machinery is to be used as part of fieldwork or offsite, please complete a <u>Fieldwork Risk Assessment</u> and refer to the <u>Fieldwork Guidance Manual</u>)</i>	

2. Detail the Function and Usage of the Equipment in Question– *indicate the frequency and duration of the use, the function / use of the equipment, the materials to be worked on, who will be using the equipment, etc.*

Name and function of equipment:
Details:

3. Equipment Operating Guidelines

a) Detail how to safely start equipment
b) Detail how to safely stop equipment
c) Detail how to stop equipment in an emergency
d) Detail how to deal with blockages / malfunctions in equipment

e) Detail how equipment can be isolated from the power supply

4. Further details on equipment use

	Select as appropriate	
	Yes	No
a) a. Does the work involve the use of a chemical agent? <i>If yes complete a <u>Chemical Agents Risk Assessment</u> in addition to this assessment.</i>		
b) b. Is specialist training required by users of this equipment? <i>If yes detail the type of training and who is authorised to provide such training.</i>		
c) c. Will the machinery be used as part of fieldwork or offsite? <i>If yes then please complete a <u>Fieldwork Risk Assessment</u> and refer to the <u>Fieldwork Guidance Manual</u>.</i>		

5. PPE Required to Operate Equipment Safely

<p>List the Personal Protective Equipment in use:</p>	<p>Protective Clothing: <input type="checkbox"/> (give details) _____</p> <p>Safety Glasses: <input type="checkbox"/></p> <p>Gloves: <input type="checkbox"/> (indicate type) _____</p> <p>Hearing Protection: <input type="checkbox"/> (give details) _____</p> <p>Face Shield: <input type="checkbox"/></p> <p>Other: <input type="checkbox"/> (give details) _____</p>
--	---

6. Hazard Details and Risk Control Measures

a) Entanglement Hazards	Select as appropriate	
	Yes	No
Are there any moving parts in which clothing, body parts or any other items can become entangled in? <i>If yes, such moving parts must be suitable isolated, guarded and or signed.</i>		
Control Measures:		
b) Crushing Hazards		

<p>Is it possible for any body parts to become crushed during operations of the equipment or for equipment loads or parts to become unstable and to topple over onto a person? If yes danger areas must be suitable isolated or guarded and / or clearly marked and if possible, not accessible.</p>		
<p>Control Measures:</p>		
<p>c) Cutting, Stabbing, and Puncturing Hazards</p>		
<p>Is it possible for stabbing, puncturing or cutting injuries to be suffered during operation? If yes parts must be suitable isolated or guarded and / or danger areas must be clearly marked and / or suitable staff training must be implemented</p>		
<p>Control Measures:</p>		
<p>d) Shearing Hazards</p>		
<p>Can body parts be caught between two parts of the equipment or a part of the equipment and an external object? If yes parts must be suitable isolated or guarded and / or danger areas must be clearly marked and / or suitable staff training must be implemented.</p>		
<p>Control Measures:</p>		
<p>e) Striking / Disintegration Hazards</p>		
<p>Is it possible to be struck by moving parts of the equipment or by equipment components / product in the event of a malfunction? If yes parts must be suitable isolated or guarded and / or danger areas must be clearly marked and / or suitable staff training must be implemented.</p>		
<p>Control Measures:</p>		
<p>f) Electrical Hazards</p>		
<ul style="list-style-type: none"> ● Is the equipment suitably earthed, fused, and connected to the power supply via an RCD? ● Are all cables in good condition? Are all live parts isolated? If yes, then measures must be taken to ensure that the equipment is made electrically safe. 		
<p>Control Measures:</p>		
<p>g) Temperature Issues Hazards</p>		
<p>Do any accessible parts of the equipment get excessively hot or cold? If yes parts must be suitable isolated or guarded and / or danger areas must be clearly marked and / or suitable staff training must be implemented.</p>		
<p>Control Measures:</p>		
<p>h) Noise Hazards</p>		
<p>Is the equipment noisy? If yes equipment must be isolated and / or hearing protection must be worn and signage to that effect must be visible.</p>		
<p>Control Measures:</p>		

i) Vibration Hazards		
Are users required to come into contact with vibrating parts? If yes, then work processes must be designed to minimise contact with such parts and / or equipment should be mounted on shock absorbers or similar.		
Control Measures:		
j) Dust Hazards		
Does use of the equipment generate dusty atmospheres? If yes then work processes must be isolated; local exhaust ventilation may be required, wet systems of work may be required, etc.		
Control Measures:		
k) Chemicals / Exhausts / Fumes Hazards		
Does operation of the equipment give rise to the generation of airborne contaminants? If yes then work processes must be isolated; local exhaust ventilation may be required, wet systems of work may be required, etc.		
Control Measures:		
l) Pressurised / Hydraulic Systems Hazards		
Are pressurised or hydraulic systems in use on the equipment that could give rise to injury if they failed? If yes then work processes must be isolated, regular maintenance of equipment is required, etc.		
Control Measures:		
m) Lifting Task Hazard		
Is the equipment required to engage in lifting tasks, the failure of which could lead to user injury or persons in the vicinity? If yes then work processes must be isolated, lifting plant must be inspected regularly, safe working loads must not be exceeded, users must be trained, etc.		
Control Measures:		
n) Slipping, Tripping and Falling Hazards		
Can anyone using the equipment or in the vicinity slip, trip or fall due to the operation of the equipment e.g. poor housekeeping, dust / oil on the floor, etc.? If yes, then measures must be taken to ensure good housekeeping.		
Control Measures:		
o) Ergonomics Hazards		

Can anyone using the equipment be subjected to poor posture, repetitive movements, undue physical strain, etc.? <i>If yes, then measures must be taken to ensure good ergonomic practices and modification of the working environment may be required.</i>		
Control Measures:		
p) Other Hazards		
Are there any other risk factors that can be associated with the operation of this equipment? <i>If yes, then outline additional control measures.</i>		
Control Measures:		

7. Risk Rating and Document Approval by Supervisor/ Manager / Head of School

Risk Rating = Likelihood of risk occurring x Severity of outcome

		Severity		
		Low	Medium	High
Likelihood	Low	Trivial	Acceptable	Moderate
	Medium	Acceptable	Moderate	Substantial
	High	Moderate	Substantial	Intolerable

Assessment of Likelihood and Severity

	Severity of Outcome	Likelihood of Exposure
Low	Slightly Harmful	Unlikely
Medium	Harmful	Likely
High	Very Harmful	Very Likely

6. **Trivial Risk:** No further action needed
7. **Acceptable Risk:** No additional risk control measures required
8. **Moderate Risk:** Implement further risk control measures if possible
9. **Substantial Risk:** Further control measures must be implemented. If this is not possible then work must be strictly managed to ensure safety.
10. **Intolerable:** Work must be prohibited until further control measures are implemented.

Is the risk rating acceptable: Yes No

*If yes sign and date below and ensure all risk control measures have been implemented.
If no identify further control measures and reassess risk. If the risk cannot be reduced to an acceptable level then the process cannot be carried out.*

Physio Hub - School of Public Health, Physiotherapy and Sports Science

Is this work suitable for lone working: Yes No

If yes, a lone worker risk assessment must be completed and attached to this document.

Signed:

Date:

Position:

Signed:

Date:

Position:

This document must be signed by the person carrying out the assessment and their academic supervisor / manager / head of school (person responsible for ensuring safety).

10.4 Appendix 4 - Lone Working Risk Assessment Template

Appendix 4
Lone Working
Risk Assessment Template

**University College Dublin
Lone Working/ Out of Hours Risk Assessment Template**

1. General Information

Name of Person(s) carrying out risk assessment and their position	
Principal Investigator / Supervisor <i>(Person responsible for ensuring safety)</i>	
Name and position of proposed lone worker	
Date of assessment	
Dates of proposed lone working	

2. Initial Assessment

*If the any of the following tasks are involved in the task being carried out, then lone working / out of hours working is **prohibited**.*

Does the task involve:	Select as appropriate		
	Yes	No	N/A
a. The use of exposed high energy moving equipment			
b. Working at a height			
c. High energy sources			
d. The use of high energy lasers			
e. The use of high-risk chemical agents			
f. The use of high-risk biological agent			
g. The use of high-risk radioactive substances			
h. A significant risk of violence			

3. Provide a detailed description of the activity in question, the location where the activity takes place and the reason lone working has to be undertaken.

Location of Activity:
Description of Activity:
Justify the need for lone working:

4. Hazard Identification and Risk Assessment

To complete the Risk Assessment Form below:

- Identify the hazards specific to the lone working activity and attach to this document the associated risk assessment for the work being completed
- Evaluate the associated risks
- List control measures to reduce the risk - procedures, equipment, training etc.
- Establish the residual risk rating after the implementation of controls

Generic risk assessments for different categories are available on [SIRC Office Website](#). Alternatively use an available risk assessment template for the work:

- [Chemical agents risk assessment template](#)
- [Biological agents risk assessment template](#)
- [Fieldwork risk assessment template](#)
- [Workshop / Equipment risk assessment template](#)

Risk Rating = Likelihood of risk occurring x Severity of outcome

		Severity		
		Low	Medium	High
Likelihood	Low	Trivial	Acceptable	Moderate
	Medium	Acceptable	Moderate	Substantial
	High	Moderate	Substantial	Intolerable

Assessment of Likelihood and Severity

	Severity of Outcome	Likelihood of Exposure
Low	Slightly Harmful	Unlikely
Medium	Harmful	Likely
High	Very Harmful	Very Likely

11. **Trivial Risk:** No further action needed
12. **Acceptable Risk:** No additional risk control measures required
13. **Moderate Risk:** Implement further risk control measures if possible
14. **Substantial Risk:** Further control measures must be implemented. If this is not possible then work must be strictly managed to ensure safety.
15. **Intolerable:** Work must be prohibited until further control measures are implemented.

Hazard	Risk(s)	Control Measure(s)
<p>WORKPLACE: Identify any hazard specific to the workplace / environment, which may create particular risks for lone workers</p>	<p><i>Attach specific risk assessment</i></p>	
Residual Risk Rating:		
<p>PROCESS: Identify any hazards specific to the work process, which may create particular risks for lone workers</p>	<p><i>Attach specific risk assessment</i></p>	
Residual Risk Rating:		
<p>EQUIPMENT: Identify any hazards specific to the work equipment, which may create particular risks for lone workers</p>	<p><i>Attach specific risk assessment</i></p>	
Residual Risk Rating:		
<p>VIOLENCE: Identify the potential risk of violence</p>		
Residual Risk Rating:		
<p>INDIVIDUAL: Identify any hazards specific to the individual, which may create particular risks for lone workers e.g. medical conditions, inexperience, etc.</p>		
Residual Risk Rating:		
<p>WORK PATTERN: Consider how the lone worker's work pattern integrates with those of other workers, in terms of both time and geography</p>		
Residual Risk Rating:		

<p>OTHER: Please specify</p>		
Residual Risk Rating:		

6. Risk Rating

Is the risk rating acceptable: Yes No

If any aspect of the work is considered high risk, it is not suitable for lone working.

If yes, sign and date below and ensure all risk control measures have been implemented.

If no identify further control measures and reassess risk. If the risk cannot be reduced to an acceptable level then the process cannot be carried out.

Signed:

Position:

Date:

Lone Worker

Signed:

Position:

Date:

Physio Hub - School of Public Health, Physiotherapy and Sports Science

Assessor

Signed:

Position:

Date:

Academic Supervisor / Manager

This document must be signed by the lone worker, the assessor and the academic supervisor / manager (person responsible for ensuring safety).

By Signing the lone worker agrees to abide by the control measures outlined.

The assessment should be reviewed at regular intervals to ensure that it remains up to date.

3. Location Of Activity

4. Detail why lone working has to be undertaken

Appendix 5

Chemical Spill Response Poster

CHEMICAL SPILLAGE / EMERGENCY RESPONSE

SDS for the chemicals in use within this lab are located at: _____

Chemical Spill response equipment is located at: _____

IF FIRST AID IS REQUIRED FOLLOWING A CHEMICAL EXPOSURE

Contact local first aider: _____ ext. _____

The nearest first aid box is located at _____

First aid is also available via the UCD Emergency Line ext. **7999/ 01-7167999**

Refer to SDS for first aid response

Contact the SIRC Office (ext. 8768 / 8771) for further advice (if SIRC Office personnel cannot be contacted then contact the UCD Emergency Line on ext. 7999)

If necessary, contact the HYPERLINK "<http://www.poisons.ie/>" [National Poisons Centre](http://www.poisons.ie/) on 01 809 2566
(7 Days a Week: 8am – 10pm)

IN THE EVENT OF A CHEMICAL SPILLAGE

MINOR SPILLAGE / LOW RISK CHEMICALS

Isolate the spillage and evacuate the immediate area

Refer to SDS and UCD Chemical Safety Manual (HYPERLINK "<http://www.ucd.ie/sirc>" www.ucd.ie/sirc)

Don appropriate protective equipment before dealing with spillage

For liquid spillages use absorbent materials and if necessary, booms to contain and absorb spillage. For spilled solids use a dustpan and brush to collect material whilst avoiding the generation of airborne dusts.

Dispose of waste material appropriately

If necessary, clean down affected surfaces and test for the presence of spilled material

MAJOR SPILLAGE (>~5 litres / kgs) / HIGH RISK CHEMICALS

Evacuate the area opening windows and closing all doors where possible

If fire or explosion is a risk activate the fire alarm by pressing a red wall mounted break glass unit

Contact the SIRC Office (ext. 8768 / 8771) for further advice (if SIRC Office personnel cannot be contacted then contact the UCD Emergency Line on ext. 7999).

Appendix 6

Biological Agent Spill Response Poster

BIOLOGICAL AGENT SPILLAGE / EMERGENCY RESPONSE

Biological Spill response equipment is located at: _____

IF FIRST AID IS REQUIRED FOLLOWING A BIOLOGICAL AGENT EXPOSURE

Contact local first aider: _____ ext. _____

The nearest first aid box is located at _____

First aid is also available via the UCD Emergency Line ext. **7999/ 01-7167999**

Contact the SIRC Office (ext. 8768 / 8771) for further advice (if SIRC Office personnel cannot be contacted then contact the UCD Emergency Line on ext. 7999)

IN THE EVENT OF A BIOLOGICAL AGENT SPILLAGE

MINOR SPILLAGE / NO GENERATION OF AIRBORNE AEROSOLS

Isolate the spillage

Evacuate the immediate area

Don appropriate protective equipment before dealing with spillage

Treat the affected area with a dry disinfectant or else cover the area with a dry tissue or similar and apply a wet disinfectant

Allow enough time for the disinfectant to take effect

Collect the waste material and dispose of appropriately

Clean down affected surfaces again with a wet disinfectant and if necessary, test for the presence of spilled material

MAJOR SPILLAGE / GENERATION OF AIRBORNE AEROSOLS

Evacuate the area closing all doors

Contact the SIRC Office (ext. 8768 / 8771) for further advice (if SIRC Office personnel cannot be contacted then contact the UCD Emergency Line on ext. 7999)

Allow sufficient time for any aerosol to settle before re-entering the room.

10.7 Appendix 7 – Physio Hub Fire Evacuation Poster

Appendix 7

Fire Evacuation Poster

UCD Physio Hub

FIRE SAFETY NOTICE

IF YOU HEAR THE FIRE ALARM

- Do not panic, but prepare to leave the building
- The alarm will sound continuously, leave the building immediately in an orderly fashion by following the green man running signs to the nearest exit. Please note that this may not be the same way that you entered the building.



- Classes in session must be dismissed and students directed to leave.
- Do not use the lifts.
- Do not go back to your working area for any reason.
- If for any reason you are unable to leave the building, make your way to a protected stairwell or a room with an external window and shut the door. If possible, inform the emergency line (ext. 7999) or a colleague of your location and the reason you cannot safely exit the building.
- If safe to do so nominated fire marshals should inspect their designated areas.
- Proceed to the nearest emergency assembly area to your point of departure from the building. The assembly areas for the Physio Hub are:



Side of the Sport Centre Building: Bus Stop

Rear of the SLLS Building: SLLS Members Car Park

- Report any knowledge you may have of missing or injured persons to a Fire Marshal / Duty Manager
- Return to the building only after the Chief Fire Marshal / Duty Manager has given the all clear signal.

IF YOU OBSERVE A FIRE



- Activate the fire alarm by breaking one of the red wall mounted break glass units located throughout the building and if possible inform the emergency line (ext. 7999).



- If it is safe to do so and you have been trained to do so the fire may be tackled using a suitable fire extinguisher, but only if this does not place any person at risk of injury and you have a safe and clear means of escape from the fire at all times.



- In the event that you cannot fight the fire or the fire begins to get out of control evacuate the area immediately.