

University College Dublin



***School of Public Health,
Physiotherapy and Sports Science
Woodview House***

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](#).

Woodview House Safety Statement

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Revision History:

- Revision 1: 1st September 2022

Woodview House Safety Statement

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 Woodview House which contains functions of the School of Public Health, Physiotherapy and Sports Science (SPHPSS) and the College Offices for the College of Health and Agricultural Sciences (CHAS) located on the Belfield Campus of *University College Dublin* and to its field operations (SPHPSS only).

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 Performance Management) and Newstead (Institute of Sport and Health (ISH)). All are located on the *Belfield Campus*. Woodview House is predominantly utilised by the subject areas of Public Health (PH), Occupational Safety and Health (OSH), Clinical Nutrition and Dietetics (CND) and Sports Management (SM). It is an office-based building, there are no laboratories located in the building. The College of Health and Agricultural Sciences college offices are also located in Woodview House.

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 Woodview House will be safeguarded.

In situations where Schools within a single College have similar risks then they may use the College Safety Statement as the basis for their safety management. Advice on this approach can be obtained from the [SIRC Office](#).

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.

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 it or when a safety issues may arise brought to the attention of the SPHPSS Safety Committee.

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2.0 SPHPSS Description

The School of Public Health, Physiotherapy and Sports Science (SPHPSS) 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.

Woodview House is one of the original buildings of Belfield Campus and is an office-based building with no laboratories, no chemical storage, no equipment and no teaching facilities. Woodview House is comprised of three small wings around a central courtyard. The building is two storeys in height and has seven ground floor entrances (one of which is emergency access only) – four entrances exit to the courtyard and three (including the emergency exit) entrances face outward.

The building includes three stairs and one first floor emergency exit with stairs to the central courtyard. The building is comprised of offices and meeting rooms, one kitchen and two kitchenettes (one ground floor and one first floor) two restrooms on the ground floor, two restrooms on the main staircase landing and one first floor restroom (all on the landing and first floor are gender neutral facilities). The courtyard is accessible by a gated entrance as well as four inward facing exits.

Further details can be obtained at <https://www.ucd.ie/phps/> and <https://www.ucd.ie/phps/about/schooloffice/>

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3.0 Management of Health and Safety within Woodview House

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. By extension SPHPSS and extends those commitments to ensuring the occupational safety and health of its employees and students that are based / utilise Woodview House.

Managers and persons who purport to act in any such capacity carry significant responsibilities under the [Safety, Health and Welfare At Work Act 2005](#), as set out in Regulation [80\(1\)](#). This includes Vice Presidents / College Principals / Heads of Schools / Managers of Facilities / Heads of Units and are responsible for ensuring or making arrangements to ensure that the activities undertaken within their areas of responsibility are carried out in a safe manner without undue risk to the health and safety of University employees, students or any third parties.

Consequently, there is a significant legal liability placed upon all managers and persons who act as managers by directing the work of others to ensure that all operations under their control are carried out safely. Such persons may consult with the University SIRC Office at any time in order to seek guidance of the management of workplace safety.

Such persons should ensure that they have in place a *Safety Management System* appropriate to the risks and complexity to be found within their areas of control. Further information is available in the UCD University Parent Safety Statement and guidance on implementing such a system can be found in the UCD guidance document [Health and Safety Management - A Guide for Managers](#).

All employees (and research students) 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. As part of that process SPHPSS is committed to

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ensuring that their Safety Statements are made available annually for consultation with relevant staff and research students that are based in their facilities. The Safety Statements are available through our School website as well as in hard copy in each of the three primary locations. All our Local Area Safety Statements fall under the remit and authority of the UCD Parent Safety Statement.

Please refer to the [University Parent Safety Statement](#) for further details.

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4.0 Key Contact Details for Woodview House

<u>Title</u>	<u>Name</u>	<u>Contact Details</u>
Head of School	Prof. Catherine Blake	(716) 6525
School Manager	Ms. Aileen Ward	(716) 3424
School Safety Committee Chair	Dr. Conor Buggy	(716) 3454
University SIRC Director	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
Campus Services		(716) 7000

Woodview House First Aiders

Name	Extension No.	Location
<i>Dr Carla Perrotta (Practicing GP)</i>	3446	A17 Woodview

Emergency First Aid treatment and equipment is available from the School Programme Office (G1 Woodview House) and via the 24-hour Emergency line 716 7999. The closest automated external defibrillator (AED) are available and located in the Undergraduate Area (Café) of the Conway Institute or the Entrance Lobby of the Veterinary Building.

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5.0 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. The Terms of Reference for the SPHPSS Safety Committee outline how each discipline is represented from within the school as well as representatives from specific cohorts / activities which are of relevance to the work of the committee. The committee is currently chaired by Dr. Conor Buggy (Associate Professor of Occupational and Environmental Studies) from the UCD Centre for Safety and Health at Work. 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 or the Chair of the SPHPSS Safety Committee at their convenience.

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6.0 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 Woodview House. While Woodview House does not contain any facilities / laboratories that include chemical or biological agents, it is located between the Veterinary Hospital and the Conway Institute, both of which do contain such hazards. Consequently, this Local Area Safety Statement includes cognisance of those facilities as part of its Emergency Response Planning. All staff of SPHPSS in their duty of care to colleagues and students across campus should familiarise themselves with such emergency procedures should they be in another building as an emergency scenario occurs.

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

UCD operates a 24hr / 7 day a week / 365 days a year Emergency Line from which first aid, and other emergency management assistance can be obtained. It should only be used to seek assistance in an emergency. It is 01 716 7999 (external telephone) / 7999 (internal extension).

Personal Emergency Egress Plans

Personal Emergency Egress Plans (PEEP's) are advisable for staff and students who suffer from a sensory, physical or medical impairment that may make evacuation of a building in an emergency more challenging.

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PEEPS are 'personal' plans and are tailored to an individual's needs and help address the challenges that that individual staff member or student may have to face in evacuating a university building in an emergency.

SPHPSS staff and research students who would like to discuss the preparation of a PEEP should inform the SPHPSS Safety Committee and contact the [UCD SIRC Office](#). Taught students who would like to discuss the preparation of a PEEP plan should contact the University Access and Lifelong Learning Office.

First Aid Procedures

The [UCD Advice for First Aid Responders: COVID 19](#) guide is intended to provide some practical guidance and reassurance to First Aid Responders [FAR] in UCD. All Woodview House First Aiders should familiarise themselves with this guide and do so periodically.

To minimise risk, it is advised that all UCD First Aid Responders should avoid close contact with a person who may require first aid on campus, unless absolutely necessary or if Personal Protective Equipment (PPE) is available.

To request first aid assistance, persons should immediately contact the UCD 24-hour Emergency Line on Ext. **7999** or **01 716 7999** from a mobile.

The 7999 first aid responders have access to PPE and can respond to first aid requests.

6.1 Fire

If you hear the fire alarm:

1. Do not panic but prepare to leave the building (Woodview House).
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 Woodview House.



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 (none present in Woodview House).

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6. Do not go back to your working area for any reason.
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 area/s for Woodview House is:

In Front of Woodview House Main Entrance (beside the G1 Programme Office)

Full list of all campus assembly areas, see the [UCD SIRC Office website](#)

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.

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.

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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.

6.2 Natural Gas Leak

- Woodview House has a boiler heating system based on the ground floor in the courtyard.
- In the event that a natural gas leak is suspected then the 24hr Emergency Line (ext. 7999) must be contacted.
- Notify personnel in Woodview House to evacuate the area.
- Only authorised personnel may interfere with gas safety systems.

6.3 Laboratory Gas Alarm Activation

- There are no Laboratories in Woodview House, however should any personnel from Woodview House be present in an adjacent facility when an alarm activates they should follow the direction of that facilities safety personnel.
- In the event of an activation of a laboratory gas alarm, follow local gas alarm response procedures as directed by that facilities safety personnel.

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6.4 Loss / Spillage of a Chemical Agent

There are no facilities in Woodview House which have the potential for an emergency response associated with a chemical spill. However, personnel from Woodview House should be aware of the following procedures should they encounter such a spill in another facility on campus in the course of their duties in order to assist (until appropriate personnel arrive) if no responsible personnel are available. At no point should Woodview House personnel undertake the following procedures unless asked to assist by responsible personnel from that facility. If Woodview House personnel are not comfortable with assisting they should indicate so and clear the area as soon as further assistance arrives.

In the case of a spill or leak of a chemical agent the following procedure should be followed by that facilities personnel – if there are no available personnel Estate Services should be contacted immediately:

- 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 – please contact the relevant safety personnel for that facility.
- 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.

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- 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.

6.5 Loss / Spillage of a Biological Agent

There are no facilities in Woodview House which have the potential for an emergency response associated with a biological agent release. However, personnel from Woodview House should be aware of the following procedures should they encounter such an accidental release in another facility on campus in the course of their duties in order to assist (until appropriate personnel arrive) if no responsible personnel are available. At no point should Woodview House personnel undertake the procedures unless asked to assist by responsible personnel from that facility. If Woodview House personnel are not comfortable with assisting they should indicate so and clear the area as soon as further assistance arrives.

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

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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.

6.6 Chemical Agent Exposure

There are no facilities in Woodview House which have the potential for an emergency response associated with a chemical spill and occupational exposure. However, personnel from Woodview House should be aware of the following procedures should they encounter such a spill in another facility on campus in the course of their duties in order to assist (until appropriate personnel arrive) if no responsible personnel are available. At no point should Woodview House personnel undertake the following procedures unless asked to assist by responsible personnel from that facility. If Woodview House personnel are not comfortable with assisting they should indicate so and clear the area as soon as further assistance arrives.

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.
- 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.

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- 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 Safety Data Sheet (SDS). 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.

6.7 Biological Agent Exposure

There are no facilities in Woodview House which have the potential for an emergency response associated with a biological agent release and occupational exposure. However, 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 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

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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.

6.8 Personal Injury

In the event that a person suffers an injury that requires first aid treatment then contact the Woodview House First Aider(s) (currently Dr Carla Perrotta, A14, 01-7163446) immediately:

- Treat the injury using first aid equipment. First aid box is located in G1 Programme Office Ground Floor Woodview House.
- First aid assistance is available 24hours per day from the UCD Emergency Line on internal extension 7999 or 01 716 7999 from an external phone.
- If the emergency services are required, then the 24hr Emergency Line should be contacted and the request made.
- All personal injury or near miss incidents must be reported to the University SIRC Office on an official accident report form which is available from the University SIRC Office.

6.9 Location of Emergency Equipment

Fire Extinguishers

- Fire extinguishers are located throughout all buildings and are readily available in all locations.

First Aid Boxes

- G1 Programme Office Ground Floor.
- There may be additional first aid boxes located locally - nominated local first aiders can advise on the location of your nearest first aid box.
- First aid equipment is also available via the 24hr emergency line – ext. 7999/ 01- 7167999.

Automatic External Defibrillators (AED's)

Automatic External Defibrillators (AEDs) are located throughout the University's Belfield and Blackrock campuses. Refer to [UCD SIRC Office website](#) for current locations. For training in the use of defibrillators please contact sirc@ucd.ie.

The closest automated external defibrillators (AEDs) are available and located in the Undergraduate Area (Café) of the Conway Institute or the Entrance Lobby of the Veterinary Building.

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6.10 Contacting the Emergency Services

In all instances contacting the Emergency Services must be done via Campus Services using the 24hr Emergency Line (internal extension 7999 or 01 716 7999 from an external phone). Campus 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.

6.11 Personal Emergency Egress Plans

As indicated in the introduction to this section, Personal Emergency Egress Plans (*PEEPS*) are advisable for staff and students who suffer from a sensory, physical or medical impairment that may make evacuation of a building in an emergency more challenging. PEEPS are 'personal' plans and are tailored to an individual's needs and help address the challenges that the particular individual staff member or student may have to face in evacuating a university building in an emergency.

Staff who would like to discuss the preparation of a PEEP should contact the [SIRC Office](#). Students who would like to discuss the preparation of a PEEP plan should contact the [University Access and Lifelong Learning Office](#). It is advised to inform the SPHPSS Safety Committee of any plans that are in place so that Fire Marshalls can be informed of the plans for individuals utilising one when based in Woodview House.

6.12 Acute Student Situations

The SIRC Office has prepared a guidance document entitled [Dealing With Acute Student Situations and Other Emergencies](#) to provide staff members who work in public offices and have face-to-face interactions with students and members of the public with a set of guidelines for dealing with various types of emergency situations that may arise when dealing with same, e.g. disruptive or threatening behaviour; emotionally distressed students, student or staff injury. All Woodview House staff and research students should familiarise themselves with this document as part of their duty of care to colleagues within the building and school.

In addition, the [UCD Student Mental Health and Wellbeing Policy](#) and further information and useful documents can be found through the website <http://www.ucd.ie/students/support/>

In all instances, contacting the Emergency Services must be done via *Campus Service* using the 24hr Emergency Line (**7999**). 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.

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6.13 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. All Woodview House staff and research students should familiarise themselves with this process as part of their duty of care to colleagues within the building and school.

- 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.

Any fire, personal injury 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. Contact sirc@ucd.ie or ext. 8768 / 8771.

6.14 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.

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7.0 Risk Assessments

7.1 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>

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- *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 by the SPHPSS Safety Committee 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](#).

Staff and postgraduates working within Woodview House 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 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 obtain a risk assessment template and liaise with the SPHPSS Safety Committee to develop a new risk assessment (templates available on [UCD SIRC Office website](#)) bespoke to that process and that facility.

[Templates](#) to assist in the completion of risk assessments have also been created by the SIRC Office. Assistance and advice in this regard can be obtained from the University SIRC Office. Contact sirc@ucd.ie.

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Guidelines on completing risk assessments are available at www.ucd.ie/sirc. Please contact the SPHPSS Safety Committee in advance of completing a risk assessment as there is expertise on the school committee that can provide guidance and can review the completed risk assessment to add to the set of risk assessments utilised in the school.

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' or other fieldwork activities, reference should be made to the [Home visits - Face to face Safety Guidelines](#) and the [Fieldwork Safety Manual](#) in advance for guidelines, detailed safety information and when completing a [Fieldwork Risk Assessment](#).

7.2 Woodview House Register of Risks

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

Persons working within Woodview House 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.

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Table 2. UCD School of Public Health Physiotherapy and Sports Science – Woodview House Register of Risk Assessments

<u>General Risk Assessments</u>			
<i>These risk assessments may apply to all persons working within Woodview House or undertaking duties on behalf of their activities associated with their role at Woodview House.</i>			
Risk Assessment Number	Title	Risk Rating	Comment
UCDA1	<u>Manual Handling (General)</u>	Acceptable Risk	
UCDA2	<u>Access and Egress</u>	Acceptable Risk	Woodview House is not wheelchair accessible. Only the courtyard entrance can accept a wheelchair user but internal steps prevent access to the majority of the building.
UCDA3	<u>Bullying and Harassment</u>	Moderate Risk	Please refer to the UCD Dignity and Respect and Sexual Misconduct Policies and Guidance Documents for assistance regarding Bullying and Harassment.
UCDA4	<u>Workplace Housekeeping</u>	Acceptable Risk	
UCDA5	<u>Pregnant Employees (General)</u>	n/a	Please contact UCD SIRC Office directly to arrange Risk Assessment
UCDA6	<u>Home Working</u>	Trivial Risk	Each unit should discuss with their line manager arrangements for home working. SPHPSS Safety Committee can be contacted regarding homeworking ergonomic guidelines.
<u>General Risk Assessments Contd.</u>			
Risk Assessment Number	Title	Risk Rating	Comment
UCDA7	<u>Presence on a Third Party Site (General)</u>	Moderate Risk	
UCDA8	<u>Kitchen / Tea Making Areas</u>	Trivial Risk	
UCDA9	<u>Driving / Use of Vehicles</u>	Substantial Risk	If undertaking fieldwork that requires driving please contact SPHPSS Safety Committee
UCDA10	<u>Foreign Travel</u>	Acceptable Risk	
UCDA11	<u>Lone Working (General)</u>	n/a	Risk rating to be decided on an individual basis

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UCDA12	Workplace Stress	Moderate Risk	
UCDA13	Use of Passenger / Goods Lifts	n/a	There are no lifts in Woodview House.
UCDA14	Noise (General)	Acceptable Risk	
UCDA15	Use of Personal Protective Equipment (General)	Trivial Risk	There are no laboratories or processes in situ in Woodview House that require the use of PPE. However, should individuals wish to use PPE to prevent infectious disease spread (e.g. during flu season), individuals can do that of their own volition.
UCDA16	Travel Within Ireland	Acceptable Risk	
UCDA17	Violence and Aggression (General)	Acceptable Risk	Please refer to the SIRC Office guidance document entitled Dealing With Acute Student Situations and Other Emergencies
UCDA18	Fire (General)	Moderate Risk	
UCDA19	Electricity (General)	Moderate Risk	

Office Risk Assessments

These risk assessments may apply to persons working within an office environment within Woodview House

Risk Assessment Number	Title	Risk Rating	Comment
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	

Fieldwork Risk Assessments

These risk assessments may apply to persons engaged in fieldwork as part of their role based at Woodview House.

Risk Assessment Number	Title	Risk Rating	Comment
UCDH1	Fieldwork (General)	Acceptable Risk	For general guidance purposes only. Reference should be made to the UCD Fieldwork Safety

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			<u>Guidelines</u> . In some cases an expedition specific risk assessment will be required.
UCDH2	<u>Leptospirosis (Fieldwork)</u>	Acceptable Risk	It is unlikely that anyone with a role in Woodview House would be undertaking fieldwork that would put them at risk from Leptospirosis (e.g., river sampling), however in the event such a task was being undertaken please contact the SPHPSS Safety Committee for practical risk awareness guidance.
UCDH3	<u>Home Visits – Face to Face Interviews</u>	Acceptable Risk	All face to face visits as part of a research protocol should be evaluated through the UCD HREC Ethical Approval Process in consultation with the project PI. Should the PI consider there to be any danger to a researcher please contact the SPHPSS Safety Committee for advice before referral to SIRC.

[Health Sciences and Allied Subjects Risk Assessments](#)

These risk assessments may apply to persons engaged in health sciences / health care and similar type work on behalf of their role at Woodview House.

It is noted that none of these activities take place in Woodview House, however students / researchers on fieldwork or clinical placement should familiarise themselves with these risk assessments and if necessary contact the SPHPSS Safety Committee for further advice.

Risk Assessment Number	Title	Risk Rating	Comment
UCDP1	<u>Patient Handling (General)</u>	Moderate Risk	
UCDP2	<u>Infection Control During Teaching Activities (Non-Invasive)</u>	Acceptable Risk	
UCDP3	<u>Working with Cadavers and Associated Material (General)</u>	Acceptable Risk	
UCDP5	<u>Use of Volunteers for Teaching Purposes (General)</u>	Acceptable Risk	
UCDP6	<u>Pregnant Employees (Health Sciences)</u>	n/a	Contact SIRC to arrange individual assessment.
UCDP7	<u>Use of Mercury Containing Equipment</u>	Acceptable Risk	
UCDP8	<u>Use of UV Hand Inspection Light Boxes</u>	Trivial Risk	

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UCDP9	Use of AED's For Teaching Purposes (General)	Acceptable Risk	
UCDP10	Manipulation / Handling of Teaching Subjects	Acceptable Risk	
UCDP11	Use and Handling of Artificial Blood and Urine Risk Assessment	Moderate Risk	
UCDP12	Use of Lancets Risk Assessment	Moderate Risk	
UCDP13	Use of Compressors to Inflate Mannequins Risk Assessment	Moderate Risk	
UCDP14	Use of Pharmaceuticals for Teaching Purposes Risk Assessment	Moderate Risk	
UCDP15	Injection of Subjects for Teaching Purposes Risk Assessment	Moderate Risk	
UCDP16	Presence on A Third-Party Site-Institution Risk Assessment	Moderate Risk	This RA is essential for all people working / researching at Woodview House should they be undertaking field work or clinical placement.

COVID19 Risk Management

Vice Presidents / College Principals / Heads of Schools / Institute Directors / Managers of Facilities / Heads of Units / Other Senior Managers will:

- Ensure where necessary a task specific Covid 19 Risk Assessment is completed
- Ensure that persons in their area adhere to all of the provisions of the [Return to Campus Guide](#)
- Ensure Work Pods and associated novel working practices and risk control measures are implemented as required

All Employees and Researchers will:

- Have completed the mandatory online Covid 19 Induction training
- When on campus adhere to the provisions of the [Return to Campus Guide](#) and current public health advice
- Make themselves aware of the signs and symptoms of Covid 19 and monitor their own wellbeing
- Not access the campus if they are unwell or have been advised to self-isolate

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- Self-isolate at home and contact their GP promptly for further advice if they display any signs or symptoms
- Comply with the mandatory requirement to record daily attendance on the campus via the University's [online system](#) , or any other local arrangements as may be in place.
- Adhere at all times to risk control measures as identified through risk assessment

If any employee or researcher experiences Covid 19 symptoms when on campus they must immediately call the Emergency Line on ext. 7999 / 01 716 7999 and await further instructions.

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8.0 Appendices

Appendix 1: UCD SIRC Office Guidance Documents and Templates

UCD Risk Assessment Templates

- [Fieldwork Risk Assessment Template](#)
- [Home Working Risk Assessment Template](#)
- [Lone Working Risk Assessment Template](#)
- [Manual Handling Risk Assessment Template](#)

UCD Guidance Documents and Manuals

- [Dealing with Acute Situations and Other Emergencies - Health and Safety Guidelines](#)
- [Fieldwork Safety Guidelines](#)
- [Guide for School/ Units Hosting Researchers, Work Experience Students or Unpaid Volunteers](#)
- [Health and Safety Management – A Guide for Managers](#)
- [Home Visits: Face-to-Face Interview Safety Guidelines](#)
- [Homeworking Safety Guidelines](#)
- [Office Safety Manual](#)
- [Travel Safety Guidelines](#)

UCD Checklists

- [Self-Audit Checklist](#)

Emergency Response Posters

- [Fire Evacuation Poster](#)

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Appendix 2: Woodview House Fire Evacuation Notice

WOODVIEW HOUSE FIRE SAFETY NOTICE

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 / meetings in session must be dismissed and participants directed to leave.
4. Please leave your work station immediately and if necessary provide assistance to less mobile colleagues in your office.
5. Do not go back to your working area for any reason.
6. 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.
7. Proceed to the nearest emergency assembly area to your point of departure from the building. The assembly area/s for Woodview House are:

**In Front of Woodview House Main Entrance
(beside the ground floor G1 Programme Office)**

8. Report any knowledge you may have of missing or injured persons to a *Fire Marshal / Services Personnel*.
9. Return to the building only after the *Chief Fire Marshal / Services Personnel* has given the all clear signal.

IF YOU OBSERVE A FIRE

1. 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).
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 and you have a safe and clear means of escape from the fire at all times.
3. In the event that you cannot fight the fire, or the fire begins to get out of control evacuate the area immediately.