

September 2023

COMPUTER SCIENCE SAFETY STATEMENT

September 2023

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Specific Dept Arrangements / Guidance

List here any H&S arrangements in place and add / reference link to the policies / procedures / guidance that are in place to put these arrangements in place in your dept.

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University Health and Safety Policy Statement

Maynooth University supports the aims and provisions of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation. The University is committed to complying with all relevant legislation. It recognises that it has a responsibility to provide so far as is reasonably practicable a safe and healthy work environment to all its staff and students. It also recognises its responsibilities to guests, visitors, contractors, and other persons who may be affected by the university's activities.

The University is fully committed to the implementation of this policy. The University will ensure that responsibility for Safety, Health and Welfare is effectively assigned, accepted, and fulfilled at all levels of the University.

The University undertakes to ensure that adequate resources are provided to implement the University's safety policy. This includes that in so far as reasonably practicable:

- i. Adequate resources are provided to ensure that proper provision can be made for safety, health and welfare
- ii. Safety is a prime consideration in all forward planning
- iii. Adequate numbers of suitably trained personnel are available to undertake all work activities,
- iv. Sufficient resources are available to provide necessary information, instruction and training with respect to safety, health and welfare.

It is the duty of staff members and student to take reasonable care of their own safety and health and welfare and that of any other person who may be affected by their acts or omissions on campus.

The commitment and co operation of all staff and students of the University is essential for the implementation of this policy, and I would like to thank you in anticipation for your co-operation in this regard. This policy will be reviewed annually, considering any changes in legislation and when necessary, taking account of developments at the University.



Professor Eeva Leinonen
President
Maynooth University

Date 3 January 2023

Departmental Health & Safety Policy

As Head of Department, Ronan Farrell is fully committed to safeguarding the health, safety and welfare of staff attached to the Department of Computer Science in accordance with the Safety, Health and Welfare at Work Act 2005 and will ensure that all reasonably practicable measures will be taken to avoid risk to staff, students and others who may be affected.

The Head of Department of Computer Science has considered its responsibilities to its staff and to those who frequent the Campus and has identified hazards specific to the Department.

This Safety Statement sets out the procedures and standards it wishes to uphold in providing for the safety, health and welfare of all at their place of work.

It is the responsibility of all staff within the Department of Computer Science to assist Ronan Farrell in this endeavour.

It is the duty of every staff member and student to take reasonable care of their own safety, health and welfare and that of any other person who may be affected by his or her own actions on Campus.

This Safety Statement should be read in conjunction with the University Safety Policy Statement.

Signed 
Ronan Farrell Department of Computer Science (ACTING)

Date: 26 SEPT 23

Departmental Duties

The Computer Science Department delivers undergrad and postgrad courses in Computer Science and Software Engineering. The Department has a staff of 40 and 15 postgrads. We deliver these courses via 350 pcs and 50 Macs spread over six teaching labs on the North Campus in the Eolas and Callan Buildings. We support research in three postgrad offices/labs, a hardware Lab, a Signals and Systems Lab, Cognitive Science Lab, and an Optical Computing Lab (laser room) . We also house network equipment/servers in shared machine rooms 1.41 Eolas and 1.41 Callan.

Name of Safety Representative (s) / Safety Lead workers

Name	Building	Locations
James Cotter	Eolas	1 st floor room 123

Names of First Aiders

Name	Building	Locations
James Cotter	Eolas	1 st floor room 123
Vanuash Paturyan	Eolas	1 st floor room 120

Locations of first Aid boxes

Building	Locations
Eolas (kitchen area)	1 st floor
Eolas (room 111)	1 st floor

Names of Fire Wardens

Name	Building	Locations
James Cotter	Eolas	1 st floor room 123
Vanuash Paturyan	Eolas	1 st floor room 120
Michael Monaghan	Eolas	1 st floor room 119

Emergency & Department Emergency Numbers

Security: (01) 708 3929 (mobile unit)
 Safety Officer: (01) 708 4720
 Gardai: 112 or 999 Maynooth: (01) 6291444
 Fire Brigade 112 or 999
 Medical Centre: (01) 708 3878
 Department of Computer Science 01 7083847

Assembly Point

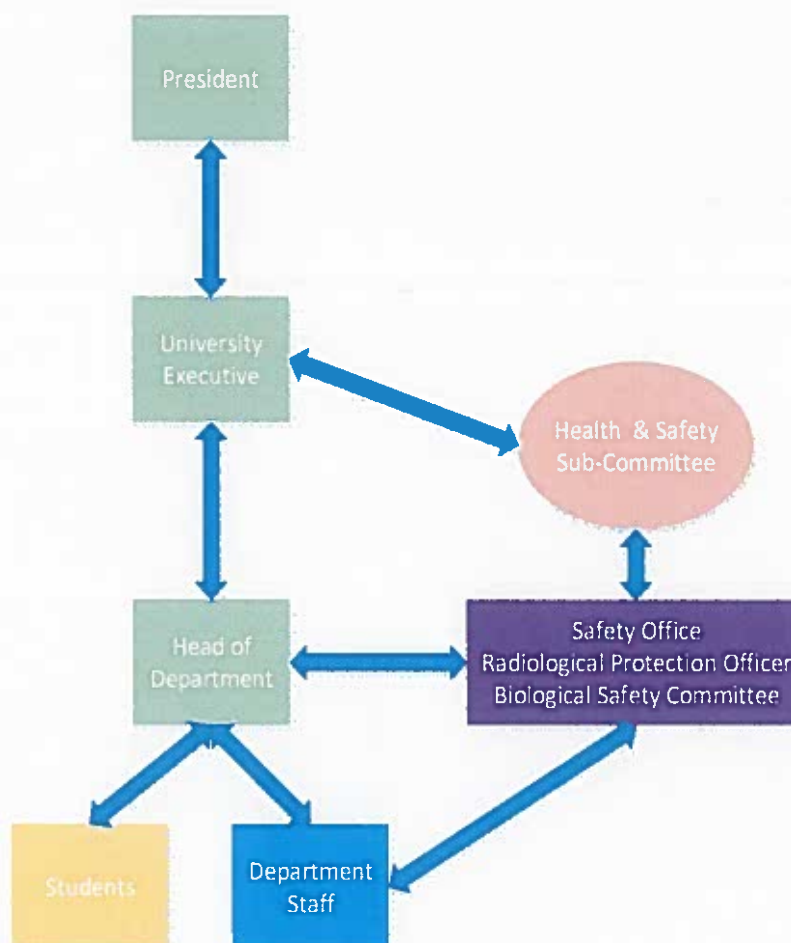
Building Name	Assembly Point
Eolas	O1
Eolas	O2
Eolas	O3
Callan	E

SECTION 1

Safety Management

Responsibilities

Maynooth University Organisation of Safety, Health & Welfare



1.1 University President

The President of the University, appointed by the University Governing Authority acts on behalf of the Governing authority and is responsible for the implementation of the safety, health and welfare policy in the University. The President discharges that responsibility through the Heads of Departments / Offices with the support of the Safety Office. The planning, organising, controlling and monitoring of all relevant safety matters rests with the individual Head of Department / Office with the support and guidance of the safety office. The Health and Safety Officer and the University Health & Safety Sub Committee have an advisory role to assist in ensuring that the above functions are carried out effectively.

1.2 University Executive

The University Executive has ultimate responsibility for the safety, health and welfare of all members of staff, visitors and contractors, who may be affected by the Universities activities.

The University Executive assisted by the University Health & Safety Sub Committee, is responsible for maintaining and promoting the safety policy of the University.

1.3 Heads of Department

Heads of Department include all heads of academic departments and service departments as well as officers of the University who are responsible for their own work and that of their staff, if any.

Heads of Department are expected to take reasonable measures to ensure the relevant safety measures are undertaken within their department, in many cases this is delegated to a designated departmental safety focal point.

Each department is expected to supplement the university safety policy with a written safety statement relevant to their own department which should be based on the nine management headings identified below.

Departmental Heads may seek assistance from the Health and Safety Office in the preparation, auditing, and review of their Departmental Safety Statements. The co-operation and active management involvement by Heads of Academic and Service Departments form the basis of the University's management approach to Safety, Health and Welfare.

A current copy of the departmental safety statement should be lodged with the Health and Safety Office. Heads of Department may appoint a local safety advisor or committee to assist and advise on safety matters but ultimately responsibility for safety rests with the Head of Department.

The Head of Department is expected to ensure that:

1. The safety statement is brought to the attention of all staff within their department,
2. All staff fully understand and observe the arrangements for safety, and that they sign a statement to this effect,
3. Safety audits, safety inspections and regular review of the safety statement (changes should be noted and implemented) are undertaken in order to ensure the effectiveness of the department's safety procedures,
4. All staff are provided with adequate information, training and instruction on the hazards and risk associated with work in their department (records of formal and informal training of staff must be kept and copies should be forwarded to the Health and Safety Office),
5. Clear formal communication channels are maintained in order that the results of ongoing risk assessments are communicated to staff (departments may form a departmental safety committee to advise the head on safety matters; where appropriate the committee should meet at least once a term and keep a record of their meetings),
6. Records are kept of all accidents, dangerous occurrences, and fire drills (these records must be communicated to the Health and Safety Office),
7. Appropriate personnel protective equipment (PPE) is supplied to staff where required,
8. First aid facilities are available in the department and there is a staff member available who has received training in occupational first aid.
9. Undergraduate and postgraduate students are taken to be untrained in safety matters. Academic Heads of Department are responsible for ensuring that, in so far as is reasonably

practicable, students receive safety information and training appropriate to the hazards and risks that they may be exposed to while in the department. The Departmental Safety Statement will draw attention to potential hazards within the department and detail the necessary safety measures to be taken.

1.4 Health and safety sub-committee

The Health and Safety Sub-Committee will address all aspects of Health and Safety. Specifically;

- To maintain and promote the Health and Safety Policy of the University;
- To promote improved access and facilities for people with disabilities;
- To report annually to the University Executive and at other times as desirable;
- The Sub-Committee may establish working groups to assist it in completing its work.

The Sub-Committee will also address all matters appropriate to it as defined under relevant legislation. With this in mind this Sub-Committee will;

- Ensure the University's Safety Policy is reviewed at regular intervals;
- Work to improve the integration of health and safety into the existing management structure in order to ensure effective monitoring of new legislation and the auditing and review of the University's safety management programme;
- Monitor the implementation of departmental safety statements;
- Keep under review the safety management of the campus as associated with significant capital developments
- Make recommendations to the University Executive on the implementation of the University's health and safety policies; to include University staff, students and external contractors and suppliers on campus;
- Review University Guidance documents in order to ensure compliance with current legislation and advise the University Executive accordingly.

The Health & Safety Sub-committee will report to the University Executive where recommendations for improving health and safety within the University will be submitted for approval.

1.5 The University Health and Safety Office

The University Health

and Safety Office has an advisory role; its functions include the following:

- To recommend to the University Health & Safety Sub Committee appropriate action necessary to implement the University Safety policy
- To set and prioritize performance standards in order to ensure the continued improvement of health and safety in the University,
- To keep a complete record of occupational accidents and centrally-managed safety training,
- To advise heads of department and individuals directly on matters of safety, health and welfare.

1.6 Academic Staff in Charge of Research Groups

Academic staff in charge of research groups are responsible, under the direction of the Head of Department, for safety within their research group. This includes responsibility for post-doctoral

fellows, postgraduates, research assistants, administrative, technical and professional staff, undergraduates and visiting academics while working under their supervision.

All staff and students under their supervision must receive information, instruction and training on the hazards and risks associated with their work. As a general rule, the standards of safety in University research laboratories should not be inferior to those in good commercial or professional practice.

Where required members of staff responsible for research students and postdoctoral / research staff must ensure that a full safety review of their activities has been conducted, this may where applicable include a full risk assessment of any activity undertaken or hazardous substance used.

1.7 Academic Staff in Departments who Carry Out Fieldwork/Concerts/Workshops/Travel.

Academic staff in departments which carry out fieldwork/concerts/workshops/travel, are responsible, under the direction of the Head of Department, for safety within their group. This includes responsibility for post-doctoral fellows, postgraduates, research assistants, technical staff, undergraduates and visiting academics while working under their supervision.

All staff and students under their supervision should receive information, instruction and training on the particular hazards and risks associated with their work. Where required members of staff responsible for students and postdoctoral student/staff should ensure that a safety review of their activities has been conducted, this may where applicable include a full risk assessment of any activity undertaken and any hazardous substance/equipment/conditions.

1.8 Radiation Protection Officer

The University has Appointed a Radiation Protection Officer (RPO) to advise and monitor on the use of ionising radiation. The RPO will ensure that the University complies in full with the Radiological Protection Act 1991 (Ionising Radiation) Regulations 2019 and other relevant legislation. *The RPO is required to:*

- Advise the University on all matters relating to the safe use, transport, storage, and disposal of all sealed and unsealed radioactive sources,
- Ensure that there is a written risk assessment in place for the use of any radiation source, which considers training, access arrangements and authorisation requirements,
- Ensure that the risk assessment identifies the hazards associated with the use of radioactive sources and that appropriate control measures are in place,
- Control the purchasing and disposal of all radiation sources and to keep a record of all such transactions,
- Ensure radiation monitoring equipment is available and that it is properly maintained and calibrated,
- Make periodic contamination checks of personnel and work areas,
- Liaise with the Office of Radiation Protection in the Environmental Protection Agency.

The University has also appointed an RPA (Radiological Protection Advisor) whose role is to carry out an independent audit of the radiological activities, provide training on a structured basis, and to produce a resulting report to the RPO.

1.9 University Staff

All University staff, postgraduates and researchers are legally required to work in a safe manner and not to endanger their own health and safety or that of any of their co-workers.

To ensure a safe working environment all staff must:

- Comply with relevant statutory provisions that have been communicated to them by management, as appropriate and take reasonable care of their own safety and not endanger others by their acts or omissions,
- Co-operate with the University and any other person to enable them to comply with any relevant statutory provisions,
- Read and fully understand the University safety policies and Departmental safety statements and procedures,
- Promote safe work practices in accordance with the Departmental safety statements,
- Ensure that equipment is operated in a safe manner and that good housekeeping standards are maintained,
- Use PPE (Personal Protective Equipment) as required,
- Report any accident, dangerous occurrence, or potential safety hazard to the Head of Department or departmental safety advisor and co-operate fully in any accident investigation,
- Ensure all safety rules are communicated to students, contractors and other persons working in their department,
- Refrain from misusing anything that is provided in the interests of health and safety;
- Undertake appropriate health and safety training which includes the use of work equipment, as required,
- Pregnant staff report their pregnancy / breastfeeding to their Head of Department or Unit / Facility Manager or the University Health and Safety Office as early as possible so that a Pregnant Woman Risk Assessment can be carried out.
- Employees should note that the University has in place an 'Equality and Diversity Policy' and an 'Anti-bullying and harassment Policy' which all staff are expected to adhere to.
- A member of staff while at work shall ensure that he/she is not under the influence of an intoxicant to the extent that he/she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person.
- All staff of the University are reminded that the failure to adhere to the statutory duties placed upon them by relevant safety legislation may be used by the enforcing authorities in the event of a prosecution.

1.10 Students

Students of the University are required to:

- Co-operate with all safety rules and regulations of the University,
- Ensure equipment is operated in a safe manner and that good housekeeping standards are maintained,
- Use personal protective equipment as necessary (some students may be required to provide their own Personal Protective Equipment, i.e. laboratory coats, safety glasses etc.),
- Use safe work practices,
- Report any accident, dangerous occurrence, defective equipment or potential safety hazard to the Head of Department or departmental safety advisor and co-operate fully in any accident investigation,

- Take reasonable care of their own safety and not endanger others by their acts or omissions,
- Refrain from misusing / interfering with equipment and systems provided in the interest of health and safety.

All students are reminded that the failure to engage in safe behaviour may be used by the enforcing authorities in the event of a prosecution.

Clubs and Societies are responsible for safety of students within their group and should complete a safety statement and full risk assessment in advance of any activity undertaken by the relevant Club or Society.

1.11 Postgraduate Research Students

All postgraduate students are legally required to work in a safe manner and not to endanger their own health and safety or that of any of their co-workers. To ensure a safe working environment all postgraduate researchers must;

- Comply with relevant statutory provisions that have been communicated to them, as appropriate and take reasonable care of their own safety and not endanger others by their acts or omissions,
- Co-operate with the University and any other person to enable them to comply with any relevant statutory provisions,
- Read and fully understand the University safety policies and Departmental safety statements and procedures,
- Promote safe work practices in accordance with the Departmental safety statements,
- Ensure that equipment is operated in a safe manner and that good housekeeping standards are maintained,
- Use Personal Protective Equipment as required, (such as Lab Glasses, Lab coat, gloves etc.)
- Report any accident, dangerous occurrence, or potential safety hazard to the Head of Department or departmental safety advisor and co-operate fully in any accident investigation,
- Ensure any relevant safety rules are communicated to students, contractors and other persons working in their vicinity,
- Refrain from misusing anything that is provided in the interests of health and safety;
- Undertake appropriate health and safety training which includes the use of work equipment, as required.
- Pregnant staff report their pregnancy / breastfeeding to their Head of Department or Unit / Facility Manager or the University Health and Safety Office as early as possible so that a Pregnant Woman Risk Assessment can be carried out.

A postgraduate research student while working within the University shall ensure that he/she is not under the influence of an intoxicant to the extent that he/she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person.

1.12 Safety Representative / Safety Lead Worker

In addition to the Safety Sub-Committee, Section 25 of the Act entitles employees to decide on, select and appoint a safety representative or, by agreement with their employers, more than one safety representative to represent them in consultations with the employer on matters of safety, health and welfare at the place of work. The Safety Representatives shall be elected by employees within departments and will participate in departmental safety meetings.

Furthermore, employees can put themselves forward as safety lead workers and can partake in the University safety lead workers meetings. The role of the safety lead worker is to assist the safety office in reporting health and safety issues that they may observe while on campus. Safety lead workers have no additional responsibilities towards health and safety other than those required under their normal role.

SECTION 2

Guidance & Arrangements

2.1 Consultation

The University will provide information on relevant safety, health, and welfare issues, and this may be provided through the Health and Safety Office / Head of Department, Supervisor, or another competent person. Health and safety information will be made available through the University health and safety website.

The Health & Safety Sub-Committee is responsible for addressing all aspects of health and safety and reports into the University Executive. The composition of the Committee will include representation from across the University including the university executive, faculty dean, access office, campus services, campus planning and development, research office, safety office, student services, academic, technical and administration staff, and a student representative. The members of the committee is posted on the University health and safety website.

Departments can also look to appoint a local safety advisor and/or a safety committee and/or a safety representative to consult on health and safety matters. Actions from these meetings can be brought to the Health & Safety Sub-Committee through relevant committee members.

Local Consultation

Give a description of how your dept addresses and communicates on H&S issues e.g. – Local H&S committee meeting or as a fixed agenda on a dept meeting.

Name the members of the committee.

Name safety representative members if applicable

Name safety lead workers if applicable

2.2 Staff Health

Information regarding staff health is available on the University Health and Safety webpage under “Staff Health”. Under this section of the webpage will include information on the following:

- Eyesight tests
- VDU workstation assessment
- Pregnant employees
- Smoking restrictions

2.3 Manual Handling

All employees who carry out manual handling as part of their job must complete manual handling training (and refresher training every 3 years). The scheduling and tracking of manual handling is coordinated by Health and safety and by individual depts.

Departments are to ensure a manual handling risk assessment is completed on manual handling tasks in particular high risk tasks such as lifting heavy items / handling hazardous substances.

Guidance on manual handling requirements is available through the University Health and Safety Webpage.

2.4 Office Safety – VDU

Guidance on office safety and workstation set up is available on the University Health and Safety Webpage. Staff awareness training available on IProtectU software

2.5 Lone Working

Lone working involves working alone and unsupervised for a significant period in a separate building or in a segregated area of the university.

Lone workers may be exposed to additional hazards because of their location or the consequences of an incident or accident may be greater because they are alone.

Guidance on lone working is available on the University Health and Safety Webpage.

2.6 Insurance

Guidelines in relation to Travel, Motor and general Insurance is available on the University Health and Safety webpage under “Insurance”. This is managed by Campus services

2.7 Travel

Guidelines in relation to travel safety and Insurance is available on the University Health and Safety webpage under “Insurance”. This is managed by Campus services

2.8 Reporting of accidents / Incidents

All accidents, incidents and near misses must be reported to the relevant head of department and the Health and Safety Office and may be subject to an investigation by the University Health and Safety Office.

The University is legally obliged to report certain accidents / dangerous occurrences / occupational illnesses to the Health and Safety Authority (HSA) and insurance company. It is therefore vital that all accidents, incidents and near misses are reported promptly to ensure that the University is compliant in fulfilling its statutory accident reporting duties.

Guidelines in relation to reporting accidents / incidents and contact numbers are available on the University Health and Safety web page.

2.9 Training

It is the policy of the University that all staff will receive appropriate health and safety training. Staff will be advised on how to complete relevant training and information will be provided to staff as part of the induction programme at University and departmental level.

The Head of Department in conjunction with the Health and Safety Office will identify the on-going safety training and re-training needs of staff. Records of the training should be sent to the Health & Safety Office in a manner specified by the Health & Safety Office. The Health & Safety Office will, as required, provide

specialised safety training courses on campus. The availability of these training courses will be communicated to University staff.

Information regarding Health and Safety training is provided on the University Health and Safety webpage.

2.10 Contractors

All work carried out by contractors is carried out in accordance with current Health & Safety and Construction Regulations and Standards.

The University outlines its requirements for contractors in 'The Guidance Document for the carrying out of Maintenance and Small Works for Contractors on the University Campus'. This gives information on insurance and H&S documentation that the contractor needs to submit prior to commencing work. It also gives information on H&S arrangements such as the permit system and fire safety. Information for contractor management is available on the University Health and Safety webpage and IProtectU

2.11 First Aid

Departments should appoint "occupational first-aiders" within their staff. The names and phone numbers of departmental first aiders will be included in each departmental safety statement, displayed on the first-aid box and identified on the University Health and Safety webpage.

In the event of a first aid requirement first aid boxes are available in all buildings and the list of local first aiders is available on the University Health and Safety webpage. Security are to be contacted on (01) 7083929.

First Aid boxes

Each department is required to maintain a first aid box, which is adequately stocked. A list of the University first aiders must be posted beside the individual first aid box. Security staff can also be contacted to assist, particularly outside Office hours. The mobile Security Units are fitted with first aid boxes. The first aid facilities are supplemented by the medical supplies and equipment located in the Medical Centre. The University's nurse is on campus during office hours, Monday – Friday: 09.30 - 16.00.

Recommended Contents of First-Aid Boxes is available on the University Health and Safety webpage.

Automatic External Defibrillators (AED's)

Automatic External Defibrillators are located throughout the University. For the current locations of AED's refer to the University Health and Safety webpage. To avail of training in the use of defibrillators please contact the Health and Safety Office.

2.12 Fire

Any person discovering a fire should:

1. Raise the Alarm by activating the break glass unit at the nearest fire point, which are found in the corridors and on the exit routes
2. Inform the Fire Brigade - The Fire Brigade must be notified of any fire - Emergency No. 999 or 112 (mobile). Give your address and clear directions. University Security Staff must also be alerted - Emergency No. (01) 708 3929.
3. Deal with the Fire if safe to do so. Attack the fire using the nearest suitable extinguisher or fire hose reel where appropriate.

4. DO NOT TAKE PERSONAL RISKS OR PUT LIVES IN DANGER
5. Evacuate from the premises

On hearing the fire alarm:

1. The evacuation of the building must commence immediately.
2. Ensure that all equipment is left in a safe condition within the time available, prior to evacuating.
3. Leave the building by the nearest safe exit, closing all doors behind you.
4. Do not delay to collect personal belongings or for any other reason.
5. Assemble at the prescribed assembly point(s)
6. Do not take risks.
7. Do not return to the building for any reason unless authorized to do so.
8. Do not use lift(s)

Each department should seek members of staff to become trained as fire marshals to assist their office to be safely evacuated in the event of a fire. Personnel will receive external specialist training to fulfil this role and training will be arranged through the Health and Safety Office.

Fire drills will be held across the University throughout the year and all departments are to fully adhere to any reasonable requests made as part of the fire drill. Failure to follow fire safety rules during a fire event or a drill is viewed as a serious breach of health and safety.

Further Information on Fire safety is available on the University Health and Safety webpage.

2.13 Personal Protection Equipment

It is the policy of the University to eliminate all hazards where reasonably practicable and to assess what PPE is required only when further risk reduction is not reasonably practicable.

2.14 Smoking

Smoking including the use of e-cigarettes and vaping is prohibited in all university buildings.

2.15 Welfare Facilities

The University provide adequate welfare facilities for staff and students and these facilities are maintained by Campus Commercial services. Eating, drinking, and smoking are not allowed in the University laboratories and Lecture Rooms.

2.16 Housekeeping

Good housekeeping must be maintained in all work areas as it is key in the prevention of accidents. This is the responsibility of each individual Department. The keeping of work areas and walkways in a safe and clean condition is managed by cleaning contractors through Campus Services.

2.17 Security

All incidents should be reported immediately to Security at the Security office which is located in the John Hume Building or by contacting (01) 7083929.

Information on security is available on the University Security webpage

2.18 Use of Lecture Theatres, Classrooms, and tutorial Rooms in the University

There is a guidance document available on the University health and safety webpage on the use of lecture theatres and teaching rooms. Lecturers and other users are expected to observe the following guidance, to main the quality of the learning environment of the University.

2.19 Guidance for Safe Working Practices covering Fieldwork/trips and Transport.

The organiser/leader of all fieldwork/trips is responsible for carrying out a risk assessment which identifies the necessary safe arrangements for the fieldwork/trip. This risk assessment requires the prior approval of the Head of Department and notification to the Safety Office before the fieldwork/trip is undertaken.

These form are available through the University Health and Safety Webpage.

2.20 Electricity

The electrical installations in the University are inspected and maintained by the Campus Services Department / Powerhouse. Regular Inspections of electrical equipment and machinery are carried out primarily by the Powerhouse.

Local Departments should schedule and maintain portable appliance testing on their portable equipment. All staff should take due care of cables and plug tops to ensure their safe use. In the event of loose cables or damaged plug tops these are to be reported immediately to the Maintenance Helpdesk. All electrical equipment should be visually inspected annually.

Staff should not bring in their own personal electrical equipment on campus

2.21 Chemicals/Hazardous Substances

It is the intention of the University to ensure that hazardous materials are used and stored safely, and that departmental policies, procedures and local rules are developed to support this process.

It is the intention of the University that the use and storage of hazardous materials is limited where possible.

There is guidance on the safe use of chemical / hazardous substances available on the Health and safety webpage.

2.22 Major Events

A number of major events are held in the University each year and include Conferring, Open Days etc Prior to each event a planning meeting is held between the Department concerned, the Safety Office, the Security Office, the Campus Services Department, and the Planning & Development Office and an event management plan is developed.

Departments planning new events should consult with the relevant department as listed above.

The Maynooth Campus Conference and Accommodation Office manage other events on campus, and they liaise closely with the University in this regard.

There is guidance on event planning available on the Health and safety webpage and IProtectU.

2.23 Work Equipment

All plant, equipment and appliances purchased or hired must comply with Maynooth University Purchasing Policy, current E.U. standards and regulations such as CE.

All work equipment is to be fit for purpose, inspected and certified

2.24 Access and Egress

Access and Egress covers vehicles, cyclists and pedestrians accessing the grounds of the University. Failure to adhere to the designated speed limits, parking guidelines and cycling restrictions could result in serious accidents.

Within buildings the work areas and walkways must be maintained in a safe manner to prevent accidents. The emergency routes and doors should be kept clear at all times.

During inclement weather or impacting activities, additional measures will be taken, as far as reasonably practicable, to ensure that access and egress routes are maintained in a safe condition.

2.25 HR Workplace Policies

Maynooth University values its staff and is committed to maintaining and enhancing a good working environment. It has in place a range of policies and services to support the wellbeing of staff and help them to achieve their work goals and to balance their work and other roles. Further information on Maynooth University Policies and the services available to staff can be obtained on the Human Resources webpage on the University website.

HR policies and services include:

- Bullying, Harassment & Sexual Harassment
- Policy on the protection of dignity of staff and students
- Disability policies

2.26 Covid

Guidance to staff and students relating to Covid -19 is available on the University website.

2.27 Hybrid Working

Maynooth University facilitates a hybrid working arrangement with staff where staff can work an agreed number of days away from the office up to a maximum of two days. Staff will be required to complete a DSE assessment, as agreed with the Health and Safety Office, to ensure working conditions are up to the required standard. Guidance on hybrid working is available on the Human Resources webpage on the University website.

Section 3

Emergency Plans

3.1 Major Emergency Plans

The University has prepared a Major Emergency Response Plan to provide a framework for the co-ordination of the University response to a major emergency or critical event. Its aim is to simplify the flow of information within the University structure and to clarify the roles of all those involved in providing support to both internal University and external bodies.

The purpose of the Plan is to.

- i) Provide the University with an overall framework designed to facilitate communications, decision making and prudent use of available resources during response and recovery operations;
- ii) Put in place arrangements that will enable the University, in conjunction with the principal emergency response services (as appropriate), to prepare for and make a co-ordinated response to a major emergency or critical event;
- iii) Outline generally the actions necessary for managing the emergency / event, the procedures to be followed and the functions to be undertaken by the University Authorities to protect the lives, property and reputation of the University and its community;
- iv) Establish a mutual understanding of the authority, responsibilities, functions and operations of the University's response team during the emergency;
- v) Identify the role and responsibility of University personnel in coordinating response operations with those of the emergency services;
- vi) Provide an orderly and efficient transition from emergency / critical event to normal conditions.

3.2 ACTION IN THE EVENT OF FIRE

3.2.1 Any person discovering a fire should:

1. Raise the Alarm by activating the break glass unit at the nearest fire point, which are found in the corridors and on the exit routes.

2. Inform the Fire Brigade

The Fire Brigade must be notified of any fire - Emergency No. 999 or 112 (mobile). Give your address and clear directions. Security Staff must also be alerted - Emergency Number: Security Mobile Unit: (01) 708 3929

3. Deal with the Fire if safe to do so

Attack the fire using the nearest suitable extinguisher or fire hose reel where appropriate.

DO NOT TAKE PERSONAL RISKS OR PUT LIVES IN DANGER

4. OTHERWISE EVACUATE FROM THE PREMISES

3.2.2 On hearing the fire alarm

The evacuation of the building must commence immediately.

1. Ensure that all equipment is left in a safe condition within the time available, prior to evacuating. (lab gas shut off)

2. Leave the building by the nearest safe exit, closing all doors behind you.

3. Do not delay to collect personal belongings or for any other reason.

4. Assemble at the prescribed assembly point(s)

DO NOT TAKE RISKS.

DO NOT RETURN TO THE BUILDING FOR ANY REASON UNLESS AUTHORIZED TO DO SO.

DO NOT USE LIFT(S)

Reference: Emergency Plan, Maynooth University Safety Policy

3.3 BOMB THREAT STRATEGY & RESPONSE

1. When informed of a bomb threat get all the information possible about the call from the person who received it. Guidelines to Telephonists/Persons receiving bomb threat call on page the next page.
2. Staff on receipt of the call should if possible
 - Detain the caller on the line for as long as possible, asking the questions outlined on the attached form. Record as much information as possible.
3. When the caller hangs up advise Head of Security/Security immediately (01) 7083929
4. Head of Security/Security is to advise the following:
 - The Gardai
 - Safety Officer
 - Head of Department (if a Department is the location)
5. This may also include advising the Emergency Services, Bord Gais and ESB or any other relevant authority.
6. Gather all information needed for the Gardai i.e., plans of the building, staff lists and keys.
7. Assessing the threat is probably the most difficult aspect of the task.
There are two options:
 - (a) to search and evacuate in the event of a suspicious object being found.
 - (b) to evacuate immediately without searching ensuring that all personnel are evacuated
8. This decision will be made with the help of the Gardai, if present, or in the absence of the Gardai with the Head of Security.
9. The Bomb Threat Report will assist in assessing the threat.
10. If a suspect object such as a bag, briefcase or parcel without an owner is found, then that area and all adjacent areas must be evacuated away from the object immediately. An assembly point must be selected at least 300 metres away from the building and its car park by those in charge.
11. The Gardai will have been contacted by Security and on arrival will take charge of the incident.

IF A SUSPICIOUS OBJECT IS FOUND – FOLLOW THE GOLDEN RULE:

1. DO NOT TOUCH THE OBJECT
2. CLEAR PEOPLE AWAY FROM THE IMMEDIATE VICINITY A MINIMUM OF 300 METRES FROM THE AREA
3. SECURE THE AREA AND INFORM SECURITY WHO SHOULD THEN INITIATE EVACUATION, IF NOT ALREADY DONE.

3.4 ACTION IN THE EVENT OF ROBBERY/BY AN INTRUDER

In the event of an intruder in the building, do not confront the individual, contact Security immediately extn. (01) 708 3929 if able to do so. Under no circumstances are you to apprehend the intruder. Move to a safe area and observe if possible.

3.5 CRIME

Given the size of the Campus and its population there is a potential risk of being a victim of crime. This can result in loss or damage to property and assault of the person.

All staff and students should report any suspicious activity on Campus to Campus Security at (01) 708 3929

- Security staff are provided on Campus 24 hours a day
- Security staff can be contacted by radio
- The utilisation of CCTV and ACCESS control
- Campus Watch involving the Gardai, Staff and Students
- The upgrading of lighting system on both campuses
- The provision of emergency phones in key locations (North Campus only)
- Anti theft measures for computers are in place
- Security Alarms are monitored by a central station
- Counselling and support for victims of assault or crime are available
- The provision of a Campus Watch booklet which outlines a wide range of precautions to be taken to prevent loss or assault

3.6 ACTION IN THE EVENT OF GAS LEAK OR THE SMELL OF GAS IN AN AREA.

1. Do not answer or use mobile phone/radios
2. Do not switch on lights or any other electrical equipment on or off.
3. Do not use naked lights
4. Ring Security/Safety Officer and Bord Gais immediately from a safe location.
5. Check whether the gas is coming from a pilot or burner:-
 - If from a pilot or burner, turn off the burner.
 - If from elsewhere, turn off the gas supply to the area.
6. Open doors and windows and leave them open until the leak has stopped and any build-up of gas has dispersed.
7. If gas continues to escape after the supply has been isolated leave the building immediately and go upwind away from the gas leak.
8. Report the leak to your Head of Department.
9. Obey the instructions of Security/Safety Officer/Person in charge.

3.7 UNPLANNED POWER OUTAGE

In the event of an unplanned power outage in a building(s) these must be cleared as soon as practicable and at the discretion of the Safety Officer or Head of Security. The emergency lighting systems are only designed to provide lighting for a limited period to aid safe egress and to provide lighting for the emergency services. In the event of a power outage please advise Security (01) 708 3929 and they will liaise with the Powerhouse.

If staff or students with access requirements are on upper levels of a building and the lifts are out of use due to a power outage, security are to be contacted on (01) 7083929. Security will in turn contact the Safety Officer or Head of Security to advise of the issue.

Section 4

Risk Assessment

4.1 Introduction to Risk Assessment

The University is committed to continuously auditing hazards in the workplace, assessing the risks these present and implementing appropriate arrangements to deal with them.

All Staff are encouraged to identify hazards in their departments and to report them to their Heads of Department. Staff participation is required when carrying out risk assessments. The Health and Safety office will disclose how and where risk assessments are to be completed and saved.

All Staff must report near misses, dangerous occurrences to their immediate supervisor/manager, safety office and ensure that such incidents are recorded.

Risk assessment is carried out in three stages. Once a hazard is identified the likelihood of the event and the severity of the injury as result of the hazard must be assessed. Then to identify and put control measures in place to reduce the risk of these hazards causing harm.

The likelihood and severity must then be combined to provide an overall assessment of the hazard. The risk associated with each hazard can be described by a Rating Number calculated using the following equation:

Residual Rating with controls in place = Severity x Likelihood (SxL)

A 'hazard' is a source or situation with a potential harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

'Risk' is a combination of the likelihood and the consequences of a specified hazardous event (accident or incident).

Risk always has two elements:

- (i) The likelihood that a hazard may occur,
- (ii) The consequences or severity of the hazardous event.

Risk assessment is based on the process of evaluating risk to health and safety arising from the circumstances of the occurrence of a hazard at the workplace. Risk is categorized as "high" "medium" and "low".

Risk Rating

Select the risk level for the Hazard on the risk matrix.

LIKELIHOOD						
	5 Almost Certain		M	H	H	H
	4 Likely		M	M	H	H
	3 Possible		M	M	M	H
	2 Unlikely			M	M	M
	1 Rare/Remote					
		Negligible	Minor	Moderate	Major	Extreme
		1	2	3	4	5
		SEVERITY				

Low risk: This is where the likelihood of an accident occurring is low and the severity is low. For example, intermittent work on a computer where the workstation is well laid out is unlikely to result in any harm to the user.

Medium risk: As the level of likelihood and severity increases, a hazard may be assessed as a medium risk. For example, manual handling of heavy loads without mechanical aids. You should use control measures to reduce these hazards to low risk.

High risk: You should focus on high-risk hazards first, as there is a likelihood that an accident could occur and if it does then there could be serious injuries, ill health or death. For example, vehicles reversing where pedestrians / members of the public are walking.

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

Medium Risk (M) actions should be dealt with as soon as possible.

Low Risk (L) actions should be dealt with as soon as practicable.

Chemical Risk assessments are carried out by that Departments that store and use chemicals.

The risk assessments take into account Classification, quantities used, storage and safe disposal etc.

Departments will agree with the Health and Safety office how and where chemical risk assessments are to be completed and saved.

iProtectU Compliance
University Risk assessments

No.	Title	Assessor	Location
RA 41	MU Office Environment	Deirdre O Sullivan	Maynooth University
RA 40	MU Kitchen area / break areas	Deirdre O Sullivan	Maynooth University
RA 6	MU Manual Handling	Deirdre O Sullivan	Maynooth University
RA 5	MU Housekeeping	Deirdre O Sullivan	Maynooth University
RA 4	MU Hazardous Substances	Deirdre O Sullivan	Maynooth University
RA 3	MU Fire	Deirdre O Sullivan	Maynooth University

4.2 Departmental Risk assessments

No.	Iss.	Category	Title	Assessor	Location	Area
RA 93	1	General	Computer Science Visitors	James Cotter	Maynooth University	All Locations
RA 92	1	General	Work on Computer Hardware (CS)	James Cotter	Maynooth University	Eolas and Callan Buildings
RA 91	1	General	Eolas Laser Room 102	James Cotter	Eolas	Room 102
RA 89	1	General	Eolas server room 141	James Cotter	Eolas	Room 141