



School of Health & Science

Ancillary Safety Statement

May 2018

This Ancillary Safety Statement is to be read in conjunction with the Parent Safety Statement of Dundalk Institute of Technology

<https://www.dkit.ie/health-safety/safety-statements/parent-safety-statement>

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1. Introduction

Under the provisions of The Safety, Health and Welfare at Work Act 2005, Dundalk Institute of Technology is required to ensure so far as is reasonably practicable the health, safety and welfare of all its employees and students engaged in work or study, and all visitors to the Institute premises.

Dundalk Institute of Technology's safety management programme consists of a Parent Safety Statement supplemented by seven ancillary Safety Statements, which apply to different functional areas of the Institute. These ancillary Safety Statements take account of the diverse range of activities, which apply across the Institute.

The Institute's overall Safety Statement is comprised of the following documents:

- Parent Safety Statement
- Ancillary Safety Statement – School of Business & Humanities
- Ancillary Safety Statement – School of Health & Science
- Ancillary Safety Statement – School of Engineering
- Ancillary Safety Statement – School of Informatics & Creative Arts
- Ancillary Safety Statement – Secretary/Financial Controller's Functional Area
- Ancillary Safety Statement – Registrar's Functional Area
- Ancillary Safety Statement –Development's Functional Area
- Emergency Evacuations Procedures Manual

The purpose of the Ancillary Safety Statements is to provide details of the specific hazards and control measures which apply in these areas. Each Ancillary Safety Statement should be read in conjunction with the Parent Safety Statement: <https://www.dkit.ie/health-safety/safety-statements/parent-safety-statement>

2. General Statement of Policy within the School of Health & Science

The School of Health & Science Functional Area is committed to ensuring that high standards of health and safety are achieved and maintained throughout all areas under our control. The key mechanism for achieving and maintaining safety is Risk Assessment, by which we identify hazards, which have the potential for harming health or causing accidents, evaluate the risks arising and select and implement appropriate precautions. This is achieved through safety inspections, production of safe work practice sheets and chemical agents risk assessments where appropriate.

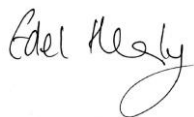
Throughout the School of Health & Science Functional Area, safety inspections are carried out in all areas under our control periodically (at least once per year). It is essential that all staff and students contribute and co-operate to this process, thus ensuring that the School of Health & Science Functional Area's stated objective, of providing in so far as is reasonably practicable a safe place of work, is achieved.

The process of Risk Assessment in the School of Health & Science Functional Area enables us to take all relevant precautions to ensure that Dundalk Institute of Technology's legal standard as an employer is fulfilled particularly in relation to:

- Exercising all due care
- Putting in place necessary protective and preventative measures
- Identifying hazards and assessing risks likely to result in accidents or ill-health
- Not being required to take further measures where these would be grossly disproportionate having regard to the unusual, unforeseeable and exceptional nature of the circumstances.

Health and Safety is overseen in the School by the Functional Area Safety Committee which contains representatives from all of the areas within the School (See Appendix I for membership details)

Signed on behalf of School of Health & Science, Dundalk Institute of Technology,



Dr. Edel Healy
Head of School of Health & Science
Chair of Functional Area Safety Committee

3.0 School of Health & Science Functional Safety Area: Description

The School of Health & Science is divided into two Departments, 3 Research Centres and 2 research groups.

1. Department of Nursing, Midwifery & Health Studies.
2. Department of Applied Sciences.
3. Smooth Muscle Research Centre incorporating ICBC.
4. NetwellCASALA Research Centre
5. Centre for Fresh Water and Environmental Studies
6. Electrochemistry Research Group

The School of Health & Science is predominantly located in the following areas of the Institute:

Location	Description	Primary Activity
Nursing, Midwifery & Health Studies Building	Dept. Nursing, Midwifery & Health Studies	<ul style="list-style-type: none"> ○ Lecture rooms ○ Computer Labs ○ Clinical Skills Laboratories ○ Office based activities ○ Work Placements
North Block	Dept of Applied Sciences	<ul style="list-style-type: none"> ○ Lecture rooms ○ Science Laboratories: Undergraduate & Postgraduate ○ Office based activities ○ Fieldwork ○ Work Placements
	Centre for Freshwater and Environmental Studies	<ul style="list-style-type: none"> ○ Research Laboratories (Science) ○ Office based activities ○ Field Work
	Electrochemistry Research Group	<ul style="list-style-type: none"> ○ Research Laboratories (Science) ○ Office based activities
Regional Development Centre	Smooth Muscle Research Centre incorporating ICBC	<ul style="list-style-type: none"> ○ Research Laboratories (Cell Biology) ○ Office based activities
Carroll's Building	NetwellCASALA Research Centre	<ul style="list-style-type: none"> ○ Simulation Laboratories ○ Office Based Activities ○ Field Work

Risk Assessment is carried out at least once per year in each location in the School of Health & Science safety functional area under the direction of the Head of School, Dr Edel Healy who is the responsible person.

The wide range of workplace activities and the associated risks to health, safety and welfare within the School of Health & Science can be broadly categorized as follows:-

- Offices, (Administration and Lecturing Staff) – low to medium risk.
- Lecture Rooms, Computer Labs. – low to medium risk
- Science Laboratories – low to high risk

(Refer to Appendix II for School of Health & Science safety management organizational layout)

Hard copies of this Functional Area Ancillary Safety Statement are available at the following locations:

1. Administration Office, Department of Nursing, Midwifery & Health Studies
2. Administration Office, Department of Applied Sciences
3. Smooth Muscle Research Centre, Regional Development Centre
4. NetwellCASALA Research Centre, Carroll's Building

4.0 School of Health & Science – Overview of Risk Assessment Process

This Ancillary Safety Statement covers all activities carried out by the School of Health & Science, and should be read in conjunction with the Institute Parent Safety Statement.

Safety Inspections will be carried out at least once a year in all of the different sites in the School. This process identifies hazards posed by activities within the School, quantifies the risk posed by same and outlines action plans to reduce the risk and where reasonably practicable eliminate the hazard. This process is documented using the School ‘**Safety Inspection**’ forms (Appendix III).

In most cases the majority of hazards can be controlled by adhering to procedures detailed in the School **Safe Work Practice Sheets (SWPS)**. These are developed on an as needed basis as identified through the regular risk assessment process, and are available in the School Administrative offices, all Research Centres and on the Institute’s website at: https://www.dkit.ie/system/files/dkit_college_and_school_of_health_science_swps_updated_june_2017_0.pdf

The list of these SWPS is also included in Appendix IV of this document. More generic college-wide SWPS are also to be adhered to and are available at:

<https://www.dkit.ie/health-safety/safety-statements/routine-safe-work-practice-sheets>

The primary objective of the SWPS is to eliminate, reduce or control any risks posed as a result of the hazards that exist throughout the School. All SWPS will be reviewed on an annual basis and updated to ensure that they take account of any changing circumstances that have arisen during the course of the year.

Adherence to the SWPS is the primary means of risk control in the School of Health & Science. However, hazards may arise from time to time, which are not covered by these procedures. Under Section 13 (h) (i - iii) of the 2005 Safety, Health & Welfare at Work Act, all staff are required to report any hazards that they notice or observe to their employer. **Within the School of Health & Science, any hazard noted or observed by any member of staff must be reported to their immediate supervisor.**

Chemical Agents Risk Assessments are carried out as required within the Department of Applied Sciences, Centre for Freshwater Studies (and ORRG), Electrochemistry Research Group and the Smooth Muscle Centre due to the nature of the activity ongoing in those locations.

Accidents and ‘Near Misses’ must be reported in accordance with the Institute Procedures outlined in: <http://dkitestates.ie/wp-content/uploads/2012/03/Incident-Accident-Reporting-Procedures.pdf>

The **Accident/Incident Report Form** should be completed where an accident or incident occurs which results in injury or damage to personnel or property: https://www.dkit.ie/system/files/ACCIDENT%20INCIDENT%20REPORT%20FORM_0.pdf

The Near Miss Report Form should be used where personnel or property are not injured/damaged:

https://www.dkit.ie/system/files/NEAR%20MISS%20REPORT%20FORM_2.pdf

5.0 Functional Area Safety Records

Functional Area safety records include but are not limited to the following documents:

1. Ancillary Safety Statement
2. Safe Work Practice Sheets
3. Health and Safety Training Records
4. Equipment Safety Testing Records
5. Incident and Accident Reports
6. Safety Inspections
7. Safety Data Sheets (where applicable)
8. Chemical Agents Risk Assessments (where applicable)
9. Functional Area Safety Committee Meeting Records
10. Licenses (where applicable)

This documentation can be located as follows:

(a). Department of Applied Sciences

Record Type	Building	Room No.	Contact
Ancillary Safety Statement	North Block	Science Office, NC140	Paula Smyth Paula.smyth@dkit.ie Ext. 2711
Training Records	North Block	Science Office, NC140	As above
Equipment Safety test certificates	North Block	Preparation Room, N229	Fiona McGovern Fiona.McGovern@Dkit.ie ext. 2903
PAT and Safety Showers test records			
Radioactive materials security check records		Radiological Protection Officer, NE229	Fiona McGovern Fiona.McGovern@Dkit.ie ext. 2903
Incident & Accident Reports	North Block	Science Office, NC140	Paula Smyth Paula.smyth@dkit.ie Ext. 2711
Safety Inspections	North Block	Science Office, NC140	Paula Smyth Paula.smyth@dkit.ie Ext. 2711
Safety Data Sheets	North Block	Preparation Room, NE216	Fiona McGovern Fiona.McGovern@Dkit.ie

			, ext. 2903
Chemical Agents Risk Assessments	North Block	Preparation Room, NE216	Fiona McGovern Fiona.McGovern@Dkit.ie ext. 2903
FASC Meeting Records	Muirhevna	HOS Office M336	Edel Healy Edel.healy@dkit.ie Ext 2716
Licenses	North Block	Science Office, NC140	Paula Smyth Paula.smyth@dkit.ie Ext. 2711

(b). Department of Nursing, Midwifery and Health Studies

Record Type	Building	Room No.	Contact
Training Record (Staff)	Muirhevna	Admin Office M342	Ms. Caitriona Maguire caitriona.maguire@dkit.ie
Equipment Safety testing and Service Reports		Clinical Skills Technicians Office M235	Ms Sharon Tuohy Sharon.tuohy@dkit.ie
Incident & Accident Reports		Admin Office M342	Ms. Caitriona Maguire caitriona.maguire@dkit.ie
Safety Inspections		Admin Office M342	Ms. Caitriona Maguire caitriona.maguire@dkit.ie
FASC Meeting Records		HOS office M336	Edel Healy Edel.healy@dkit.ie
Ancillary Safety Statement, including Safe Work Practice Sheets		Admin Office M342	Ms. Caitriona Maguire caitriona.maguire@dkit.ie

(c) NetwellCASALA Research Centre

Record Type	Building	Room No.	Contact
Training Records	PJ Carroll's	Unit 30	Ext:2497
Equipment Safety testing	PJ Carroll's	Unit 30	As Above
Incident & Accident Reports	PJ Carroll's	Unit 30	As Above

Risk Assessments	PJ Carroll's	Unit 30	As Above
Safety Inspections	PJ Carroll's	Unit 30	As Above

(d). Smooth Muscle Research Centre (including ICBC)

Record Type	Building	Room No.	Contact
Incident & Accident Reports	RDC	18/5	Billie McIlveen Billie.mcilveen@dkit.ie Ext:2476
Risk Assessments	RDC	16	Mark Hollywood Mark.hollywood@dkit.ie Ext:2475
Safety Data Sheets	RDC	16	Mark Hollywood Mark.hollywood@dkit.ie Ext:2475
Safety Inspections	RDC	18/5	Billie McIlveen Billie.mcilveen@dkit.ie Ext:2476

(e). Centre for Freshwater and Environmental Studies

Record Type	Building	Room No.	Contact
Training Record	North Block	NE215	Allison Murdock allison.murdock@dkit.ie
Equipment Safety testing	North Block	NE215	Allison Murdock allison.murdock@dkit.ie
Incident & Accident Reports	North Block	Science Office, NC140	Paula Smyth Paula.smyth@dkit.ie ext. 2711
Risk Assessments	North Block	NE215	Allison Murdock allison.murdock@dkit.ie
Safety Data Sheets	North Block	Main Freshwater Lab, NE237	Allison Murdock allison.murdock@dkit.ie
Chemical Agents Risk Assessments	North Block	NE215	Allison Murdock allison.murdock@dkit.ie

Safety Inspections	North Block	NE215	Allison Murdock Allison.murdock@dkit.ie
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(f). Electrochemistry Research Group

Record Type	Building	Room No.	Contact
Training Record	North Block	NE201a	Allison Murdock Allison.murdock@dkit.ie?
Equipment Safety testing	North Block	NE201a	As Above
Incident & Accident Reports	North Block	NE201a	As Above
Risk Assessments	North Block	NE201a	As Above
Safety Data Sheets	North Block	NE201a	As Above
Safety Inspections	North Block	NE201a	As Above

APPENDICES

Appendix I

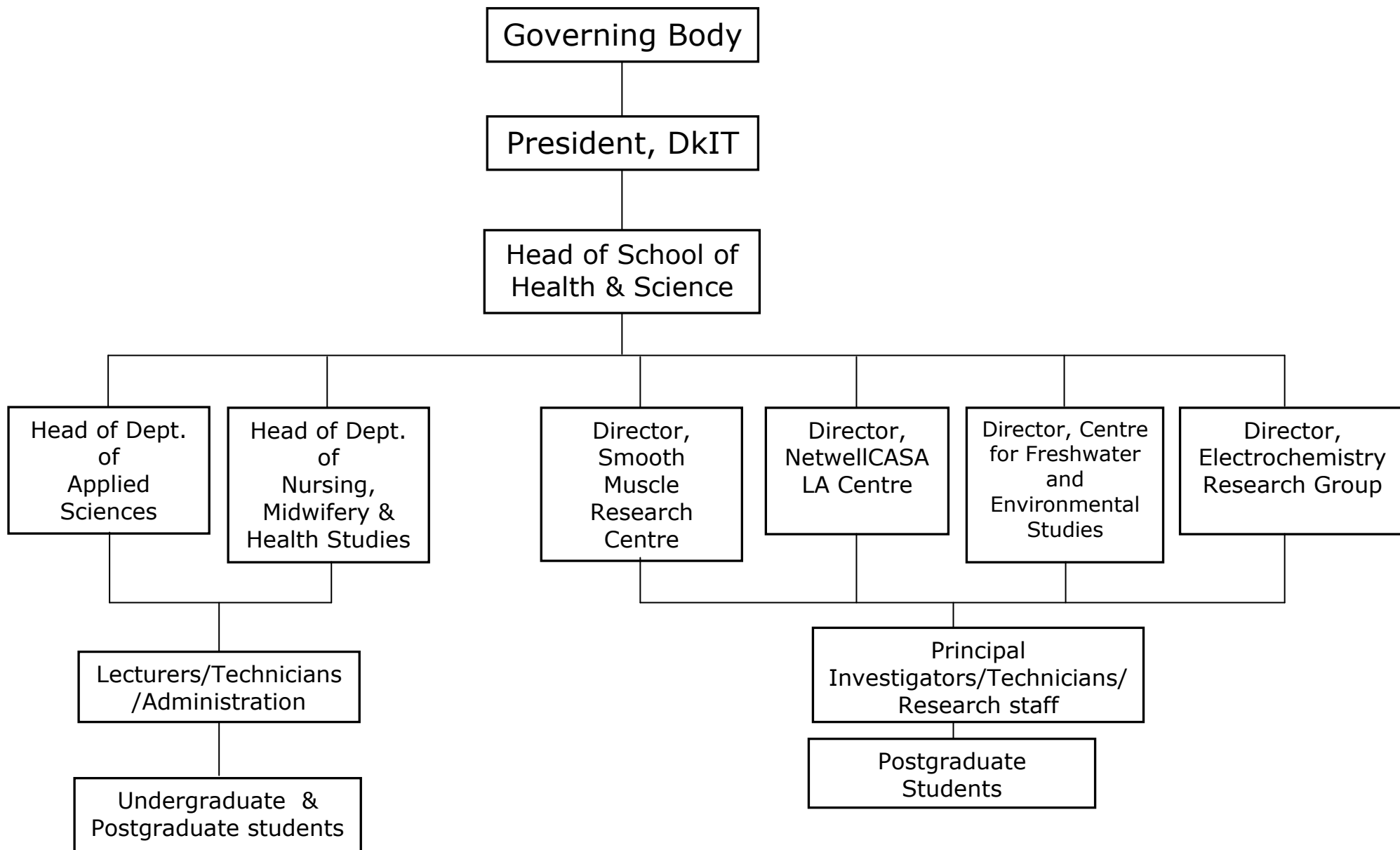
Functional Area Safety Committee 2017/2018

1. Dr. Edel Healy, Head of School of Health and Science (Chairperson)
2. Dr. Arjan Van Rossum, Head of Department of Applied Sciences
3. Dr. Myles Hackett, Head of Department of Nursing, Midwifery & Health Studies
4. Ms. Sharon Tuohy Clinical Skills Technician, Department of Nursing, Midwifery & Health Studies
5. Ms. Fiona McGovern, Senior Technical Officer, School of Health & Science
6. Ms. Billie McIlveen, Smooth Muscle Research Centre
7. Ms. Allison Murdock, Research Technician, Department of Applied Science
8. Dr. Eleanor Jennings, Centre for Freshwater and Environmental Studies
9. Ms. Caitriona Maguire and Ms. Paula Smyth: School Administration Office
10. Academic Representative TBC

Appendix II

List of Responsible Persons within the School of Health & Science

Head of School of Health & Science	Dr Edel Healy
Head of Dept. Nursing, Midwifery & Health Studies	Dr. Myles Hackett
Head of Midwifery Section	Dr. Kathleen Nallen
Head of Dept. Applied Sciences	Dr Arjan Van Rossum
NetwellCASALA Centre	Mr. Rodd Bond
Centre for Freshwater and Environmental Studies	Dr. Eleanor Jennings
Smooth Muscle Research Centre (& ICBC)	Dr. Keith Thornbury
Electrochemistry Research Group	Dr. Tim McCormac



**School of Health & Science
Safety Management Organisation Chart**

Appendix III

Safety Inspection Forms

Health + Safety Inspection Checklist

School/Department: _____ Date: _____
 Inspected By : _____ Reviewed By : _____

Comments:

<u>1</u>	<i>General Safety + Housekeeping</i>		
1	Passageways and aisles kept clear?		
2	Floors clean, dry + spill free?		
3	Warning signs and/or mats used where floors are wet		
4	Carpeted areas free of S/T/F hazards (frayed, loose, rips, bumps)		
5	Waste bins provided + emptied regularly		
6	Is lighting sufficient?		
7	Is ventilation adequate?		

<u>2</u>	<i>Fire + Electrical Hazards Prevention and Safety</i>		
1	All fire alarms functioning properly + tested annually		
2	Planned + unplanned fire drills conducted at regular intervals		
3	Electrical outlets adequate (no overloads or unapproved extension cords)		
4	Plugtops, Sockets and Leads free from damage or deterioration		
5	Electrical panels labelled properly + free of defects		
6	Surrounding areas free of flammable, hazardous, combustible materials		
7	Electrical closets free of storage		

<u>3</u>	<i>Egress</i>		
1	Corridors + Walkways clear of obstacles + clutter		
2	Corridors + Walkways well lit at all times		
3	Exit doors clearly marked + unobstructed		
4	Emergency + Exit lights readily visible and in working order		
5	Stairways + Handrails well lit and in good condition		

<u>4</u>	<i>Emergency Equipment + First Aid</i>		
1	Emergency equipment accessible and in good condition		
2	Fire extinguishers appropriately located, mounted and accessible		
3	Fire extinguishers are charged and have safety pins and seals intact		
4	Service Date available		
5	First Aid boxes available		
6	First Aid box appropriately stocked		
7	Emergency numbers posted and available		

<u>5</u>	<i>Maintenance (Exterior + Interior)</i>		
1	All doors + locks in good working order		
2	Ceiling tiles intact, undamaged and in place		
3	No signs of weather damage or mold growth		
4	All windows unbroken + free from any type of damage		
5	A.C. vents + ducts clean upon visual inspection		
6	Light fittings + switches clean and in good working order		
7	Elevator functioning properly + inspection certificate up-to-date		
6	Exterior of the building presents no safety concern		

<u>6</u>	<i>Facilities + Hygiene</i>		
1	Staff kitchen and eating areas clean + sanitary		
2	Restrooms facilities clean + sanitary		
3	Restroom facilities adequately stocked with necessary supplies		
4	Drinking fountains clean + in good working order		
5	Hand Soap + Paper towels available in ...		
6	Food and Drink consumed in designated areas only		
7	No Smoking		

Laboratory Health + Safety Inspection Checklist

School/Department: _____ **Room:** _____
Inspected By : _____ **Date :** _____
Reviewed By: _____

Comments:

<u>1</u>	General		
1	Are passageways and aisles kept clear?		
2	Are floors dry + spill free?		
3	Are benches clean and wiped down?		
4	Are all cables and leads stored neatly and not causing S/T/F hazard?		
5	Is the area in general kept clean and tidy?		
6	Is lighting sufficient?		
7	Is ventilation adequate?		

<u>2</u>	Hazardous + Chemicals Materials		
1	Safely Secured		
2	Safely and compatibly stored		
3	Labelled		
4	Protective caps/lids fastened		
5	Waste and sharps containers available		
6	Spill kits available		
7	Collection and Disposal		

<u>3</u>	Machinery + Electrical Appliances		
1	Plugtops, Sockets and Leads in good condition		
2	Emergency stop buttons where required		
3	Regularly serviced		
4	Clean and unobstructed		
5	All guards fully operational		
6	Fume hood not used as permanent storage/ no clutter in fume hood		

<u>4</u>	Emergency Equipment & Egress		
1	Exits + Aisles clear of obstruction		
2	Exit signs in place		
3	Emergency lighting in place		
4	Showers and Eye/Face Wash Fountains identified and operational		
5	Showers and Eye/Face Wash Fountains accessible and unobstructed		
6	Showers and Eye/Face Wash Fountains in good condition and tested		
7	Emergency numbers posted and available		

<u>5</u>	Fire Equipment/First Aid		
1	Fire extinguishers appropriately located and accessible		
2	Fire extinguishers are charged and have safety pins and seals		
3	Service Date available		
4	First Aid box available		
5	First Aid box appropriately stocked		

<u>6</u>	Hygiene		
1	Hand Soap available		
2	Paper Towels available		
3	No Food and Drink		
4	No Smoking		
5	Clean PPE being used		

Health & Safety Inspection Action List

Functional Area: <i>Insert name of Dept. or Research Centre</i>			Location inspected: <i>Insert department, section, room no.'s</i>		
Date of Inspection: <i>Insert date</i>			Inspected by: <i>Insert names of person(s) who carried out inspection</i>		
<u>Hazard Description</u> Details of hazard	<u>Risk</u> L/M/H	<u>Suggested Action</u> Insert details	<u>Notified Person</u> Insert Initials + Date	<u>Action Decided</u> Agreed Action	<u>Date completed</u>

Appendix IV

DKIT School of Health + Science

Safe Work Practice Sheets

(Table of Contents)

Ref.	Safe Work Practice Sheets
030	Procedure for the reduction and disposal of hazardous waste
031	Handling + Use of Chemical Agents
032	Disposal of chemical waste
033	Chemical storage and inventory control
034	Material Safety Data Sheets
035	Ethidium bromide waste reduction and disposal
036	Biological and chemical risk assessment
037	Cryogenic liquids
038	Transporting hazardous materials within the school
039	Chemical labels
040	Chemical spill
041	Biohazards
042	Procedure for the reduction and disposal of biohazardous waste
043	Sharps
044	Biohazard spill
045	Immunizations
046	Emergency response
047	Emergency contact numbers
048	Safety Showers and Fountains
049	FASC Safety Representatives
050	Safety Inspection Reports
051	Undergraduate clearance form
052	Postgraduate clearance form

053	Laboratory safety regulations
054	Animal Handling
055	Electrical Safety and PAT
056	Field Work
057	Glassware
058	Lone Working/Out of Hours
059	Manual Handling
060	Patient Handling
061	Pregnant Employees
062	Work Placement
063	Personal Protective Equipment (PPE)
064	Compressed Gas
065	Radioactive Sources
066	Centrifuges
067	Autoclaves
068	Bunsen – Gas Burners
069	Cold Rooms – Walk-in Freezers
070	Fridges - Freezers
071	Ovens
072	Microwave Ovens
073	Homogenisers
074	Hot Plates and Stirrers
075	pH Meters
076	Rotary Evaporators
077	UV Light Sources
078	Gel Electrophoresis
079	Laboratory Pumps
080	Fire Safety
081	Handling and Disposal of Lab Wastes
082	Personal Hygiene
083	Water – Oil Baths
084	Lasers
085	Hand Held Portable Electrical Tools
086	Dust
087	Vibration
088	Noise

089	Housekeeping
090	Handling and Use of Flammable Liquids / Organic Solvents
091	Handling of Artificial Blood and Urine
092	Zoonoses
093	Unattended Experiment Form
094	Dissection/Surgery
095	Practical Classes involving children
096	Biosecurity of invasive species within Irish waterways'