



Institute of Technology Sligo

Estates Office

Functional Area Safety Statement

Revised 6th July 2018

*This document should be read in conjunction with the Institute
Framework Safety Statement.*

*This document applies to the operations of the estates office functional
area.*

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Revision

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1.0 INTRODUCTION

- 1.1 IT Sligo 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 Institute 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.
- 1.2 In compliance with the IT Sligo Framework Safety Statement, the Estates Office has prepared its own Functional Area Safety Statement, documenting hazards, risks, risk control protective and preventative measures and resources for ensuring a safe and healthy work environment within the estates areas of responsibility.
- 1.3 This Safety Statement 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.
- 1.4 This Safety Statement when read in conjunction with the Institute Framework Safety Statement, other Functional Area Safety Statements and relevant risk assessments outlines how the health and safety of staff, students and visitors to IT Sligo will be safeguarded.
- 1.5 This Safety Statement will be updated as necessary in light of new legislation, staff feedback, Institute structural changes and practical experience. In addition, the Safety Statement will be reviewed annually.
- 1.6 This Safety Statement is available to Institute Management and to all employees, contractors and visitors of the Estates Office.
- 1.7 If this document or part of it needs to be explained please contact Ed Millar, Estates Manager or line manager within the estates office.

2.0 DOCUMENT SCOPE

- 2.1 This document applies to the operations of the Estates Office Functional Area which are not covered by the Finance and Corporate Services Functional Safety Statement and Framework Safety Statement.
- 2.2 The Framework Safety Statement sets out a full list of current Functional Area Safety Statements.

3.0 GENERAL STATEMENT OF POLICY WITHIN THE ESTATES OFFICE FUNCTIONAL AREA

- 3.1 The Estates functional area is, in so far as is reasonably practicable, committed to ensuring that high standards of health, safety and welfare are achieved and maintained throughout all areas under our responsibility.
- 3.2 In particular the Estates Office recognise our express responsibilities under Section 8 of the SHWW Act 2005 to provide the necessary resources, structures and procedures required to safeguard our staff, students, visitors, contractors and visitors against the risks arising from activities in the workplace.
- 3.3 The Estates Office considers that it is the duty of all staff and students to conform to Institute safety policies and practices and to carry out their responsibilities as detailed in this document and in accordance with any other relevant legislation. Staff members with specific responsibilities for safety, health and welfare must properly delegate these in their absence.
- 3.4 In addition to reviewing this Safety Statement, each employee is expected to make himself/herself familiar with the Institute Framework Safety Statement. The Framework Safety Statement is available from the H&S Office.
- 3.5 Staff and students who fail to cooperate with safety procedures may be subject to the normal Institute disciplinary procedures.
- 3.6 The Estates Office welcomes feedback from staff, students, contractors or visitors regarding any aspect of this document or any other health and safety concerns. Feedback in this regard should be directed to the Estates Manager.
- 3.7 Copies of the Estates Office Functional Area Safety Statement are available in the Estates Office.**

Signed on behalf of the Estates Functional Area, IT Sligo



Ed Millar Estates Manager
6th July 2018

4.0 ESTATES OFFICE FUNCTIONAL AREA DESCRIPTION

- 4.1 This Functional Safety Statement deals in the main with the health, safety and welfare issues that fall within the responsibility of the Estates Office. It has been produced with reference to the Safety, Health and Welfare at Work Act 2005, the Safety, Health & Welfare at work (General Application) Regulations 2007 and the Health & Safety Authority guidelines.
- 4.2 The Estates Office Functional Area is primarily responsible for the maintenance and upkeep of the Institute's buildings, services, grounds and other facilities. In particular it has responsibility for the following:
- a) Management of the estates and buildings of the Institute with primary responsibility for communal areas, circulation and escape routes, toilets, plant rooms, roof areas and other non-assignable spaces.
 - b) The estates offices, maintenance workshop and recycling centre together with plant and equipment within the estates office remit.
 - c) Maintenance of buildings, building services, grounds including preparation and implementation of planned preventative maintenance procedures associated with same.
 - d) Organisation of day to day maintenance procedures and emergency works.
 - e) Management of capital works programmes including the selection and appointment of design teams, contractors, suppliers and service providers in connection with new building, refurbishment/upgrade, building service, grounds and infrastructure projects and in ensuring compliance with all associated mandatory requirements.
 - f) Provision of various support services to the Institute including security, cleaning, portering, access, traffic management, waste management and energy management.
 - g) Supervision of maintenance staff, external contractors and service providers.
 - h) Ensuring compliance by Contractors' and Maintenance staff with regulations relating to Health & Safety including the Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013).
 - i) Management and maintenance of the Institute's fire and emergency evacuation systems and procedures and providing assistance with emergency evacuation drills.

5.0 HEALTH AND SAFETY MANAGEMENT STRUCTURE, RESPONSIBILITIES & CONTACT DETAILS

5.1 Estates Manager Responsibilities

In accordance with the Institute Framework Safety Statement, the Estates Manager is responsible, insofar as is reasonably practical, for the following:

- a) The maintenance and management of the common parts of all the Institute facilities and grounds.
- b) Fire safety compliance including preparation and updating of the Fire and Emergency Evacuation Procedures.
- c) The retention of and provision of access to safety files associated with the Safety, Health and Welfare at work (Construction) Regulations 2013.
- d) The management of external contractors engaged by the Estates office in connection with any or all of the activities listed above to ensure in so far as is reasonably practical the safety, health and welfare of all campus users who may be affected by the works.
- e) Ensuring that the Institute, as the 'Client' in construction projects, complies in particular with the Safety, Health & Welfare at Work (Construction) Regulations 2013.

The Estates Manager has the following further responsibilities in accordance with the Estates Functional Area Safety Statement:

- i) Ensure that the Functional Safety Statement is relevant to the estates operations and responsibilities and complies with Section 20 of the Safety, Health and Welfare at Work Act 2005.
- ii) Ensure that the functional safety statement is reviewed annually and that all relevant staff are notified that the review has been completed and are provided with access to updated documentation and appraised of revisions/changes arising from such reviews.
- iii) Ensure that all hazards are, insofar as is reasonably practical, identified and appropriate controls put in place and maintained.
- iv) Ensure that regular safety inspections/audits are carried out to monitor compliance with the Functional Safety Statement and other legal requirements and ensure where required follow-up action is taken.
- v) Investigate all accidents to staff/students/visitors/contractors in area of responsibility and to complete the Institute Accident Report forms as appropriate.
- vi) Ensure that staff are appropriately trained to carry out their duties safely and to ensure the attendance of staff at designated training courses as appropriate.
- vii) Ensure the availability of adequate and appropriate personal protective equipment for all employees.

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- viii) Ensure that all contractors carrying out work outside of designated construction sites operate under the Estates Office Permit to Work system.
- ix) Ensure that regular meetings with regard to safety and communication within the department are organised, held and minuted.
- x) Ensure that all safety documentation is available to all employees.

5.2 Estates Office Safety Representatives

IT Sligo recognises and welcomes the right of employees to appoint a Safety Representative engaged in safety consultations with the Institute in accordance with the SHWW Act 2005. The value of Safety Representatives is recognised and IT Sligo will provide all reasonable facilities to enable such representatives to carry out their duties and exercise their rights.

The Estates Office Safety Representatives are Trevor Goulden and Peter Kennoy.

5.3 Staff Consultation:

The Estates Office will hold formal safety consultation meetings, to include all estates staff, twice yearly to discuss safety and facilities matters. Meetings may also be held on any specific issue or as required to deal with safety related issues also. Tool box talks will also be provided on task specific issues as and when required.

5.4 Employee Co-Operation and the Safety, Health and Welfare at Work Act

Section 13 of the Safety, Health and Welfare at Work Act 2005 assigns a number of responsibilities on employees while at work;

An employee, while at work, shall:-

- a) Comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,
- b) Ensure that (s)he is not under the influence of an intoxicant to the extent that (s)he is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person.
- c) If reasonably required by his or her employer, to submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,

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- d) Co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provision, as appropriate,
- e) Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,
- f) Attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,
- g) Having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare to work, including protective clothing or equipment.

Employees shall report to his/her line manager or to any other appropriate person, as soon as practicable:-

- i) Any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health and welfare at work of the employee or that of any other person,
- ii) Any defect in the place of work, the system of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
- iii) Any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which (s)he is aware.

As well as these general duties, it is important that employees are aware of the health and safety duties assigned to them in this Safety Statement or as part of their normal duties.

Section 14 of the Act applies to all persons and requires that:-

A person shall not intentionally, recklessly or without reasonable cause:-

Interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, **or**

Place at risk the safety, health or welfare of persons in connection with work activities.

In addition to the above legal requirements all employees are required to immediately report to the estates office any accident resulting in loss or injury and any incident that could have resulted in loss or injury. The injured party is also

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required to co-operate in the investigation of the incident and the completion of the Accident Report Form.

5.5 Health & Safety Resources

Considerable resources are expended by the Estates Office in securing the health, safety and welfare of employees in terms of personnel, time, materials, equipment and the purchase of goods and services.

Where additional equipment, training etc. is required (whether as a result of on-going risk assessment or legislative change), resources will be allocated on a prioritised basis to meet the identified requirements.

5.6 Contact Details

| Title | Name | Contact Details |
|------------------------------------|------------------------------|---|
| Security | Secure-All Security | Extension 888 or 087 6379470 |
| Security (24hr Central Office) | Brendan Knox | 086 8037356 |
| Estates Manager | Ed Millar | 071 9155334 millar.ed@itsligo.ie |
| Buildings Officer | Peter Byrne | 071 9155412 / 087 2072910 byrne.peter@itsligo.ie |
| Buildings Services Supervisor | Jerome McElchar | 071 9155370 / 087 6852140 mcelchar.jerome@itsligo.ie |
| Estates Help Desk/Administrator | Gillian Goulden | 071 9305335 goulden.gillian@itsligo.ie |
| Housekeeping Supervisor | Connie Callaghan | 087 6406981 |
| Craftsman Plumbing | John Curran | 087 7819466 |
| Craftsman Carpenter | Trevor Goulden | 087 2112968 |
| Grounds Person | Pat Devaney | 087 2866697 |
| Fire Alarm Maintenance | Paul Thompson (VIS) | 0044 7810440467 |
| Fire Alarm Maintenance | Brendan McNeela (ADT) | 086 2503239 |
| Lifts Maintenance | Kone | 1890 566347 |
| Fire Extinguisher Maintenance | Gladeon Safety Systems | 048 71360500 |
| Emergency Plumbing | F&J Walsh | 087 2237347 |
| Emergency Electrical | Michael Leonard | 087 2568026 |
| Emergency Sewerage | Jason Gilligan | 087 6300498 |
| Emergency Gas LPG | Flowgas | 041 9831041 |
| Emergency Electrical Network | ESB | 1850 372999 |
| Safety Officer | Yvonne Roache | 087 9961875 |
| Emergency Services | Police/Fire/Ambulance | 9112 or 9999 |

6.0. HEALTH AND SAFETY TRAINING

The estates office is committed to identify the safety training needs and requirements of its staff and to ensure that such training is provided.

Some tasks require that strict safety procedures be followed. Where this arises the employees involved will receive special instructions. It is emphasised that no person should attempt a potentially hazardous task without instruction. On-going supervision assures that information, instruction, and training received is put into practice.

The provision of appropriate training and instruction is an important element in the management of safety and the implementation of this Functional Safety Statement. Such training is also a legal requirement in controlling many of the risks identified in the Estates Office. Training and instruction also serve to improve safety awareness and attitudes that are essential for effective safety management. The Estates Office will endeavour to identify specific training needs in the Estates Office as identified by risk assessments.

The estates office will provide Health and Safety induction training for all new employees including information on fire and emergency procedures.

6.1 Specific Health and Safety Training

The Health and Safety Office sources and organises provision specific Health and Safety Training on an on-going basis, including:-

- a) Manual Handling Training
- b) Fire Warden Training
- c) Chemical Awareness/Spill Training
- d) First Aid Training
- e) Management Training in Health and Safety

Details of upcoming courses are notified on an on-going basis. As staff will generally be involved in manual handling at some stage, all staff of the Estates Office are required to attend Manual Handling training organised centrally by the Health & Safety Office.

The Estates Office will organise other specialist training as identified as being required or needed, including:-

- a) Safe Pass Training
- b) Mobile Elevated Work Platforms (MEWP) Training
- c) Weed Killer Application Training
- d) Other work specific training as required

7.0. RISK ASSESSMENT

7.1 Risk Assessment Methodology

It is the responsibility of the Estates Office to identify hazards in the workplace within its responsibility and to control the risks from those hazards in so far as is reasonably practicable.

An extensive review and assessment of hazards, risks and controls within the Estates Office functional area of responsibility has been undertaken. This exercise has been carried out in accordance with the definitions and procedures noted below.

All staff are encouraged to review the risk assessments listed to identify any issues that are not currently assessed and to feedback to the Estates Office.

The risk assessments are a live and dynamic register that are updated on an ongoing basis. As risk assessments are updated and refined, the Estates Office will use the results to modify current controls based on identifying key risk factors that have been determined from ongoing monitoring.

All Estates staff must be familiar with the contents of the risk assessments that are relevant to their work (see register of risks Appendix I). Prior to initiating work or undertaking new tasks, staff should establish whether or not these documents identify and manage the hazards associated with the work adequately. In the event that existing risk assessments do not adequately manage the hazards associated with their work then staff should bring this to the immediate attention of their line manager.

7.2 Definitions

Hazard is any substance, article, material or practice within a workplace, which has the potential to cause harm to employees at work or visitors to that workplace. Hazards may be categorised as Physical, Chemical, Biological, Organizational, Environmental or Human.

Risk may be defined as the potential of the hazard to cause harm in the actual circumstances of use and having regard to risk control measures currently in place.

Risk Assessment is the evaluation of the likelihood that harm could arise from the hazard and the likely severity and extent of the harm.

Unacceptable Risk is a risk which risk cannot be reduced to acceptable levels and/or where resources are not available to implement appropriate controls. It is the policy of the Estates Office to require any activity giving rise to any unacceptable risk to cease or the associated work area closed.

7.3 Risk Control & Assessment

Risk Control Measures: The aim of risk control/reduction measures is to reduce the residual risk from the hazard to as low a level as is reasonably practicable.

In selecting controls the following hierarchy is adopted:-

- a) Elimination
- b) Substitution
- c) Enclosure
- d) Guarding
- e) Safe systems of work
- f) Personal Protective Equipment (PPE)
- g) Supervision
- h) Training/Information

Risk control measure shall take into account relevant legal requirements and industry codes of practice. A combination of the above control measures may be used to eliminate or minimise the risk associated with a particular hazard.

Probability: is determined based on an assessment on how likely it is that an adverse event related to the hazard concerned will occur having regard to the control measures currently in place:

- **Unlikely:** The adverse event being considered will/may occur only rarely eg occurrence likelihood 5 years or greater.
- **Likely:** The adverse event being considered will/may occur on a frequent basis eg occurrence likelihood 2 to 5 years.
- **Very Likely:** The adverse event being considered is highly probable eg occurrence likelihood less than yearly.

Severity is based an assessment of the degree of injury or damage likely to occur in the event that the adverse event occurs having regard to the control measures currently in place:

- **Slightly Harmful:** Superficial injuries; minor cuts and bruises; nuisance and irritation; temporary discomfort; minor infection; minor material damage.
- **Harmful:** Lacerations; burns; concussion; sprains; minor fractures; dermatitis (temporary); asthma (temporary); long term discomfort; infection requiring medical treatment; significant material damage.
- **Very Harmful:** Fatality; amputation; major fracture; severe poisoning; cancer; life shortening condition/disease; deafness; severe/permanent head, eye or other injury; substantial material damage.

The **Risk Assessment Matrix** below is used to assess the residual 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 having regard to the control measures currently in place:

| RISK ASSESSMENT MATRIX | | | |
|--------------------------------------|--|--------------------|-----------------------|
| | Severity of Outcome of Negative Event | | |
| Probability of Negative Event | 1 Slightly Harmful | 2 Harmful | 3 Very Harmful |
| 1 Unlikely | 1 Trivial Risk | 2 Minimal Risk | 3 Substantive Risk |
| 2 Likely | 2 Minimal Risk | 4 Substantive Risk | 6 Serious Risk |
| 3 Very Likely | 3 Moderate Risk | 6 Serious Risk | 9 Intolerable Risk |

7.4 Actions Required

- **YELLOW:- Trivial/Minimal Risk (1 to 2):**
Existing controls maintained and reviewed annually.
- **AMBER:- Moderate/Substantive Risk (3 to 4):**
Ongoing constant vigilance and awareness required. Further risk control/reduction measures should be identified where practical including individual task specific risk assessments and tool box talks to reinforce risk awareness.
- **RED:- Serious/Intolerable Risk (6 to 9):**
Urgent further risk control/reduction measures must be identified as a priority and exposure minimised in so far as reasonably practicable. If the risk cannot be reduced or managed to an acceptable level the Task/Activity shall be prohibited.

7.5 Register of Risk Assessments

A schedule of the risk assessments applicable to the work undertaken within the Estates Office is listed at **APPENDIX I** and completed document available separately as **Addendum (I)**.

Staff should make themselves familiar with the contents of the risk assessments that relate to their assigned duties.

8.0 SAFE WORK PRACTICES

8.1 Safe Work Practice Sheets

Safe Work Practice Sheets for the Estates Functional Area are listed in Appendix II of this document and completed SWPS are available separately as **Addendum (II)**.

Staff should make themselves familiar with the contents of the safe work practice sheets that relate to their assigned duties and shall comply with same.

8.2 Permit to Work System

The scale and complexity of the campus necessitates the employment of a variety of external contractors, particularly in the areas of building construction, refurbishment, buildings maintenance and grounds maintenance. The Safety, Health & Welfare at Work Act requires the Institute, insofar as is reasonably practical, ensure the safety, health and welfare of all campus users who may be affected by contractor works. To this end the Estates Office operates a mandatory Permit to Work system for all contractors where appropriate.

- A. Permit to Work (Outside of Hoarding Line) (PTW)
- B. Hot Works Permit. (HWP)
- C. Out of Hours Permit (OHP)
- D. Permit to Dig (PTD)
- E. Confined Space Permit (CSP)
- F. Roof Access Permit (RAP)

Further details are available in the contractor induction summary in Appendix III are full document is provided separately as **Addendum (III)**..

All work undertaken by outside contractors on behalf of the Estates Office must be carried out under an Estates Office issued Permit to Work where appropriate.

8.3 Construction Projects

The safety, health and welfare of all stakeholders (staff, students, contractor staff and the public) must be taken into consideration when a construction project is being planned and managed. Construction work is hazardous by nature and employees may be exposed to many dangers when visiting or working on a construction site.

The Estates Office plays a key role in ensuring the Health & Safety of the campus community in accordance with the Institute's obligations under the current safety legislation, the principal documents being:

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1. Safety, Health & Welfare at Work Act 2005
2. Safety, Health & Welfare at Work (Construction) Regulations 2013

As a corollary to the permit to work system, contractor induction courses are held for the benefit of external contractors with the objective of setting out the requirements pertinent to the Estates Office prior to working for/at the Institute.

The Estates Office also acts on behalf of the Institute in appointing project supervisors for the design and construction phases of projects in accordance with statutory requirements. On completion of a project the Estates Office formally takes over responsibility for the particular building/area together with the project safety files and associated operating manuals and as built drawings.

8.4 Out of Hours Work/Lone Working

The Estates Office strongly requires that in the interest of health, safety and personal security, out of hours work should only be undertaken when absolutely necessary and no other alternatives are available. Where employees need to undertake work out of hours they must adhere strictly to the Institute Policy & Procedures for Lone/Out of Hours Work.

The Estates Office has defined safe work practices with regards to out of hours work and procedures for situations where persons are working alone. These may be viewed in Appendix II of this document & Addendum II.

Out of hours work is defined as work undertaken outside of the Institute's opening hours which are currently as follows:-

Term Time (Approximately 38 weeks):

| | | |
|-------------|-----------------------|-------------------|
| Main Campus | Mondays to Thursdays | 8.30am to 10.00pm |
| | Fridays and Saturdays | 8.30am to 6.00pm |
| | Sundays | Closed |

| | | |
|-----------------|-------------------------------|-------------------|
| Buildings K & L | Mondays to Fridays | 8.30am to 6.00pm |
| | Late openings on Tue/Wed/Thur | 6.00pm to 10.00pm |
| | Saturdays and Sunday | Closed |

Non-Term Time (Approximately 14 weeks):

| | | |
|---------------|-----------------------|------------------|
| All Buildings | Mondays to Fridays | 8.30am to 6.00pm |
| | Saturdays and Sundays | Closed |

All Buildings are closed on Bank and Public Holidays.

9.0 CAMPUS EMERGENCIES

9.1 Fire and Emergency Evacuation Procedures

The Institute has in place detailed **Fire and Emergency Evacuation Procedures** available on the Estates Office web page which provides details of the fire safety systems on campus, location of the Assembly Points and the actions to take in the event of an evacuation. All staff are required to familiarise themselves with these procedures and comply with the requirements as set out therein.

Students and other visitors attending the Institute should be made familiar with fire exits and the procedure to follow in the event of an emergency evacuation being required.

Hand Held Extinguishers:

Only in extreme circumstances e.g. where there is an immediate threat to life or for very minor fires should untrained persons use hand held fire extinguishers and **ONLY** after having first activated the nearest emergency break glass unit.

Campus Fire safety and Life Systems:

The Institute is required under statute to maintain all of its buildings and facilities in compliance with the Fire Safety Certification as granted by the local Building Control Authority in accordance with the requirements of Part B of the Second Schedule to the Building Regulations as Amended. These regulations deal with different aspects of fire safety under five sections namely:

- B1 Means of escape in case of fire.
- B2 Internal fire spread (linings).
- B3 Internal fire spread (structure).
- B4 External fire spread.
- B5 Access and facilities for the fire brigade.

Further and in compliance with these regulations many of the Institute Buildings are designed and constructed through the adoption of a Fire Safety Engineering approach which considers:

- 1 Risk of a fire occurring.
- 2 Resulting fire severity.
- 3 Fire safety measures provided.
- 4 Risk to persons in the event of a fire occurring.

Only authorised personnel approved by the Estates Office are permitted to work on the Institute fire and associated life systems. It is a disciplinary offence and potentially a criminal matter to interfere with these systems or to knowingly cause a false alarm activation by deliberately setting of a break glass unit or by other intentional means.

9.2 Gas Leak

In the event that a propane gas or lab gas leak is suspected Security and/or the Building Services Manager must be contacted immediately.

Only authorised personnel may work on gas safety systems.

9.3 Spillage of a Chemical Agent

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

- a) **Some chemicals require specialist responses. Where chemicals were not purchased or the responsibility of the Estates Office e.g. laboratory chemicals spillages should be immediately reported to the school and clean-up should not be attempted by Estates staff without appropriate supervision. The immediate response should be to secure the area, erect warning signs, open windows if possible and report the spillage.**
- b) 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.
- c) Where possible windows should be opened but all doors should be kept closed.
- d) If the spilled material is flammable all possible sources of ignition, including electrical appliances should be turned off if safe to do so.
- e) The Material Safety Data Sheet (MSDS) for the chemical concerned should be consulted before dealing with the spillage and the information contained therein utilised to ensure a safe clean-up response.
- f) For large spills (>10 litres/kgs) the Estates Office should be informed immediately.
- g) In the event that the spillage is deemed safe to deal with a spill kit should be utilised.
- h) 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.
- i) 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.
- j) 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.
- k) The spilled material along with the absorbent material should be collected and placed into the bag / container provided with the spill kit.
- l) In the event of the spillage of a solid material the material should be collected using a dust pan and brush and placed into the bag / container provided with the spill kit.

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- m) All wastes and all contaminated items generated by spillages must be disposed of in a suitable manner.
- n) 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.

9.4 Chemical Agent Exposure

Some agents require specialist first aid responses, e.g. hydrofluoric acid, cyanides, etc. Reference should always be made to the material's MSDS (Material Safety Data Sheet) before it is used for the first time and if any specialist first aid equipment is required the agent **MUST NOT** be used by estates staff.

The following are general guidelines for treating exposures to chemical agents:-

Inhalation

- a) Following exposure to an airborne chemical; affected persons should be removed from the source of exposure to fresh air.
- b) At no time should persons place themselves at risk when trying to remove affected persons from the source exposure.
- c) 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.
- d) Any exposure which results in vomiting or unconsciousness must be referred to a medical practitioner.

Skin contact

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

Eye Contact

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

Ingestion

- a) Refer to the specific MSDS. Always seek medical advice.
- b) For further information contact the Poisons Information Centre. Telephone 01-837 9964 / 01-837 9966.
- c) If seeking medical advice after a chemical exposure ensure that the patient has in their possession a copy of the relevant MSDS.

9.5 Bomb Threat

Garda Síochána provide the following leaflets in relation to bomb threats which the Institute have adopted:

- Prevention:- Bomb/Incendiary Attack
- Bomb Threats:- A Guide to Procedures on Receipt of Bomb Threats
- Bomb Threats:-Guidelines to Telephonists (Copy retained at main reception)

Threats may be received from misguided practical jokers, malcontented employees, grievance bearing ex-employees or spokesmen for extremist political groups.

Whilst in the past extremist political groups have tended to provide, but not always, advance warnings of an actual or imminent attack taking place. In more recent times however ultra-extreme groups have resorted to without warning attacks with the intent of maximising casualties. Thankfully no such attack has taken place in Ireland however such a threat cannot be entirely ruled out. Currently there are no national guidelines with respect to addressing such threats which are deemed outside the scope of this Functional Safety Statement.

Staff should however always be vigilant of suspicious activity or packages and immediately report such activity or suspect packages to Security.

The decision to evacuate upon receipt of a bomb threat or upon finding a suspect package is a matter for the Institute management and the Gardaí will not make such a decision the behalf of the Institute in the absence of specific and positive information.

9.6 Knife/Gun Attack

As such attacks are most likely to be carried out without warning, on becoming aware of such an incident, if you can leave, exit the building immediately. If exiting the building is not safe, the following **Shelter-Shut-Listen** response is recommended:

- a) Take **shelter** in a in a secure area or room with access to a telephone and/or computer and seek further information via security on (888/087 6379470) or the emergency services on (9112/9999).
- b) Remain **shut** in this location keeping quiet and unseen with door locked and blinds closed until advised that the incident is over or requested to leave by either Security or the Gardaí.
- c) Unless instructed to do otherwise remain indoors and **listen** for further instructions.

9.7 Vehicle Rampage on Campus

In the event of such an incident take shelter in a secure pedestrian area or building and contact security on (888/087 6379470) or the emergency services on (9112/9999). Do not approach vehicle or driver responsible for the incident and only approach casualties if safe to do so.

9.8 Contacting the Emergency Services

In the event of an emergency Security should be contacted immediately on extension 888 or mobile 087 6379470 who will contact the appropriate emergency service and ensure that they are met upon their arrival on campus and escorted to the correct location. Only in exceptional circumstances or where security cannot be contacted should the Emergency Service be contacted directly on the Emergency Line (9112/9999).

Any, personal injury, etc. or near miss incidents must be notified to the Institute Safety Office using the accident report form. These forms can be obtained from the Estates Office or Safety Office.

10.0 FIRST AID GUIDELINES

In the case of an accident emergency staff should follow the guidelines set out below:-

- a) Contact a trained First Aider
- b) Contact the college medical staff, ext. 205.

If they are unavailable:

- i) If in doubt about moving the person, call an ambulance.
- ii) Bring the person to casualty if they can be safely moved, or their own G.P.
- iii) Be familiar with particular hazards in your area of work and how injuries should be treated.
- iv) Do not panic, and try to keep the injured person calm and talking.
- v) Use your common sense and always err on the side of calling professional medical assistance as quickly as possible.
- vi) Always report the accident using the Accident Reporting Procedure.

Personal Injury

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

- a) Contact the nearest trained first aider, Institute nurse or in the event that a first aider cannot be contacted then then contact your line manager.
- b) If the emergency services are required then the 24hr Emergency Line should be contacted (9112/9999) and the request made.
- c) All personal injury or near miss incidents must be reported as soon as is practical using the Accident Report Form available from the Estates Office or Health & Safety Office.

First Aid Boxes

First aid boxes and trained first aiders are located throughout the Institute and staff should familiarise themselves with locations of same within their work areas.

APPENDIX I *

SCHEDULE OF RISK ASSESSMENTS

| ESTATES OFFICE RISK ASSESSMENT REGISTER | | | | |
|--|---|--------------------------|--------------|---------------------------|
| Reference | Description | Date Last Amended | Owner | Nature of Revision |
| RA001 | Recycling Centre & Related Activities | 29/6/2018 | PB | Reformatted and updated |
| RA002 | Grounds Maintenance & Upkeep | 29/6/2018 | PB | Reformatted and updated |
| RA003 | Routine Maintenance General Building Works | 29/6/2018 | PB | Reformatted and updated |
| RA004 | Maintenance Workshop | 29/6/2018 | PB | Reformatted and updated |
| RA005 | Cleaning & Housekeeping | 29/6/2018 | PB | Reformatted and updated |
| RA006 | Portering | 29/6/2018 | PB | Reformatted and updated |
| RA007 | Lone Working | 29/6/2018 | PB | Reformatted and updated |
| RA008 | Circulation Areas & Estates Offices, Stores etc | 29/6/2018 | PB | Reformatted and updated |
| RA009 | External Areas | 29/6/2018 | PB | Reformatted and updated |
| RA010 | Boiler houses and oil tanks | 29/6/2018 | JMcE | Reformatted and updated |
| RA011 | Service ducts and plant rooms | 29/6/2018 | JMcE | Reformatted and updated |
| RA012 | Main Electrical Intake & Switch Rooms | 29/6/2018 | JMcE | Reformatted and updated |
| RA013 | Routine Maintenance Mechanical & Electrical | 29/6/2018 | JMcE | Reformatted and updated |
| RA014 | Use of Chemicals | 29/6/2018 | JMcE | Reformatted and updated |
| RA015 | Contractor Works & Maintenance | 29/6/2018 | EM | Reformatted and updated |
| RA016 | Automatic Doors | 29/6/2018 | PB | Reformatted and updated |
| RA017 | Electrical Installation & Maintenance Safety | 29/6/2018 | JMcE | Reformatted and updated |
| RA018 | Gas Distribution and & Leak Detection Systems | 29/6/2018 | JMcE | Reformatted and updated |
| RA019 | Water Storage and Quality | 29/6/2018 | JMcE | Reformatted and updated |
| RAO20 | Office Work Including Display Screen Equipment | 29/6/2018 | JMcE | Reformatted and updated |

Completed Risk Assessments available separately at Addendum (I).

APPENDIX II *

SCHEDULE OF SAFE WORK PRACTICE SHEETS

| Estates Office: Safe Work Practice Sheets | | | |
|---|---|-------------------------------------|---------------------|
| Issue/Revision Date: 29th June 2018 | | Approved by: Ed Millar | |
| Ref | Safe Work Practice Sheets | Where Principally Applicable | Last Revised |
| 001 | Personal Conduct | Central/Estates Generally | 29/6/2018 |
| 002 | Critical Incident | Central/Estates Generally | 29/6/2018 |
| 003 | Access and Egress | Estates Generally | 29/6/2018 |
| 004 | Fire Safety | Estates Generally | 29/6/2018 |
| 005 | Electrical Safety | Estates Generally | 29/6/2018 |
| 006 | Chemical Agents | Estates Generally | 29/6/2018 |
| 007 | Display Screen Equipment | Central/Estates Generally | 29/6/2018 |
| 008 | Working Off Campus and/or on Designated Constructions Sites on Campus | Maintenance/Porters/Grounds | 29/6/2018 |
| 009 | General Housekeeping | Estates Generally | 29/6/2018 |
| 010 | Prevention of Slips, Trips and Falls | Estates Generally | 29/6/2018 |
| 011 | Lone Person Working | Estates Generally | 29/6/2018 |
| 012 | Access to Roofs & Working on Roofs | Estates Generally | 29/6/2018 |
| 013 | Working at Heights | Maintenance/Grounds | 29/6/2018 |
| 014 | Use of Ladders | Maintenance/Grounds | 29/6/2018 |
| 015 | Manual Handling | Estates Generally | 29/6/2018 |
| 016 | Special Events | Estates Generally | 29/6/2018 |
| 017 | Pregnant Employees | Central/Estates Generally | 29/6/2018 |
| 018 | Traffic Management & Control | Porters/Grounds | 29/6/2018 |
| 019 | Estates Storage Areas | Cleaning/Porters | 29/6/2018 |
| 020 | Needle-Stick Injuries | Estates Generally | 29/6/2018 |
| 021 | Weils Disease | Estates Generally | 29/6/2018 |
| 022 | Maintenance Workshop Safety | Maintenance | 29/6/2018 |
| 023 | Use of Hand Tools | Estates Generally | 29/6/2018 |
| 024 | Use of Woodworking Machinery | Maintenance | 29/6/2018 |
| 025 | Grounds Store and Service Yard | Grounds | 29/6/2018 |
| 026 | Use of Compactors/Balers | Grounds/Porters | 29/6/2018 |
| 027 | Grounds & Landscaping Maintenance | Grounds/Porters | 29/6/2018 |
| 028 | Use of Tractors & Associated Grounds Equipment | Grounds/Porters | 29/6/2018 |
| 029 | Working in Confined Spaces | Maintenance/Grounds/Porters | 29/6/2018 |
| 030 | Use of Estates Van | Maintenance/Grounds/Porters | 29/6/2018 |
| 031 | Hot Works | Maintenance/Grounds | 29/6/2018 |
| 032 | Spare | Spare | |

All SWPS available separately at Addendum (II).

APPENDIX III *

CONTRACTOR INDUCTION LEAFLET

**Estates Office
Institute of Technology, Sligo
Ash Lane
Sligo**

This leaflet outlines the basic procedures required to work on campus. It is a description of IT Sligo, how it operates and the necessary measures that must be adhered to when carrying out works within the Institute boundaries.

IT Sligo Campus & Map

The Institute campus is approximately 67 acres and is bordered by Ash Lane, Manorhamilton Road and Clarion Road. Each building is assigned a letter for identification purposes and numbers for room numbering. For example, the initial letter on a room reference identifies the building; the first number indicates the floor, while the remaining numbers indicate the room number e.g. (B1082 refers to room 82 on the ground floor of Block B). The referencing for the buildings are as follows: -

| Building Reference | Building Title |
|---------------------------|---------------------------------|
| A | Library/Administration Building |
| B | Original 1970 Building |
| C | Languages and Marketing Centre |
| D | 1978 Extension Building |
| E | Engineering Facility |
| F | Technology Centre |
| G | Innovation Centre |
| H | Student Centre |
| J | Old BIC |
| K | Art Block |
| L | Art and Design |
| M | Applied Technology Facility |
| P | Multi-Purpose Centre |
| S | Sundry Out Buildings |
| T | Temporary |

Full Document available separately at Addendum (III).