

# ***University College Dublin***



## **UCD, School of Public Health, Physiotherapy and Sports Science Centre for Food Safety Safety Statement**

*Rev 1\_2024. Issued September 1<sup>st</sup> 2024*

*University College Dublin*

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

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

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### **Revision History:**

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## SPHPSS UCD Centre for Food Safety

### 1.0 Introduction

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

This document applies to the operations of **the UCD Centre for Food Safety (CFS)** as part of the *UCD School of Public Health, Physiotherapy and Sports Science (SPHPSS)* in the **O'Brien Science Centre** located on the Belfield Campus of *University College Dublin* and to its field operations. The SPHPSS is in part located in the Health Sciences Centre on the *Belfield Campus*.

SPHPSS is located in three principal locations: Woodview House (Public Health, Occupational Safety and Health, Sport and Exercise Management); The Health Science Centre A Block (Physiotherapy, Clinical Nutrition and Dietetics and Human Performance Science) and Newstead (Institute of Sport and Health (ISH)). All are located on the *Belfield Campus*. However, the O'Brien Sciences Centre (South Block) is predominantly utilised by the Centre for Food Safety. It contains offices and laboratories that are used by the CFS.

This document when read in conjunction with the [University Parent Safety Statement](#) and relevant risk assessments outlines how the health and safety of staff, students and visitors to the school will be safeguarded.

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

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

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### **2.0 SPHPSS located at the Centre for Food Safety Description**

The School of Public Health, Physiotherapy and Sports Science (SPHPSS) at UCD has 5 campus locations under direction of the Head of School Associate Professor James Matthews. The Centre for Food Safety (CFS) is a constituent academic research centre within the school under the directorship of Professor Seamus Fanning. It is physically located in the O'Brien Centre for Science South.

The Centre for Food Safety (CFS) at University College Dublin (UCD) was set up in September 2002 following the appointment of Professor Séamus Fanning to the Chair of Food Safety & Zoonoses. Originally a tri-partite structure was created which included the Faculties of Agriculture, Medicine and Veterinary Medicine, with equal rights for all and reflecting the complete food chain. It was envisioned that the UCD-CFS would drive an evolving research agenda using the expertise available from all three faculties. Further, the centre would develop strong visible links with the Irish food industry and regulators alike. Such an inter-disciplinary approach has the inherent capacity to succeed at solving problems in food safety where other approaches have failed. Engaging experts with varied technological backgrounds from across the University, the search for knowledge can be enhanced by a combination of fact-finding with applied solutions and rapid sharing of information with specific stakeholders. This unique academic development ensures that the UCD-CFS provides a focal point where external agencies can seek expert opinion and academic support facilitating an inter-disciplinary collaboration with all stakeholders to achieve common goals in the national interest.

More recently, the UCD Institute of Food & Health (IFH) was launched. This is an all-inclusive collaboration extending from veterinary medicine through to public health, allied with food law. This newly formed Institute has seven major pillars of activity, one of which is Food Safety. Other pillars include Risk Analysis, Food & the Consumer, Food Regulation among others.

Further details can be obtained at <https://www.ucd.ie/phpss/> and <https://www.ucd.ie/cfs/>

### **3.0 Management of Health and Safety within the SPHPSS at the Centre for Food Safety.**

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

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the SPHPSS extends those commitments to ensuring the occupational safety and health of its employees and students when based in the Centre for Food Safety in the O'Brien Sciences Centre.

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

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

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

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

The University encourages employees to become actively involved in safety matters and welcomes all suggestions or comments regarding safety which can be made to the local Safety Committee, where they can be dealt with most efficiently. As part of that process the SPHPSS is committed to ensuring that their Safety Statements are made available annually for consultation with relevant staff and research students that are based in their facilities. The Safety Statements are available through our School website as well as in hard copy in each of the primary locations. All our Local Area Safety Statements fall under the remit and authority of the UCD Parent Safety Statement.

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

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### 4.0 Key Contact Details

| <u><b>Title</b></u>                   | <u><b>Name</b></u>      | <u><b>Contact Details</b></u> |
|---------------------------------------|-------------------------|-------------------------------|
| Head of School                        | Dr. James Matthews      | (716) 3449                    |
| Centre Director                       | Prof. Seamus Fanning    | (716) 2869                    |
| Centre Administrator                  | Ms. Ruth Henry          | (716) 6628                    |
| School Safety Committee Chair         | Mr. Ryan Stewart        | (716) 3294                    |
| University SIRC Director              | Dr. Peter Coulahan      | (716) 8768 / 8771             |
| Fire Alarm Maintenance Company        | Contact UCD SIRC Office | (716) 8768 / 8771             |
| Fire Extinguisher Maintenance Company | Contact UCD SIRC Office | (716) 8768 / 8771             |
| Student Health Centre                 |                         | (716) 3133                    |
| UCD Chaplaincy                        |                         | (716) 8372                    |
| UCD 24 HR Emergency Line              |                         | (716) 7999                    |
| Campus Duty Manager                   |                         | (716) 7666                    |
| Campus Services                       |                         | (716) 7000                    |

### **First Aiders available to CFS in the O'Brien Science Centre**

| <b>Name</b>           | <b>Extension No.</b> | <b>Location</b> |
|-----------------------|----------------------|-----------------|
| <b>Lauren Russell</b> | <b>x2073</b>         | <b>S1.12</b>    |

***The school also has first aiders located in all locations utilised by the school that are available within five minutes of the CFS. Emergency First Aid treatment and equipment is available in all***

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*laboratories of the CFS and from the O'Brien Science Centre Administration Office and via the 24-hour Emergency line 716 7999.*

*First aid kit and automated external defibrillator (AED) are available and located in multiple locations in the O'Brien Sciences Centre available to the CFS.*

### **5.0 Employee Safety Representation**

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

Representation on the committee is drawn from a broad spectrum of areas within the school. The Terms of Reference for the SPHPSS Safety Committee outline how each discipline is represented from within the school as well as representatives from specific cohorts / activities which are of relevance to the work of the committee. The committee is currently chaired by Dr. Conor Buggy (Associate Professor of Occupational and Environmental Studies) from the UCD Centre for Safety and Health at Work. All persons sitting on the committee are classed by the University as Employee Safety Representatives as outlined in Part 4 of the 2005 Safety, Health and Welfare at Work Act.

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

Any persons wishing to act as *Employee Safety Representatives* should contact their Head of School in the first instance or the Chair of the SPHPSS Safety Committee at their convenience.

### **6.0 Emergency Response Plans**

#### **Introduction**

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



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The following are deemed as emergencies within the SPHPSS activities at the CFS located at the O'Brien Sciences Centre :

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

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

### **Personal Emergency Egress Plans**

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

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

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

### **First Aid Procedures**

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

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

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

### 6.1 Fire

#### ***If you hear the fire alarm:***

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



3. Classes in session must be dismissed and students directed to leave.
4. Persons in laboratories and workshops should make their area safe before leaving by turning off equipment where possible, closing chemical containers, securing biological agents, etc.
5. Do not use the lift.
6. Do not go back to your working area for any reason.
7. If for any reason you are unable to leave the building, make your way to a protected stairwell or a room with an external window and shut the door. If possible, inform the emergency line (**ext. 7999**) or a colleague of your location and the reason why you cannot safely exit the building.
8. If safe to do so nominated *Fire Marshals* should inspect their designated areas.
9. Proceed to your designated emergency assembly following your departure from the building.  
The assembly area for the Health Sciences Building are:
  - 1) Pedestrian Area in Front of Computer Centre
  - 2) Car Park to Rear of Student Learning, Leisure and Sports Complex

**Full list of all campus assembly areas, see the [UCD SIRC Office website](#)**
10. Report any knowledge you may have of missing or injured persons to a *Fire Marshal*.
11. Return to the building only after the *Chief Fire Marshal/ Services Personnel* give the all clear signal.

#### ***If you observe a fire:***

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



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2. If it is safe to do so and you have been trained to do so the fire may be tackled using a suitable fire extinguisher, but only if this does not place any person at risk of injury.
3. If you decide to fight a fire, ensure that you have a safe and clear means of escape from the fire at all times.
4. In the case of chemical fires be aware that many chemicals give off poisonous fumes under fire conditions. Only fight chemical fires if you are certain that it is safe to do so and that the products of combustion can be avoided.
5. In the event that you cannot fight the fire, or the fire begins to get out of control evacuate the area immediately.

### Fire Extinguisher Types

#### *Aqueous Film Forming Foam*

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

#### *Carbon Dioxide*

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

#### *Dry Powder*

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

### To Use a Fire Extinguisher:

- Remove from wall bracket if necessary.
- Break the seal and remove the pin.
- Squeeze handle to test the extinguisher.

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- For carbon dioxide extinguishers manually turn discharge horn into position before testing. Once used do not touch the discharge horn again as it gets very cold.
- Fight fire by aiming extinguisher at the base of the fire.

### **6.2 Natural Gas Leak**

- In the event that a natural or laboratory gas leak is suspected then the 24hr Emergency Line (ext. 7999) must be contacted.
- Notify personnel in Health Sciences to evacuate the area.
- Only authorised personnel may interfere with gas safety systems.

### **6.3 Laboratory Gas Alarm Activation**

- There are no Laboratories in the A Block in Health Sciences with Laboratory Gas. However, should any personnel from Health Sciences be present in an adjacent facility when an alarm activates they should follow the direction of that facility's safety personnel.
- In the event of an activation of a laboratory gas alarm, follow local gas alarm response procedures as directed by that facilities safety personnel.

### **6.4 Loss / Spillage of a Chemical Agent**

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

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

- In the event that a chemical is spilled or is discovered to have leaked then all persons should be verbally requested to leave the affected area immediately.
- Where possible windows should be opened but all doors shut be kept closed.

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- If the spilled material is flammable all possible sources of ignition, including electrical appliances should be turned off if safe to do so.
- The SDS for the chemical concerned should be consulted before dealing with the spillage and the information contained therein utilised to ensure a safe clean-up response – please contact the relevant safety personnel for that facility.
- For large spills (>10 litres / kgs) the University SIRC Office should be informed by dialling 8768 / 8771 or 7999 on an internal telephone.
- In the event that the spillage is deemed safe to deal with a spill kit should be obtained.
- Suitable personal protective equipment should be donned by the persons dealing with the spillage. At the very least safety glasses, gloves and a lab coat should be worn. All spills must be attended by at least two persons.
- The source of the leak should be ascertained and if possible and safe to do so closed or sealed. Any damaged containers should be removed and repackaged if possible.
- In the event of liquid spills adsorbent pads or vermiculite should be spread over the spilled material until it is covered. If necessary, absorbent booms should be used to prevent the spillage spreading further.
- Using a dustpan and brush or similar the spilled material along with the absorbent material should be collected and placed into the bag / container contained within the spill kit.
- In the event of the spillage of a solid material the material should be collected using a dustpan and brush and placed into the bag / container contained within the spill kit.
- All wastes and all contaminated items generated by spillages must be disposed of in a suitable manner.
- When dealing with spillages the inhalation of large amounts of vapour or air borne contaminants should be avoided. In the event that a large amount of material is spilled then specialist assistance may be required. Respiratory protection may be required when dealing with large spillages. Persons must note that non-air fed respiratory protection is not a substitute for decreased ambient oxygen levels.
- Some chemicals require specialist responses, e.g. elemental mercury, cyanides, strong acids, etc. Reference should be made to a materials' SDS before it is used in the laboratory for the first time and if required any recommended specialist spill response equipment should be sourced and held in a suitable location.

### 6.5 Loss / Spillage of a Biological Agent

Personnel from SPHPSS CFS should be aware of the following procedures should they encounter such an accidental release their laboratories or at another facility on campus in the course of their

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duties in order to assist (until appropriate personnel arrive) if no responsible personnel are available. At no point should SPHPSS CFS personnel undertake the procedures unless they are trained specifically or asked to assist by responsible personnel from that facility. If SPHPSS CFS personnel are not comfortable with assisting, they should indicate so and clear the area as soon as further assistance arrives.

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

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

### 6.6 Chemical Agent Exposure

Personnel from SPHPSS CFS should be aware of the following procedures should they encounter such a spill in their laboratories or in another facility on campus in the course of their duties in order to assist (until appropriate personnel arrive), if no responsible personnel are available. At no point should SPHPSS CFS personnel undertake the following procedures unless they are trained specifically or are asked to assist by responsible personnel from that facility. If SPHPSS Health Sciences Centre personnel are not comfortable with assisting, they should indicate so and clear the area as soon as further assistance arrives.

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

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

### *Inhalation*

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

### *Skin Contact*

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

### *Eye Contact*

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

### *Ingestion*

- Refer to the specific Safety Data Sheet (SDS). Always seek medical advice.

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

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

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### 6.7 Biological Agent Exposure

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

For needle stick / sharps type injuries:

1. Cuts caused by sharps should be treated immediately. No attempt should be made to remove broken glass from wounds. Needle stick injuries from contaminated needles should be encouraged to bleed. Wash well under running water and cover with a dry dressing. An attempt should be made to identify any chemical or biological hazard in the needle that may have been injected.
2. Apart from very minor injuries, a First Aider should be called.
3. In the event of sustaining an accident resulting in a wound:
  - Immediately wash the wound liberally with soap and water but without scrubbing
  - Do not attempt to remove any glass by hand
  - Gently encourage free bleeding of puncture wounds but do not suck the wound
  - Dry the area and apply a waterproof dressing
  - Seek medical advice if the sharp concerned was contaminated with any hazardous materials

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

### 6.8 Personal Injury

In the event that a person suffers an injury that requires first aid treatment then contact the SPHPSS Health Sciences Centre First Aiders immediately:

- Treat the injury using first aid equipment. First aid kits are located in the O'Brien Science Centre Administrative Office and lab S1.25 of the CFS. Trained First Aiders available in the O'Brien Sciences centre are:

| <u>Name</u>           | <u>Location</u> | <u>Contact details</u> |
|-----------------------|-----------------|------------------------|
| <b>Lauren Russell</b> | <b>S1.12</b>    | <b>ext 2073</b>        |



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

### 6.9 Location of Emergency Equipment

#### *Fire Extinguishers*

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

#### *First Aid Boxes*

- First aid kits are located in the O'Brien Science Centre Administrative Office and lab S1.25 of the CFS. There may be additional first aid boxes located locally - nominated local first aiders can advise on the location of your nearest first aid box.
- First aid equipment is also available via the 24hr emergency line – ext. 7999/ 01- 7167999.

#### *Automatic External Defibrillators (AED's)*

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

***The closest automated external defibrillators (AEDs) are available and located at the Agriculture & Food Science Services Desk and the Entrance Lobby of the Health Sciences Centre.***

### 6.10 Contacting the Emergency Services

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

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### 6.11 Personal Emergency Egress Plans

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

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

### 6.12 Acute Student Situations

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

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

In all instances, contacting the Emergency Services must be done via *Campus Service* using the 24hr Emergency Line (**7999**). Services personnel will then contact the Emergency Services and ensure that they are met upon their arrival on campus and are escorted to the correct location of any incident.

### 6.13 Campus Emergency

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

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

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

***Any fire, personal injury or near miss must be notified to the University SIRC Office using an official incident report form. Such forms can be obtained from the University SIRC Office. Contact [sirc@ucd.ie](mailto:sirc@ucd.ie) or ext. 8768 / 8771.***

### 6.14 Pandemic / Infectious Disease Outbreak

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

## 7.0 Risk Assessments

### 7.1 Risk Assessment Methodology

It is the aim of *University College Dublin* to identify hazards in the workplace and to control the risks from those hazards in so far as is reasonably practicable. 'Hazard' is defined as the potential to cause harm, while 'risk' is defined as the potential of the hazard to cause harm under the actual circumstances of use. The assessment of risk from the hazards identified is based on the linkage of

## SPHPSS UCD Centre for Food Safety

the probability of occurrence with the severity of injury or material loss (the hazard effect) resultant from that occurrence.

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

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

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

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

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

**Table 1. Risk Assessment Matrix**

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

- *Trivial Risk*: No further action required.
- *Acceptable Risk*: No additional risk control / reduction measures required
- *Moderate Risk*: Further risk control / reduction measures should be considered and implemented where possible. Hazards graded as *Moderate Risk* must be closely managed.
- *Substantial Risk*: Further risk control / reduction measures must be identified. If the risk cannot be reduced further, then the hazard must be strictly managed, and the frequency and duration

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of the hazard must be reduced to as low a level as practicable along with the number of persons exposed to the hazard.

- *Intolerable Risk:* All work involving this hazard is prohibited.

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

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

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

Staff and postgraduates working within SPHPSS Health Sciences Centre must review all relevant available risk assessments (see register of risks below) prior to initiating work or undertaking new tasks to establish whether or not these documents identify and manage the hazards associated with their work adequately. In the event that existing risk assessments do not adequately manage the hazards associated with their work employees and postgraduates should either complete their own risk assessments (templates available on [UCD SIRC Office website](#)); inform their local Safety Committee or inform the *University SIRC Office*.

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

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

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

For those persons, who as part of their duties have to meet members of the public face to face or engage in 'home visits' or other fieldwork activities, reference should be made to the [Home visits - Face to face Safety Guidelines](#) and the [Fieldwork Safety Manual](#) in advance for guidelines, detailed safety information and when completing a [Fieldwork Risk Assessment](#).

### 7.2 SPHPSS Centre for Food Safety Register of Risks

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

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

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**Table 2. UCD School of Public Health, Physiotherapy and Sports Science: Centre for Food Safety Register of Risk Assessments**

| <u>General Risk Assessments</u>  |  |                  |  |
|--|--|------------------|--|
| <i>These risk assessments may apply to all persons working within the SPHPSS Health Sciences Centre or undertaking duties on behalf of their activities associated with their role at SPHPSS Health Sciences Centre.</i> |  |                  |  |
| Risk Assessment Number   | Title  | Risk Rating      | Comment  |
| UCDA1  | <a href="#">Manual Handling (General)</a>                      | Acceptable Risk  |  |
| UCDA2  | <a href="#">Access and Egress</a>                              | Acceptable Risk  |  |
| UCDA3  | <a href="#">Bullying and Harassment</a>                        | Moderate Risk    |  |
| UCDA4  | <a href="#">Workplace Housekeeping</a>                         | Acceptable Risk  |  |
| UCDA5  | <a href="#">Pregnant Employees (General)</a>                   | n/a              | Contact UCD SIRC Office to arrange Risk Assessment   |
| UCDA6  | <a href="#">Home Working</a>                                   | Trivial Risk     | Each unit should discuss with their line manager arrangements for home working. SPHPSS Safety Committee can be contacted regarding homeworking ergonomic guidelines.   |
| UCDA7  | <a href="#">Presence on a Third Party Site (General)</a>       | Moderate Risk    |  |
| UCDA8  | <a href="#">Kitchen / Tea Making Areas</a>                     | Trivial Risk     |  |
| UCDA9  | <a href="#">Driving / Use of Vehicles</a>                      | Substantial Risk | If undertaking fieldwork that requires driving please contact SPHPSS Safety Committee  |
| UCDA10   | <a href="#">Foreign Travel</a>                                 | Acceptable Risk  |  |
| UCDA11   | <a href="#">Lone Working (General)</a>                         | n/a              | Risk rating to be decided on an individual basis   |
| UCDA12   | <a href="#">Workplace Stress</a>                               | Moderate Risk    |  |
| UCDA13   | <a href="#">Use of Passenger / Goods Lifts</a>                 | Trivial Risk     |  |
| UCDA14   | <a href="#">Noise (General)</a>                                | Acceptable Risk  |  |
| UCDA15   | <a href="#">Use of Personal Protective Equipment (General)</a> | Trivial Risk     | There are no laboratories or processes in situ in SPHPSS Health Sciences Centre that require the use of PPE. However, should individuals wish to use PPE to prevent infectious disease spread (e.g. during flu |

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|        |   |                 |  |
|--------|---|-----------------|--|
|        |   |                 | season), individuals can do that of their own volition.  |
| UCDA16 | <a href="#">Travel Within Ireland</a>             | Acceptable Risk |  |
| UCDA17 | <a href="#">Violence and Aggression (General)</a> | Acceptable Risk | Please refer to the SIRC Office guidance document entitled <a href="#">Dealing With Acute Student Situations and Other Emergencies</a> |
| UCDA18 | <a href="#">Fire (General)</a>                    | Moderate Risk   |  |
| UCDA19 | <a href="#">Electricity (General)</a>             | Moderate Risk   |  |

### **Office Risk Assessments**

*These risk assessments may apply to persons working within an office environment within the SPHPSS Health Sciences Centre*

| <b>Risk Assessment Number</b> | <b>Title</b>                                    | <b>Risk Rating</b> | <b>Comment</b>                                       |
|-------------------------------|---|--------------------|--|
| UCDB1                         | <a href="#">Office Safety (General)</a>         | Acceptable Risk    |  |
| UCDB2                         | <a href="#">Use of Display Screen Equipment</a> | Acceptable Risk    | Contact SIRC Office to arrange individual assessment |
| UCDB3                         | <a href="#">Electricity in the Office</a>       | Acceptable Risk    |  |
| UCDB4                         | <a href="#">Fire in the Office</a>              | Acceptable Risk    |  |
| UCDB5                         | <a href="#">Manual Handling in the Office</a>   | Acceptable Risk    |  |

### **Chemical Agents Risk Assessments**

*These risk assessments may apply to persons working with chemical agents within the School*

| <b>Risk Assessment Number</b> | <b>Title</b>  | <b>Risk Rating</b> | <b>Comment</b>   |
|-------------------------------|---|--------------------|--|
| UCDC1                         | <a href="#">Handling And Use Of Chemical Agents (General)</a> | Moderate Risk      | For general guidance purposes only. Reference should be made to the more specific risk assessments for chemical agents. In the event that no risk assessment is available for a chemical agent then the user must arrange for one to be completed prior to using the agent for the first time. |
| UCDC2                         | <a href="#">Storage Of Chemical Agents (General)</a>          | Moderate Risk      | The large scale storage of chemical agents (i.e. 00's of litres / kgs may require the completion of a more specific risk assessment).  |
| UCDC3                         | <a href="#">Handling And Use Of Flammable Liquids /</a>       | Acceptable Risk    |  |



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|        |  |                 |  |
|--------|--|-----------------|--|
|        | <a href="#"><u>Organic Solvents (General)</u></a>  |                 |  |
| UCDC4  | <a href="#"><u>Cryogenic Liquids (General)</u></a>   | Acceptable Risk |  |
| UCDC5  | <a href="#"><u>Use Of Compressed Gases (General)</u></a>                                       | Acceptable Risk |  |
| UCDC6  | <a href="#"><u>Use and Handling Of Corrosive Chemicals (General)</u></a>                       | Acceptable Risk |  |
| UCDC7  | <a href="#"><u>Use and Handling Of Hydrofluoric Acid (General)</u></a>                         | Moderate Risk   |  |
| UCDC8  | <a href="#"><u>Use and Handling Of Cyanide Compounds (General)</u></a>                         | Moderate Risk   |  |
| UCDC9  | <a href="#"><u>Use and Handling Of Mercury And Mercuric Compounds (General)</u></a>            | Acceptable Risk |  |
| UCDC10 | <a href="#"><u>Use and Handling Of Organic Peroxide Compounds (General)</u></a>                | Acceptable Risk |  |
| UCDC11 | <a href="#"><u>Use and Handling Of Potentially Explosive Materials (General)</u></a>           | Acceptable Risk |  |
| UCDC12 | <a href="#"><u>Use and Handling Of Laboratory Diagnostic Kits (General)</u></a>                | Acceptable Risk |  |
| UCDC13 | <a href="#"><u>Use and Handling Of Carcinogens and Mutagens (General)</u></a>                  | Moderate Risk   | For general guidance purposes only. A specific risk assessments for every carcinogen and mutagen in use must be completed prior to using the agent for the first time. |
| UCDC14 | <a href="#"><u>Use and Handling Of Teratogens And Reproductive Toxins (General)</u></a>        | Acceptable Risk |  |
| UCDC15 | <a href="#"><u>Use and Handling Of Irritants, Harmful Agents and Sensitisers (General)</u></a> | Acceptable Risk |  |
| UCDC16 | <a href="#"><u>Use and Handling Of Toxic Agents (General)</u></a>                              | Acceptable Risk |  |
| UCDC17 | <a href="#"><u>Use and Handling Of Dry Ice (General)</u></a>                                   | Acceptable Risk |  |

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|        |   |                 |  |
|--------|---|-----------------|--|
| UCDC18 | <a href="#">Dealing With Chemical Spillages</a> | Acceptable Risk |  |
|--------|---|-----------------|--|

| <b>Biological Agents Risk Assessments</b>   |  |                      |         |
|---|--|----------------------|---------|
| <i>These risk assessments may apply to persons working with biological agents within the school</i> |  |                      |         |
| Risk Assessment Number  | Title  | Residual Risk Rating | Comment |
| UCDD1   | <a href="#">Handling and Use Of Class 1 Biological Agents</a>                    | Trivial Risk         |         |
| UCDD2   | <a href="#">Handling and Use Of Class 2 Biological Agents</a>                    | Acceptable Risk      |         |
| UCDD3   | <a href="#">Use and Propagation Of Cell Lines (General)</a>                      | Acceptable Risk      |         |
| UCDD4   | <a href="#">Handling and Use Of Biological Material Of Human / Animal Origin</a> | Acceptable Risk      |         |
| UCDD5   | <a href="#">Diagnostic Laboratories (General)</a>                                | Acceptable Risk      |         |
| UCDD6   | <a href="#">Handling and Use Of Class 3 Biological Agents</a>                    | Acceptable Risk      |         |
| UCDD7   | <a href="#">Centrifugation Of Biological Samples (General)</a>                   | Acceptable Risk      |         |
| UCDD8   | <a href="#">Dealing With Biological Agent Spillages</a>                          | Acceptable Risk      |         |
| <b>Laboratory Risk Assessments</b>  |  |                      |         |
| <i>These risk assessments may apply to persons engaged in laboratory work within the school</i>     |  |                      |         |
| Risk Assessment Number  | Title  | Residual Risk Rating | Comment |
| UCDE1   | <a href="#">Use of Centrifuges (General)</a>                                     | Acceptable Risk      |         |
| UCDE2   | <a href="#">Use Of Autoclaves (General)</a>                                      | Acceptable Risk      |         |
| UCDE3   | <a href="#">Use Of Bunsen / Gas Burners (General)</a>                            | Acceptable Risk      |         |
| UCDE4   | <a href="#">Cold Rooms / Walk In Freezers (General)</a>                          | Acceptable Risk      |         |
| UCDE5   | <a href="#">Use Of Fridges / Freezers (General)</a>                              | Trivial Risk         |         |
| UCDE6   | <a href="#">Use of Laboratory Glassware (General)</a>                            | Acceptable Risk      |         |
| UCDE7   | <a href="#">Use Of Laboratory Ovens (General)</a>                                | Acceptable Risk      |         |
| UCDE8   | <a href="#">Use Of Microwave Ovens (General)</a>                                 | Acceptable Risk      |         |
| UCDE9   | <a href="#">Use Of Sharps (General)</a>  | Acceptable Risk      |         |
| UCDE10  | <a href="#">Use Of Homogenisers (General)</a>                                    | Acceptable Risk      |         |
| UCDE11  | <a href="#">Use Of Hot Plates / Stirrers (General)</a>                           | Acceptable Risk      |         |
| UCDE12  | <a href="#">Use Of pH Meters (General)</a>                                       | Trivial Risk         |         |

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|                               |  |                             |                |
|-------------------------------|--|-----------------------------|----------------|
| UCDE13                        | <a href="#">User Of Rotary Evaporators (General)</a>               | Acceptable Risk             |                |
| UCDE14                        | <a href="#">Use Of UV Light Sources</a>                            | Acceptable Risk             |                |
| UCDE15                        | <a href="#">Gel Electrophoresis - Non Chemical Risks (General)</a> | Acceptable Risk             |                |
| UCDE16                        | <a href="#">Use Of Laboratory Personal Protective Equipment</a>    | Trivial Risk                |                |
| UCDE17                        | <a href="#">Use Of Microtomes (General)</a>                        | Acceptable Risk             |                |
| UCDE18                        | <a href="#">Use Of Laboratory Pumps (General)</a>                  | Acceptable Risk             |                |
| UCDE19                        | <a href="#">Electrical Safety In The Lab</a>                       | Moderate Risk               |                |
| UCDE20                        | <a href="#">Fire Safety In The Lab</a>                             | Moderate Risk               |                |
| UCDE21                        | <a href="#">Manual Handling In The Lab</a>                         | Acceptable Risk             |                |
| UCDE22                        | <a href="#">Laboratory Waste Disposal</a>                          | Acceptable Risk             |                |
| UCDE23                        | <a href="#">Laboratory Personal Hygiene</a>                        | Acceptable Risk             |                |
| UCDE24                        | <a href="#">Use Of Water / Oil Baths (General)</a>                 | Acceptable Risk             |                |
| <b>Risk Assessment Number</b> | <b>Title</b>   | <b>Residual Risk Rating</b> | <b>Comment</b> |
| UCDE25                        | <a href="#">Use Of Hot Air Guns (General)</a>                      | Acceptable Risk             |                |
| UCDE26                        | <a href="#">Use Of Wax Baths (General)</a>                         | Acceptable Risk             |                |
| UCDE27                        | <a href="#">Use Of Ice Makers (General)</a>                        | Trivial Risk                |                |
| UCDE28                        | <a href="#">Dissection (General)</a>                               | Acceptable Risk             |                |
| UCDE29                        | <a href="#">Use Of Hand Sanitizers / Soaps (General)</a>           | Acceptable Risk             |                |
| UCDE30                        | <a href="#">Handling And Use Of Disinfectants (General)</a>        | Acceptable Risk             |                |
| UCDE31                        | <a href="#">Use of Lasers (General)</a>                            | Acceptable Risk             |                |
| UCDE32                        | <a href="#">Use Of Laboratory Analytical Equipment (General)</a>   | Acceptable Risk             |                |

| <b>Radiation Safety Risk Assessments</b>   |   |               |         |
|--|---|---------------|---------|
| <i>These risk assessments may apply to persons working with radioactive materials within the School.</i> |   |               |         |
| Risk Assessment Number   | Title   | Risk Rating   | Comment |
| UCDG1  | <a href="#">Handling And Use Of Radioisotopes (General)</a> | Moderate Risk |         |
| UCDG2  | <a href="#">Use Of X Ray Equipment (General)</a>            | Moderate Risk |         |

| <b>Health Sciences And Allied Subjects Risk Assessments</b>   |  |             |         |
|---|--|-------------|---------|
| <i>These risk assessments may apply to persons engaged in health sciences / health care and similar type work</i> |  |             |         |
| Risk Assessment Number  | Title                                      | Risk Rating | Comment |
| UCDP1   | <a href="#">Patient Handling (General)</a> | Moderate    |         |

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|                               |   |                    |   |
|-------------------------------|---|--------------------|---|
| UCDP2                         | <a href="#">Infection Control During Teaching Activities (Non Invasive)</a> | Acceptable         |   |
| UCDP3                         | <a href="#">Working With Cadavers And Associated Material (General)</a>     | Acceptable         |   |
| <b>Risk Assessment Number</b> | <b>Title</b>  | <b>Risk Rating</b> | <b>Comment</b>                              |
| UCDP4                         | <a href="#">Bedside Oxygen Supply</a>                                       | Acceptable         |   |
| UCDP5                         | <a href="#">Use Of Volunteers For Teaching Purposes (General)</a>           | Acceptable         |   |
| UCDP6                         | <a href="#">Pregnant Employees (Health Sciences)</a>                        | n/a                | Contact Safety Office to arrange assessment |
| UCDP7                         | <a href="#">Use Of Mercury Containing Equipment</a>                         | Acceptable         |   |
| UCDP8                         | <a href="#">Use Of UV Hand Inspection Light Boxes</a>                       | Trivial            |   |
| UCDP9                         | <a href="#">Use Of AED's For Teaching Purposes (General)</a>                | Acceptable         |   |
| UCDP10                        | <a href="#">Manipulation / Handling Of Teaching Subjects</a>                | Acceptable         |   |
| UCDP11                        | <a href="#">Use and Handling Of Artificial Blood and Urine</a>              | Acceptable         |   |
| UCDP12                        | <a href="#">Use Of Lancets</a>  | Acceptable         |   |
| UCDP13                        | <a href="#">Use Of Compressors To Inflate Mannequins</a>                    | Acceptable         |   |
| UCDP14                        | <a href="#">Use Of Pharmaceutical For Teaching Purposes</a>                 | Acceptable         |   |
| UCDP15                        | <a href="#">Injection Of Subjects For Teaching Purposes (General)</a>       | Acceptable         |   |

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| <u><a href="#">Fieldwork Risk Assessments</a></u>                        |  |                 |  |
|--|--|-----------------|--|
| <i>These risk assessments may apply to persons engaged in fieldwork.</i> |  |                 |  |
| Risk Assessment Number   | Title  | Risk Rating     | Comment  |
| UCDH1  | <u><a href="#">Fieldwork (General)</a></u>                   | Acceptable Risk | For general guidance purposes only. Reference should be made to the <u><a href="#">UCD Fieldwork Safety Guidelines</a></u> . In some cases an expedition specific risk assessment will be required.  |
| UCDH2  | <u><a href="#">Leptospirosis (Fieldwork)</a></u>             | Acceptable Risk | It is unlikely that anyone with a role in Woodview House would be undertaking fieldwork that would put them at risk from Leptospirosis (e.g., river sampling), however in the event such a task was being undertaken please contact the SPHPSS Safety Committee for practical risk awareness guidance.     |
| UCDH3  | <u><a href="#">Home Visits – Face to Face Interviews</a></u> | Acceptable Risk | All face to face visits as part of a research protocol should be evaluated through the UCD HREC Ethical Approval Process in consultation with the project PI. Should the PI consider there to be any danger to a researcher please contact the SPHPSS Safety Committee for advice before referral to SIRC. |

### 8.0 COVID19 Risk Management

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

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

All Employees and Researchers will:

- Have completed the mandatory online Covid 19 Induction training

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- When on campus adhere to the provisions of the [Return to Campus Guide](#) and current public health advice
- Make themselves aware of the signs and symptoms of Covid 19 and monitor their own wellbeing
- Not access the campus if they are unwell or have been advised to self-isolate
- Self-isolate at home and contact their GP promptly for further advice if they display any signs or symptoms
- Comply with the mandatory requirement to record daily attendance on the campus via the University's [online system](#) , or any other local arrangements as may be in place.
- Adhere at all times to risk control measures as identified through risk assessment

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

## 9.0 Appendices

### Appendix 1: UCD SIRC Office Guidance Documents and Templates

#### 1. UCD Risk Assessment Templates

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

#### 2. UCD Guidance Documents and Manuals

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

#### 3. UCD Checklists

- [Self-Audit Checklist](#)

#### 4. Emergency Response Posters

- [Fire Evacuation Poster](#)



Appendix 2: School of Public Health, Physiotherapy and Sports Science Centre for Food Safety

Fire Evacuation Notice

**SCIENCE COMPLEX  
FIRE SAFETY NOTICE**

**IF YOU HEAR THE FIRE ALARM**

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



3. Classes in session must be dismissed and students directed to leave.
4. Persons in laboratories and workshops should make the area safe before leaving by turning off equipment where possible and securing hazardous containers.
5. Do not use the lifts.
6. Do not go back to your working area for any reason.
7. If for any reason you are unable to leave the building make your way to a protected stairwell or a room with an external window and shut the door. If possible inform the emergency line (ext. 7999) or a colleague of your location and the reason you cannot safely exit the building.
8. Proceed to the nearest emergency assembly area to your point of departure from the building. The assembly areas for the Science Complex are:  
**Car Park Beside Veterinary Science Centre**      **Beside the Lake (CSCB End)**  
**In Front of the Church**      **Pedestrian Area in Front of Computer Centre**
9. Report any knowledge you may have of missing or injured persons to a *Fire Marshal / Services Personnel*.
10. Return to the building only after the *Chief Fire Marshal / Services Personnel* has given the all clear signal or the bells have ceased ringing.

**IF YOU OBSERVE A FIRE**

1. Activate the fire alarm by breaking one of the red wall mounted break glass units located throughout the building and if possible inform the emergency line (ext. 7999).
2. If it is safe to do so and you have been trained to do so the fire may be tackled using a suitable fire extinguisher, but only if this does not place any person at risk of injury and you have a safe and clear means of escape from the fire at all times.
3. In the event that you cannot fight the fire or the fire begins to get out of control evacuate the area immediately.