



# TUS

Ollscoil Teicneolaíochta na Sionainne:  
Lár Tíre, An tIarthar Láir

Technological University of the Shannon:  
Midlands Midwest

## **TUS MIDLANDS CAMPUS HEALTH & SAFETY STATEMENT**

HEALTH & SAFETY

**Revision History:**

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## **Part 1 – Midlands Campus Safety Statement - Introduction**

## Introduction

The TUS Parent Health & Safety Statement (TUSPSS) is the University's overarching document setting out the framework for Health and Safety arrangements throughout the Technological University of the Shannon.

The document describes how Health & Safety is managed, describes the associated management systems, management responsibility structure, and the policies and arrangements for H&S provisions throughout the TUS.

These arrangements ensure that TUS remains is a safe place to work and maintain adherence to the Safety, Health and Welfare at Work Act 2005.

There are multiple operations and activities taking place at any time throughout the University and while the TUS Parent Safety Statement sets out the university level safety policies, supporting and subordinate documentation is also needed for the various campuses, departments and Units to demonstrate compliance with the Act and the TUSPSS Policies.

The following subordinate and supporting TUS documentation set out the Health and Safety risk assessments and controls in place for specific Campus or Unit or Department. It is important that the controls in each of the respective documents, are aligned and in compliance with the relevant TUSPSS policies, arrangements, and appropriate Health and Safety Regulation.

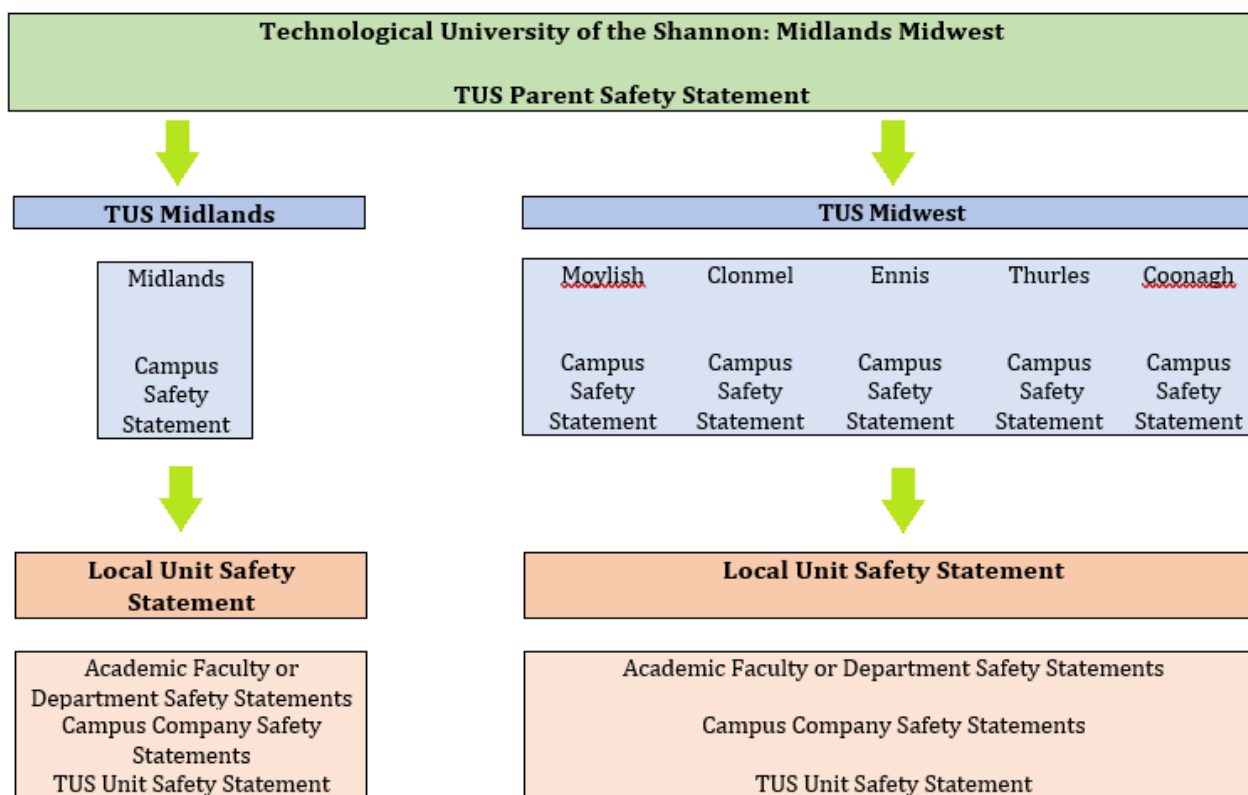
This document, the TUS Midlands Campus Safety Statement will describe the control measures in place or required to be implemented for campus-controlled activities and campus areas. In summary it covers :-

i) The Risk Assessment of campus level identified hazards and the campus control measures and arrangements in place to mitigate their risk and secure good standards of Health & Safety.

ii) Sets out the safety arrangements in place for campus activities such as campus emergency response systems which can differ depending on the campus

iii) For identified specialised activities exclusive to the Midlands Campus (e.g. Ionisation Radiation), it will set out management responsibilities and the control measures in place.

**Figure 1 : - Framework (2024) for TUS Health and Safety Statements**



The Midlands Campus Health and Safety Statement should be read in conjunction with the TUS Parent Health and Safety Statement, which is the TUS Parent Document that sets out the overarching university H&S Policies, Approved Management Systems , Responsibilities and Duties for all Management, Staff and Students.

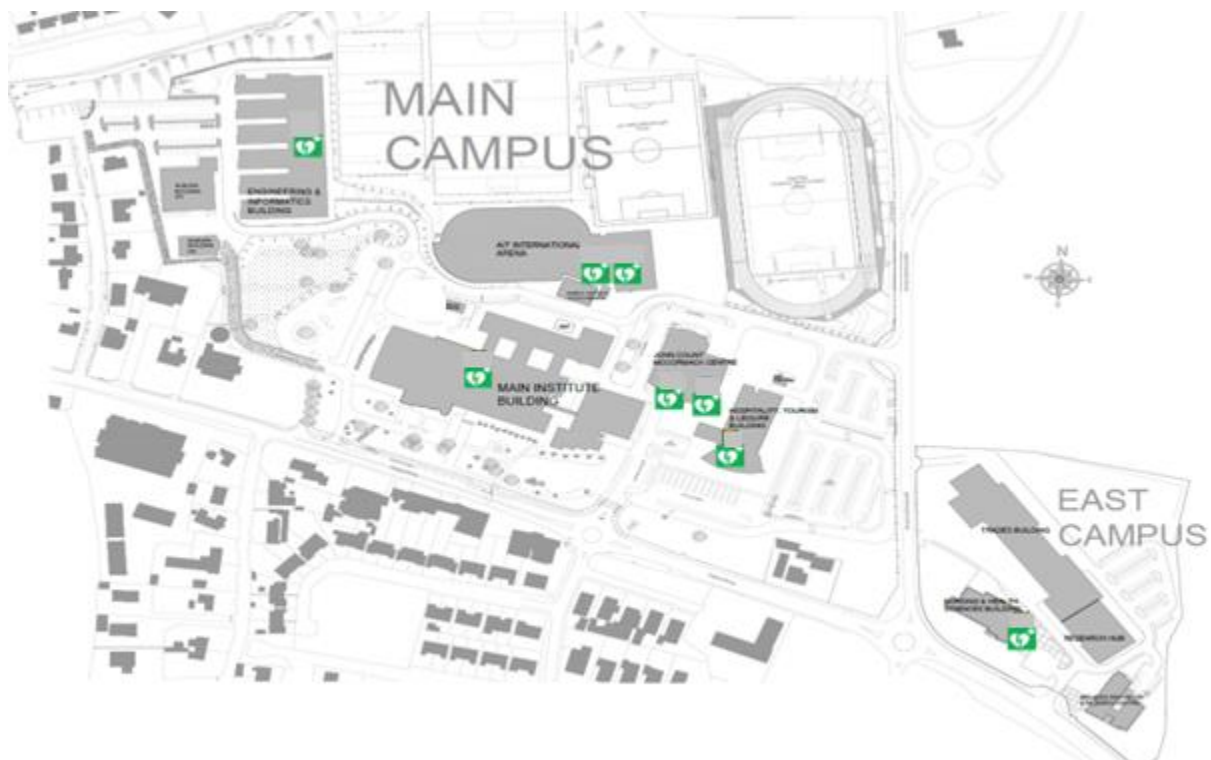
The TUS Parent Safety Statement is available on the website and can be viewed or downloaded at

<https://tus.ie/health-and-safety/>

# Scope

The Midlands Campus Safety Statement applies to all directed work activities and areas of the TUS Midlands Campus. It is also set out the Midlands Campus arrangements and provisions in place to ensure adherence to the requirements of the TUS Parent Safety Statement and the Safety, Health and Welfare at Work Act 2005.

For specific safety information relating to Department or Unit directed work activities, the reader should refer to that particular department's management for their work activity risk assessments, and any other relevant local departmental safety information.







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## **Part 2 – TUS Midlands Campus Health & Safety Responsibilities**

## 2.1 Responsibilities

The full responsibilities and duties assigned at various management and staff levels throughout the University's organisational structure are set out, under Part 2 of the TUS Parent Safety Statement, (i.e. Part 2 - Health & Safety Management Systems & Responsibilities).

This Midlands Campus Safety Statement focuses on the campus level identified hazards, and sets out the arrangements in place for controlling the associated risks.

While the responsibilities of TUS managers directing work activities across the Midlands campus, are documented in the Parent Safety Statement, there are certain hazards (e.g. Ionisation Radiation) associated with activities on campus that are exclusive to the Midlands Campus. In these cases, the responsibilities of the relevant competent manager or TUS expert adviser will be documented in this section.

## 2.2 Radiation Protection Officer (RPO)

TUS will ensure ongoing compliance with the Radiological Protection Act 1991 (Ionising Radiation), Regulations 2019 (S.I. No. 30 of 2019), hereafter referred to as IRR19.

TUS Midlands have in place, controls to ensure safe and compliant approved work activities associated with ionisation equipment, apparatus and substances. The reader is directed to section .... Of this document for more detailed information on the in-place radiation controls.

The Midlands Campus 'Radiation Protection Officer' RPO (Faculty of Science Staff Member) plays a pivotal role in ensuring the campus remains in compliance with its Licence Agreement and IRR19.

The Radiation Protection Officer is responsible for ensuring that Midlands Campus complies with terms and conditions of the licence granted by the Environmental Protection Agency (EPA). The RPO advises TUS on all matters in relation to radiation safety on the Midlands Campus. In respect of the Midlands Campus the RPO is responsible for:

- Ensuring that all relevant regulations and licence conditions, including Radiation Manual documented safety procedures, are maintained up to date and in compliance with said Statutory requirements.
- Reviewing, revising and updating where necessary the Midlands Campus Radiation Safety Manual and the procedures contained therein.
- Ensuring that radiation surveys and quality assurance tests are carried out, such as regular testing and calibration of monitoring equipment and regular operational checks of safety and warning systems.
- Reporting to the TUS Midlands Campus Senior Management and to the EPA any incident that could give rise to a radiation hazard.
- Arranging where necessary and with the support of TUS, dose assessment for exposed workers.

- Assisting the licensee in the classification of controlled and supervised areas.
- Ensuring the safe keeping of all records required by the conditions of license.
- Acting as the contact person with the EPA as appropriate, on all licensing matters relating to radiological protection.
- Ensuring that all relevant users and the Campus Health and Safety office have immediate access to an electronic version of the TUS Midlands manual of regulations for the safe use of sources of ionising radiation on TUS Midlands Athlone Campus is retained in the Midlands Health and Safety Office.



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## **Part 3 – TUS Midlands Campus Consultation, Communication & Participation**

### 3.1 Consultation

The 2005 Act provides for consultation between employers and employees to help ensure cooperation in the prevention of accidents and ill health.

As set out in the TUS Parent Health and Safety Statement, it is the policy of TUS to consult with its employees and campus communities to ensure they are represented on matters that affect their safety, health and welfare.

The following processes are in place on the Midlands Campus to maintain good levels of employer, employee consultation and communication on matters of health and safety : -

- For any work activity H&S related concerns, TUS staff are encouraged, to raise these matters with their local line management or through their elected employee health and safety representative.
- For general campus H&S related concerns, TUS staff can raise these matters with their elected staff safety representative who in turn will raise the matter with the appropriate University Management.
- TUS will consult and cooperate with all elected staff health and safety representatives, by : -
  - Providing any necessary or required H&S information to secure and maintain good standards of H&S on campus.
  - Advising the safety representative for the relevant TUS Department/Function/Unit/Area/Constituency, in the case of any pending Health & Safety Authority Inspection or visit.
  - Provide the elected Health and Safety Representatives via the Campus Health and Safety committee with information in relation to any notifiable accidents and dangerous occurrences.
  - Facilitating & supporting elected Health and Safety Representatives in discharging their functions.
  - TUS has in place a Midlands Campus Health and Safety Committee that facilitates consultation and communication between TUS senior management and the elected staff safety representatives.

### **3.2 Campus H&S Committee**

The Midlands Campus Health and Safety Committee is intended to facilitate consultation between TUS Management and TUS Staff elected Safety Representatives on matters of university Health and Safety.

At these committee meetings, safety representatives are consulted on the steps taken by the University to safeguard employee, student and visitor safety, health and welfare.

It is also used as a forum to discuss and critique the effectiveness of campus H&S management systems.

The committee is chaired by the VP Campus Services & Capital Development and it meets at least once a semester. Please see Appendix 1 for more detailed information on the Committee, its structure, constituency makeup and terms of reference.

### **3.3 Staff Safety Representatives (Rights Obligations and Function)**

Midlands Campus Staff will select (normally by election) a safety representative/s to consult and make representations to TUS ('Employer') on Safety, Health and Welfare matters relating to employees in the place of work. The rights, obligations & functions of Midlands Campus Safety Representatives include :-

- i) Making representations to management on any aspect of safety, health and welfare at work.
- ii) Receiving information from management as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare of employees at the place of work.
- iii) At the representative's discretion, can investigate accidents and dangerous occurrences provided it does not interfere with or obstruct the performance of any statutory authority or by University designated investigator.
- iv) Can undertake inspections and investigate hazards and complaints subject to agreement and prior notice.
- v) attending and representing their staff constituents at the Midlands Campus Health and Safety Committee meeting

### **3.4 Midlands Campus Safety Representative Election System**

A Staff Health & Safety Representative & where possible a deputy Safety Representative is elected from each Midlands Campus Health & Safety constituency.

Midlands Campus staff, health and safety constituencies are made up of a group of employees from a Midlands Campus Faculty or Unit or Department or from a group of employees who perform similar duties (e.g. an Academic Faculty, Department or campus company or group of Technicians who perform similar duties). Changes to the makeup of a Constituency will be at the discretion of TUS, having consulted the sitting Campus Safety Committee.

In accordance with the 2005 Act, the following conditions apply to the election/re-election and term of office of the Midlands Campus Staff Safety Representatives.

- i) Changes to the makeup of a constituency will be at the discretion of the chairperson of the Health and Safety Committee.

ii) No specific term of office is laid down in the 2005 Act, and unless the chair considers that extenuation circumstances apply, then the term of office for safety representatives should be approximately 3 years before the election process re-commences.

iii) Outgoing staff Safety Representatives are eligible for re-election.

iv) Staff Safety Representatives must be employed for two years by TUS before they are eligible to be a candidate for election.

- i) Section 25 of the 2005 Act entitles employees to decide on, select and appoint a Staff Safety Representative. Midlands Campus managers will cooperate with the election process, by supporting arrangements for nominations and local elections.
- ii) If only one nomination is received, this person will be deemed the elected safety representative.



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## **Part 4 – TUS Midlands Campus Emergency Planning & Response**



## 4.1 Emergency Planning & Response

In accordance with the TUS Parent Safety Statement, and the requirements of Section 11 of the 2005 Act, this section of the document provided information on the Midlands Campus response systems and measures to be taken in case of campus incidents, emergencies or where serious imminent danger exists on campus.

In this regard, the following paragraphs provide information on : -

Campus First aid  
Campus Medical Emergency  
Campus Fire Emergencies  
Campus Critical Incidents  
Campus Incidents & Accidents

## 4.2 First Aid & Medical Emergencies

There are requirements under the Safety, Health and Welfare at Work Act, 2005, and SHWW Regulations 2007 requiring all places of work to have adequate plans in place for emergency situations and First Aid.

In summary operating an effective First Aid and Medical Emergency response system on campus relies on a number of key University services as follows: -

1. Unit/Departmental First Aiders
2. Student Health Centre
3. Campus Emergency Response Team

### **1. Midlands Campus Unit/Departmental First Aiders**

The Management of each Campus Department or Unit (e.g. a Faculty or a Department or a Campus Company) is required to have an appropriate number of local Unit/Departmental Staff First Aiders to deal with any local first aid issues arising with staff and students within their unit. It is important that the Management ensure their reporting staff know how to contact and get first aid assistance from their Unit/Departmental First Aider/s.

### **2. Midlands Campus Student Health Centre**

The Student Health Centre provides an exclusive service to TUS students which includes a 'Walk-in 'sick on the day' & nurse triage service daily (at certain times) - urgent care only'.

For Student First Aid issues arising on campus, the campus Nurse service where available and contacted by staff, will attend to the casualty and provided first Aid. (Note: Unit/Departmental First Aiders should also be available).

For staff and student campus Medical Emergencies the student health centre nurse, when contacted by the Campus Emergency Response Team will provide first aid support at such incidents until the arrival of the National Ambulance Service.

(Please note this service is primarily intended as a student health service and so there are times and dates throughout the year when this service will be unavailable and, in such circumstance, the first aid provision will be provided by the Unit/Departmental First Aider or the Campus emergency response team).

### 3.0 Midlands Campus Emergency Response Team MCERT

For Midlands Campus Medical Emergencies, Staff, students and visitors seeking assistance, in addition to calling the National Emergency Services on 112 or 999, a person should also contact the Midlands Campus Emergency Response Team (MCERT) who will respond and provide emergency support.

The Midlands Campus Estates Department manages the caretaking staff who operate the Campus Emergency Response Team (Tel : - 087 111 4444).

The MCERTs primary task during campus Medical Emergencies is to ensure that the emergency services (Ambulance) can be guided to the location of the casualty. In the absence of a Unit/Departmental First aider and Students nurse the MCERT will provide First Aid to the casualty until the arrival of the ambulance.

Important Campus Medical Emergency and First Aid Information can be found on the TUS website at

<https://tus.ie/health-and-safety/midlands/medical-emergency-and-first-aid-information/>

Title of Information	What's in it
Midlands Campus Medical Emergency Information	<i>Instructions for all Persons to Follow to obtain Medical Emergency Assistance</i>
TUS Midlands Campus Approved First Aid Requirements & Procedures	<i>Information on First Aid Cover requirements for TUS Departments. It also provides information on Roles Responsibilities, Duties, requirements for first aid cover and provisions.</i>
Guidance on the Organisation & Provision of First AID in TUS Midlands (Athlone) Campus TUS Units	<i>Information for TUS Departments - How to provide and manage departmental First Aid</i>
Automated External Defibrillators (AED)	<i>(AED) a Map locating the AEDs on the Midlands Campus</i>

## 4.3 Fire & Similar Emergencies

TUS Midlands Campus fire safety systems are in place and include managed fire detection & alarm systems in all midlands campus buildings. These systems are designed to ensure that in the event of an outbreak of fire in any campus building that all persons can evacuate the building to a place of safety (an Assembly Area). They are also designed to mitigate the potential fire damage to campus property (e.g. Gas Shut down systems).

The document 'TUS MIDLANDS ATHLONE CAMPUS Fire Emergency Management & Evacuation Procedures' was prepared to present the reader with information on the TUS Midlands campus emergency management systems in place for responding to fires and other similar emergencies.

It also sets out the Emergency Evacuation Procedures that must be followed by all building occupants, to exit a campus building and travel to an external place of safety, an assembly point.

Item	Summary information	Where will I find the Emergency Information on this item
Emergency Evacuation Procedures & Instruction for Staff , Students and Visitors	The Emergency Evacuation Procedures to be followed by all person to safely evacuate a campus building to an external assembly point.	The Relevant Information can be found in the document: - <i>TUS Midlands Campus Fire Emergency Management &amp; Evacuation Procedures</i>  The link to the information is at <a href="https://tus.ie/health-and-safety/midlands/">https://tus.ie/health-and-safety/midlands/</a>
PEEPS (Personal Emergency Evacuation Plan)	PEEPs are relevant for some students and staff with mobility and/or sensory impairments (visual/hearing).A Personal Emergency Evacuation Plan, or PEEP, an escape plan for individuals who may have difficulties evacuating a campus building by themselves to the external Assembly Point.	The Relevant Information can be found in the document: - <i>TUS Midlands Campus Fire Emergency Management &amp; Evacuation Procedures</i>  The link to the information is at <a href="https://tus.ie/health-and-safety/midlands/">https://tus.ie/health-and-safety/midlands/</a>
Campus Buildings Emergency Evacuation Maps/Plans	Each Campus Building has a Floor Plan with the Fire Escape routes and exits marked up.	The Relevant Information can be found in the document: - <i>Fire Safety and Emergency Evacuation – Athlone</i>  The link to the information is at <a href="https://tus.ie/estates/athlone/fire-safety/">https://tus.ie/estates/athlone/fire-safety/</a>
Fire Alarm Management and Monitoring	TUS Estates Midlands Standard operational procedures on Fire alarm activation for security, estates personnel, and the Service monitoring company	The Relevant Information can be found in the document: - <i>Fire Alarm Activation Response</i>  The link to the information is at <a href="https://tus.ie/governance/policies/estates/">https://tus.ie/governance/policies/estates/</a>

## 4.4 Critical Incidents

A critical incident is any incident or sequence of events which overwhelm the normal coping mechanisms of the University. This type of emergency situation can occur with little or no warning and which because of its scale, impact or potential consequences is beyond the scope of resolution by normal mechanisms or decision-making authority within acceptable timescales. Incident types can vary significantly from one another, examples include a ‘Severe Weather Event’, a ‘Large Building Fire, or even a ‘Corporate Ransomware Attacks’, - all have the potential to take place with little or no warning, can overwhelm any local management initial responses, and have the potential to disproportionately affect the normal day to day and beyond University business operations and activities.

TUS is currently updating its ‘TUS Critical Incident Management Plan or [CIMP]’ which is intended to set out the university management framework, and process for planning and responding to potential/occurring critical incidents, with the aim of mitigating their effect, recovering and returning safely the University normal business operations and activities.

## 4.5 Accident & Incident Reporting

In accordance with Statutory and TUS Parent Safety Statement requirements, TUS has procedures in place to ensure that all Accidents, Near Misses and Dangerous Occurrences are reported and recorded and where appropriate investigated to prevent the potential for a similar occurrence.

Full the full set of procedures and forms, the reader is referred to the TUS website <https://tus.ie/health-and-safety/midlands/accidents-incidents/> for : -

1. TUS Procedures for Accidents/ Incident Reporting & Investigation
2. TUS Accident/ Incident Report Form
3. TUS Investigation Form (Accident/ Incident)

All TUS staff, students and visitors are required to adhere to these procedures and summary of the procedures and processes for Incident reporting and completing the incident report form is provided below: -

### 4.5.1 REPORTING INCIDENTS & ACCIDENTS

TUS Management, Staff , Students and Visitors should follow the steps below to report Accidents and Incidents types described in A, B and C :

- A) Work Place Incidents/Accidents or,
- B) Accidents involving Visitors/Contractors/ Service Providers or,
- C) Sporting Activity Accidents.

#### **A) For Workplace Incidents/Accidents**

Any TUS member of staff or student should report the incident or accident immediately to any one of the following:

- Their line Manager or Supervisor or Head of Department,
- Their TUS Academic Supervisor,
- Their TUS Student Health Centre (Note: – only if attending for first aid treatment)
- Their TUS Campus Health & Safety Office

#### **B) For Accidents involving Visitors/Contractors/Service Providers**

Report the incident or accident to the TUS Manager or TUS staff who invited or brought the visitor, contractor or service provider to the Athlone Midlands Campus.

If in doubt, any member of the TUS Community who witnesses an incident or accident on the Midlands Athlone Campus, can report it to the Campus Health and Safety Office.

#### **C) Sporting Activity Accidents**

For any person who suffers an injury as a result of performing a TUS sporting activity (examples of TUS sporting activities include; sports activities performed under the direction or in conjunction with the TUS Athlone Campus Sports Department or TUS

student Clubs or societies). The accident should be reported to the relevant sports coach or organiser of the sporting event/activity. The Athlone Campus Sports Department must also be notified.

#### **4.5.2 COMPLETING & SUBMITTING AN ACCIDENT/INCIDENT REPORT FORM**

It is most important that in addition to reporting accidents to line managers, that an Incident/Accident Report form is completed and submitted to the Campus Health and Safety Office.

The TUS Campus Incident/Accident Report Form is available for download at <https://tus.ie/health-and-safety/midlands/accidents-incidents/>

Incidents and accident may occur under a number of different categories and for assistance, information is given below, to provide more clarity on the process a person should follow for completing the form, issuing it to the direct line management and then finally, submitting it to the campus Health and Safety Office.

- **TUS Directed Work Activities**  
For work activity related Incidents or Accidents, the manager or supervisor in charge of the TUS Unit/Department or Athlone Campus area where the incident occurred, is responsible for ensuring the Incident/Accident Report form is filled out, completed, and submitted to the Campus H&S office within 24 hrs of the incident taking place or as soon as possible.
- **Visitor/Contractors/Service Provider - Accidents happening on Campus**  
For Accidents involving Visitors/Contractors/Service Providers on campus, the TUS manager or supervisor responsible for inviting any of the above persons, companies, service providers to Athlone Campus will, in the event of any of one of them being involved in an accident or incident on Athlone Campus, complete and submit the Incident/Accident report form to the Athlone Campus Health and Safety Office.
- **Sporting Activity Accidents**  
For TUS sports activities performed under the direction of, or in conjunction with, A TUS Sports Department, Club or Society. Where any accidents occur during the performance of such activities and which result in a personal injury that needs follow on medical treatment beyond any First Aid treatment received at the event/activity, (e.g. the need to attend Hospital A&E) then these accidents should be reported as follows: –
  - i. Any member of staff, student or visitor (i.e. in most cases this will be the witness to the incident) should report the incident having occurred, to the relevant coach or organiser of the sporting event/activity. The coach or organiser of the sporting event/activity must subsequently report the accident to the Campus Sports Department.
  - ii. The Manager for the TUS Campus Sports Department or TUS Campus Society Officer must ensure the TUS Incident/Report form and Insurance claims forms are prepared and retained.
  - iii. If in doubt, any member of staff, student or visitor can report the Accident/Incident to their Campus Health & Safety Office.

### **4.5.3 Incident/Accident Investigation**

In the event of an incident or accident occurring in TUS or involving a TUS department's directed work activities, it will be the responsibility of the relevant TUS Manager to undertake a follow up, Health and Safety Investigation and implement corrective actions.

The purpose of the accident investigation is to identify the causes of the accident, determine and implement corrective measures to prevent a re-occurrence. For example, an investigation can identify required corrective measures such as specific safety training, or needed improvements to unsafe systems of work.

Accident/incident investigation should be documented in writing and a TUS Accident/Incident Investigation form is available on the web and from the Campus H&S Office, it is designed to support TUS managers undertaking the investigation.

The relevant campus Health & Safety Office is available on request to support the investigation process but it remains the responsibility of the relevant TUS Unit/Departmental Manager to implement any necessary corrective measures. In cases where the relevant manager is recommending corrective action that will require material changes or alteration to any University Infrastructure, the manager must liaise with the University Campus Estates office to ascertain feasibility of such infrastructure proposals (e.g. cost of corrective measures) prior to seeking TUS senior management approval. All staff, and students are obliged to co-operate with such investigations and to provide any information which may be useful in establishing the circumstances surrounding an accident or incident.



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## **Part 5 – Midlands Campus Control Arrangements**

## 5.0 Introduction

This section is subordinate to TUS Parent Safety Statement, '*Part 4 – Health & Safety Policy Arrangements*', which in general are university rules, requirements, controls and arrangements to be applied or in place for securing and maintaining safety under a particular topic (e.g. Manual Handling Work).

Section 5 of this document sets out the TUS control arrangements in place for certain identified Midlands Campus Activities in order to maintain good standards of health, safety and welfare for all persons on campus and maintain adherence to Part 4 of the TUSPSS.

In summary Section 5 provides information on :-

I) the Campus level controls in place to maintain compliance with Part 4 of the TUSPSS,

And,

II) for campus level identified hazards exclusive to the Midlands Campus. It will set out the controls to be implemented to mitigate the risk from the associated hazards to acceptable and compliant levels (e.g. Campus Event Procedures). Reference should also be made to Section 6 of this document for all campus level Risk Assessment work to understand the full set of controls for a particular hazard.

A reference guide to support the reader mapping the TUSPSS control arrangements to the control arrangements set out here in section 5 is provided in Appendix 3 for information.



## 5.1 Asbestos

For any part of the TUS Midlands Campus Athlone Infrastructure containing Asbestos, TUS via the campus estates department will engage competent external Asbestos Specialist/Consultant to advise TUS on the appropriate safe action to undertake to ensure TUS complies with the applicable Legislation & Regulations.

In relation to any existing identified Asbestos, planning and implementation of required action will follow the guidance contained in the document 'Asbestos-containing Materials (ACMs)' in Workplaces Practical Guidelines on ACM Management and Abatement : Published in 2013 by the Health and Safety Authority.

Current Asbestos Midlands Campus Controls include : -

### **Assessing Existing Campus Infrastructure for Asbestos**

In relation to existing campus Infrastructure and in particular to buildings having been built before 2000. TUS will ensure that all campus infrastructure, built prior to 2000 will be surveyed to identify the presence, extent and condition of any asbestos containing material and where discovered will follow the guidance contained in the document 'Asbestos-containing Materials (ACMs)'.

### **For any Identified Infrastructural areas containing Asbestos**

For any part of the TUS Midlands Campus Infrastructure containing Asbestos, TUS via the campus estates department will engage competent external Asbestos Specialist/Consultant to advise TUS on the appropriate safe action to undertake to ensure TUS complies with the applicable Legislation & Regulations.

Where identified, TUS will provide an ongoing monitoring regime of these designated asbestos areas by engaging external specialist expert (asbestos surveyors/consultants) to provide ongoing monitoring in accordance with the Health & Safety Authority's regulations and asbestos guidance documents. In such circumstance TUS will prepare and maintain Asbestos Management Plan.

### **Any Work with Asbestos on Campus**

Asbestos IS NOT deemed lower risk work and any work with these materials shall only be carried out by TUS approved competent specialist asbestos contractors.

## 5.2 Biological Agents

It is the policy of TUS to comply with the requirements of the Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 (S.I. No. 572 of 2013) and the associated Code of Practice as well as government and HSE guidance and legislation in relation to the control of Covid-19 and other public health related infections, i.e. mumps.

### 5.4.1 Working with Biological Agents on Campus

For TUS Department and Units directing work activities that involve, 'working with', 'handling' and/or 'storing' Biological Agents anywhere on campus they must ensure that : -

- TUS Units and Department need to identify all the biological agents coming under their management control to which staff, students and visitors may be exposed too. Retain in hard or soft copy a list of all their biological agents, their classification, required and provided containment levels and measures provided for in relation to the relevant Code of Practice.
- Undertake risk assessments for all Biological Agent work activities to which staff, students, researchers are planning to perform taking into account any persons who will be in proximity of the planned work, who are considered at risk from exposure to the identified hazards. The relevant risk assessment shall be retained by that department and be easily accessible to persons approved to work with that agent.
- When performing the risk assessment, the relevant TUS department's management and staff shall apply the general principles of prevention. Issues that should be addressed will include the purchase, storage, containment, access, signage, exposures, design of work processes, hygiene, measures, safe collection, storage, disposal of waste, training, emergency procedures, provision of health surveillance, review etc.
  - When carrying out the risk assessment the hazards presented by all biological agents that may be present must be considered. For example, if working with a specific biological agent in cell culture, the presence of passenger or contaminating pathogens such as a latent virus in the cell culture must be considered.
  - Consideration must also be given to who is carrying out the work (their competence and experience working with the pathogen and at the specific containment level) and who may be affected by the work. Any additional risks and whether it is possible to rely on the minimum containment measures to provide adequate protection must be considered as part of conducting a biological agent's risk assessment and as part of the overall risk assessment required by the Safety, Health and Welfare at Work Act 2005 and associated Regulations.
- In line with Regulation 7(1)(e) of the Biological Agents Regulations, TUS Unit and Departments must review the risk assessment as often as necessary and whenever there is a change in conditions at the place of work for example, if new procedures, equipment, technology, personnel or biological agents are introduced, the risk assessment must be reviewed to ensure it still remains valid and that appropriate protective measures are in place.

- In line with the requirements of the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2020, the Biological Agents Regulations require that certain hygiene measures are in place. The TUS Unit/Department must consider the appropriate use of skin antiseptics and put in place clear procedures, such as written standard operating procedures (SOPs), for the taking, handling and processing of samples of human or animal origin.
- PPE, and any relevant information and training is provided to staff. For students, that they will receive the appropriate training within their academic department and while they must provide their own lab coats and safety glasses, the relevant academic department will provide the gloves in the relevant Biological laboratory.
- TUS Units and Departments planning to work with class 2 or 3 agents must comply with the following University requirements : -
  - The Unit manager or Head of Department or Head of Function that is planning to work with class 2 or 3 agents must notify the Health and Safety Authority of first-time use of a class 2 or 3 agent.  
(Notify the Authority 30 days in advance of using for the first-time group 2, 3 or 4 biological agents. The use of subsequent self-classified group 3 biological agents and all subsequent group 4 biological agents must also be notified. Some dispensations exist for diagnostic laboratories providing purely diagnostic services).

The Unit Manager or Head of Department or Head of Function must keep an occupational exposure list of who may be exposed to any group 3 or 4 biological agent and a select number of group 2 agents as specified in Section 5 of the code of practice.

The Unit Manager or Head of Department or Head of Function must deliver the occupational exposure list and the individual health records, as required by Regulation 14, to the Authority if the undertaking ceases activity.

The Unit Manager or Head of Department or Head of Function must ensure that for directed staff or research staff planning to work with class 2 or 3 agents, and/or whole blood or cell lines, within areas coming under their management control, must undertake a Biological Agents Risk Assessment, and ensure all RA control measures are implemented. When a risk assessment shows it is necessary, appropriate vaccination will be offered to staff.

Vaccination should only be seen as a useful supplement to the correct use of engineering controls, safe working procedures and instruction, the risk assessment should consider non-responders to vaccination or staff who do not wish to avail of vaccination as additional control measures may be required. Vaccinations must be in accordance with the Immunisation Guidelines for Ireland available on the Health Service Executive National Immunisation Office website at [www.hse.ie](http://www.hse.ie).

Department Managers and Unit Managers must also ensure the use of Genetically Modified Organisms within their Units are notified to the Environmental Protection Agency.

## **Consideration for Sensitive Risk Groups**

Some Biological agents have the potential to affect certain sensitive risk (examples of sensitive risk groups include children, young persons and pregnant, post-natal and breast-feeding staff and students)

For Sensitive Risk groups working with or attending and observing laboratory demonstrations.

The TUS Unit or Department performing activity with Biological agents needs to perform a Biological Agent Risk Assessment for the sensitive risk groups and implement the control measures.

Please note that for pregnant, post-natal and breast-feeding staff and students, Risk Assessment guidance templates are available for TUS Managers at <https://tus.ie/health-and-safety/midlands/new-expectant-mothers/>

### **Other Relevant Legislation**

It should not be assumed that compliance with the Biological Agents Regulations means compliance with all aspects of the law. The requirements of other legislation should be fulfilled, as appropriate to include:

Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2020 (S.I. No. 299 of 2007 as amended) – especially Part 6 relating to sensitive risk groups, Part 7, Chapter 1 relating to signage and Part 10 covering pressure systems such as autoclaves.

Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 and 2015 (S.I. No. 619 of 2001 as amended) - to safe use of disinfectants and biocides.

Safety, Health and Welfare at Work (Construction) Regulations 2013 to 2020 (S.I. No. 291 of 2013 as amended) which refers to biological hazards and biological substances which is broader in scope than biological agents.

European Union (Prevention of Sharps Injuries in the Healthcare Sector) Regulations 2014.

## **5.3 Chemical Agents**

It is the policy of TUS to comply with the Safety, Health and Welfare at Work (Chemical Agents) Regulations, the Carcinogen Regulations and the associated Code of Practice as well as the Classification, Labelling and Packaging of Substances and Mixtures (CLP) Regulations and REACH Regulations.

*Please Note: For organisations who source their substances from a UK (GB) supplier, since Brexit TUS has changed from that of a downstream user to one of an EU Importer. With this change in role, comes extra obligations under REACH Regs (Registration, Evaluation, Authorisation, and Restriction of Chemicals). To avoid registration obligations, departments or those procuring chemicals should change chemical supplier where relevant and source their substances from a supplier based in one of the EU-27/EEA countries.*

In accordance with TUS Policy, Faculties, Departments, Units and campus companies must identify any hazardous chemical agents that are planned to be used for work activities coming under their directed management control.

Where chemical/hazardous substances are identified, the relevant TUS Department or Unit must assess the risk to safety and health arising from the presence of these chemical agents (i.e. employees, students, handling, using, or storing, chemicals or solvents/ hazardous substances), taking into consideration the following:

- a) their hazardous properties;
- b) information provided by the supplier (including information in the safety data sheet(s) (SDSs) and any additional information reasonably required;
- c) the level, type and duration of exposure;
- d) the circumstances of work involving such agents and the quantities stored and in use in the workplace;
- e) any Occupational Exposure Limit Value (OELV) or biological limit value (BLV) in an approved code of practice;
- f) document the Unit's or Departmental preventative measures taken;
- g) where required, the conclusions from health surveillance already undertaken;
- h) any activity including maintenance and accidental release in respect of which it is foreseeable that there is a potential for significant exposures;
- j) In the case of activities involving exposures to several hazardous chemical agents, the risks shall be assessed on the basis of the risk presented by all such chemical agents in combination;
- k) In the case of a new activity involving hazardous chemical agents, work must not commence until after a risk assessment of that activity has been made by the relevant Unit and the preventive measures identified in the risk assessment have been implemented;

TUS Units/Departments working with Hazardous substances must also implement the following controls:

- Ensure that Hazardous materials are stored in such a way as to minimize the risk to the safety of staff and students and environmental damage.
- Ensure that all hazardous substances/chemicals and waste are properly labelled with an appropriate warning sign and the name of the chemical.
- Ensure that where hazardous substances are used or stored, an emergency plan will be put in place and relevant personnel will be trained in spill control.

## 5.4 Confined Spaces

It is the policy of TUS to take all reasonable practical steps to ensure the safety, health and welfare of all individuals undertaking confined space work in accordance with the Safety, Health and Welfare at Work (Confined Spaces) Regulations 2001 and the Code of Practice for Working in Confined Spaces 2017.

The TUS Policy requirements for all campus confined spaces work is set out in section 4.6 of the TUS parent Safety Statement.

## 5.5 Manual Handling

In accordance with the TUS Parent Health and Safety Statement, and for any manual handling work activities/tasks, the relevant Midlands Campus Faculty, Department, or Unit, shall :

- i) undertake a risk assessment of the manual handling activity which involves risk of injury or damage to health, particularly back injury. Where appropriate take reasonably practicable measures to avoid the need for manual handling by the use of mechanical aids / or appropriate alternative organisational methods.
- ii) Where a manual handling need is identified by a Department/Unit, training and instruction in safe manual handling practices must be provided in combination with other risk control measures.

The reader is referred to <https://tus.ie/health-and-safety/midlands/manual-handling/> for more detailed information on Manual Handling and guidance on how to achieve compliance with the Manual Handling regulation.

## 5.6 Personal Protective Equipment

TUS is committed to providing a safe and healthy place of employment, education and research. In the course of work activities, individuals may encounter a potentially hazardous material, condition or process.

For work activities, where the associated hazards cannot be controlled safely by engineering and/or administrative controls (e.g., work practices), the right type of personal protective equipment (PPE), can protect the individual against one or more health and safety hazards (but it must be risk assessed).

TUS Managers and staff who direct university staff work activities or student academic activities, and, where PPE is needed to control some or all of the associate activity hazards, will need to ensure that the hazards have been risk assessed and the PPE controls established using the TUS approved procedures as set out in the 'TUS Midlands Personal Protective Equipment Policy' which can download from : -

<https://tus.ie/health-and-safety/midlands/personal-protective-equipment/>

## 5.7 Protection of Children and Young Persons

It is the policy of TUS to ensure that any risks to the safety and health of a child or young person are assessed by the Midlands Campus Department or Unit.

In the assessment the host department needs to take account of the increased risk arising from the child's or young person's lack of maturity and experience in identifying risks to their own

safety and health and, specifically, that any exposure to physical, biological and chemical agents or certain processes is avoided and in accordance with National Legislation.

For the purposes of this Policy, the term “child” or “children” refers to a person or persons under the age of 18 years.

For the purposes of this Policy, the term “young person” means a person who has reached 16 years of age but is less than 18 years of age.

In accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007 (chapter 1, part 6) TUS acknowledges its responsibilities as regards the protection of children and young persons.

Any TUS operated work experience programmes involving children and young persons need to be operated in compliance with these regulations. Any TUS employee or approved TUS third-party group bringing children and young persons onto TUS Campus grounds must ensure that the appropriate adult supervision is arranged prior to the visit.

## **5.8 Protection of Pregnant, Postnatal and Breastfeeding Persons**

The Pregnancy at Work Regulations which form part of the Safety, Health and Welfare at Work (General Application) Regulations 2007, place a duty on employers to ensure the workplace does not pose a risk to the health of a pregnant employee or the developing child. In TUS a risk assessment will form the basis for deciding if there are articles or substances in the workplace, that could impact on both and the measures to be taken to avoid any injury or ill health.

Please refer to the TUS Parent Statement section 4.17 for the policy requirements that must be implemented on the TUS Midlands Campus.

Further information and risk assessment process to be followed by Line managers , staff and students can be found at <https://tus.ie/health-and-safety/midlands/new-expectant-mothers/>

## **5.9 Ionising Radiation**

In accordance with the Radiological Protection Act 1991 (Ionising Radiation), Regulations 2019 (S.I. No. 30 of 2019), which covers the protection of workers and members of the public (hereafter referred to as IRR19) , TUS Midlands has procedures in place which must be followed to ensure safe and compliant control of associated equipment, apparatus and substances.

All use of radioactive sources and materials within TUS Midlands is governed & controlled by the provisions of the licence, obtained from the EPA Office of Radiological Protection.

The TUS Midlands Campus Radiation Safety Manual (RSM) is the TUS Control Document, containing relevant information on the safe use of all Ionising Radiation materials and sources on the TUS Midlands Campus. The Manual contains information on the management controls, procedures and processes in place to ensure all Ionisation Radiation (IR) activities comply with the most recent EPA issued Radiation Protection Licence.

The Midlands Campus 'Radiation Protection Officer' RPO (Note: a member of the Faculty of Science and Healthcare) plays a pivotal role in ensuring the campus remains in compliance with its Licence Agreement and IRR19.

Only TUS management, staff and researchers, authorised by the RPO are permitted to work with TUS campus ionisation radiation sources, equipment & substances. All authorised work must be undertaken in accordance with the approved procedures set out in the RSM.

The duties of the TUS Midlands Campus RPO are set out in Part 2 of this document.

## 5.10 Out of Hours & Lone Working

Staff and students working, researching or studying on the midland's campus within campus buildings outside of the normal hours of business operation (i.e. Out of Hours Work) can present an increased hazard to personal safety and as such these risks need to be controlled.

For example, working late into the evenings, night or weekends can mean less support being available for supervision of laboratory activities, or the availability of staff first aiders, it can also create potential for 'lone working' or working in isolation conditions to exist.

As a general rule, out of hours/lone working should not be undertaken on the TUS midland's campus except where strictly necessary.

For any TUS Midlands Campus Department or Unit, needing to consider permitting Out of Hours/lone working activities for staff or students, who come under their management control. They must adhere to procedures contained in the document - 'TUS Midlands Campus H&S Policy and Procedures for Out of Hours Work & Lone Working'

This document can be accessed by following the link below : -

<https://tus.ie/app/uploads/ProfessionalServices/HealthSafety/Midlands/OutofHours/outofhoursprocedures-06Nov2023a.pdf>

## 5.11 Slips & Trips

TUS is aware that slips and trips cause a high proportion of reported injuries in the workplace. Falls from trips and slips can result in very serious injury such as fractured hips and other bones. Medical complications arising can, in some cases, result in very serious adverse outcomes on the life of the injured person. In order to prevent slips and trips the University will ensure, with the cooperation of all staff and students, in so far as is reasonably practicable that;

- Housekeeping is maintained to a high standard.
- Floors are kept clear of obstacles such as files, cables and boxes. This is particularly important in areas where people have to share floor space such as doorways and corridors.
- Staff need to report to their Line Manager or Campus Estates Departments, any floor damage likely to cause trips (such as holes in carpets/tiles or curling mats).
- Stairs are kept free of spillages and obstacles at all times.



- Buildings are well illuminated and staff report areas that are lacking adequate lighting.
- Mats will be put in place at entrance ways to prevent water being tracked in.
- Exterior access routes will be treated to reduce the risk of slips in icy conditions.
- Staff working in workshops, laboratories, kitchens and in the field, have and wear appropriate footwear (e.g. good grip, closed in and where applicable, with chemical resistant soles and appropriate toe protection).

## 5.12 Construction & Maintenance Work

On an ongoing basis TUS will for the Midlands Campus, engage external consultants and/or contractors to design or undertake any of the following works :

- i) Construction of new campus buildings/projects
- ii) Material Alterations to existing Buildings
- iii) A change of use to existing Campus Buildings
- iv) Campus building maintenance
- v) Campus building furniture Fit-Outs
- vi) Infrastructural Services Installations
- vii) Campus Grounds Maintenance

The TUS Midlands Campus Estates Department will ensure that for any of the above activities approved to be undertaken on the Midlands Campus, that these activities are managed to ensure that they maintain compliance with the requirements of the Safety, Health and Welfare at Work Act 2005 and the relevant regulations.

A summary of the Estates Department Health and Safety Controls is provided below for information. The reader is directed to their Campus Estates Department for further information and their website for more detailed information on the contractor controls at

### **Summary of Contractor Controls**

#### **BUILDING PROJECTS (LARGE)**

Where a project involves a particular risk or is scheduled to last longer than 30days / 500-person days or involves more than one contractor.

TUS will appoint a competent project supervisor for the design process (PSDP)

TUS will appoint a competent project supervisor for the construction stage (PSCS)

#### **ALL OTHER CONSTRUCTION AND MAINTENANCE WORKS**

Candidate contractors must first contact the Estates Department and undergo a validation process.

Contractors must complete the Campus Estates Department Induction Training.

Contractors must have the approved insurances and associated documentation in place and approved by the Estates Department.

Depending on the type of proposed works to be performed on campus, contractors must be able to submit their H&S documentation to the Estates Department. The information can include, i) Contractor Safety Statement, ii) relevant Method Statement, iii) relevant Risk Assessments and v) valid certificates for contractor employees.

Permit to Work – Certain Campus Work activities are controlled by a Estates Permit to work system.

## 5.13 Smoking

TUS Midlands Campus has in place a Tobacco Free Campus policy (please see Appendix 2 ) which sets out the rules & prohibitions in relation to maintaining a smoke free campus.

The Policy, in summary, states that in relation to persons smoking or using Smokeless Tobacco or using unregulated nicotine products (such as electronic cigarettes): -

- i) That these practices are prohibited on and within the Midlands Campus and property.
- ii) That the sale or distribution of tobacco, and unregulated nicotine products on or within the campus and property is prohibited.
- iii) That Advertising for smoking, tobacco, and unregulated nicotine products in college publications within the midlands campus and property is prohibited.

All TUS staff, students, visitors to the campus, contractors and service providers are required to comply with the Tobacco Free Campus policy.

## 5.14 Event Management

Planning and operating different types of events on Campus is a regular occurrence.

Typical on campus events include Careers Fairs, Open Days, Graduation Ceremonies, Sport Competitions, Art Exhibitions, Barbecues, Wall Climbing Events, Social Gatherings and many different types of performance.

These events will be organised and delivered by many different groups including TUS Departments, TUS Staff and TUS Student clubs and societies. There are also a number of external organisations that will seek and obtain TUS approval to run events on campus.

Activities associated with these event can vary significantly and each may present a different types of potential hazards which need to be risk assessed and controlled (e.g. a mobile wall climbing event), to maintain good standards of Health and safety.

With the above in mind, TUS Midlands has in place the “ Event TUS Midlands (Athlone Campus) Policy, Procedures & Guidance Event Management” document.

All Midlands Management, staff, and students wishing to operate events on campus must ensure their event is planned and operated in accordance with this TUS Approved document to ensure the event is operated safely and remains an enjoyable experience for all participants.

The document can be accessed via the link below.

<https://tus.ie/app/uploads/ProfessionalServices/HealthSafety/Midlands/Events/TUS-Midlands-Event-Management-Policy-and-Procedures-09-Nov-2023final.pdf>



# TUS

Ollscoil Teicneolaíochta na Sionainne:  
Lár Tíre, An tIarthar Láir

Technological University of the Shannon:  
Midlands Midwest

## **Part 6 – Midlands Campus Health & Safety Statement - Campus Level Hazard Identification & Risk Assessment**

## 6.0 Hazard Identification & Risk Assessment

### 6.1 Introduction

It is the policy of TUS to identify hazards in its workplace, assess the risk and control these risks, so as far as is reasonably practicable to maintain good standards of Health and Safety for staff, students and visitor to the Midlands Campus.

This Section of the Midlands Campus Safety Statement contains the risk assessments and controls which are critical to ensuring the Midlands Campus is a safe and healthy workplace.

- i) **Midlands Campus Infrastructure**  
Campus level identified hazards associated with the TUS campus infrastructure provisions such as Fire Detection & Alarm, Plant Room, Chemistry labs , Biological labs , Workshops, Traffic/parking infrastructure etc. are assessed, the controls are established and the TUS Post holders with responsibilities for implementation and ongoing management of the controls is set out.
- ii) **Campus Work Activity Controls**  
Identified hazards associated with certain work activities such as Manual Handling, Lone Working, VDU screen work etc are risk assessed, and control measures established.
- iii) **Campus Emergencies**  
Identified hazards associated with medical emergencies, First Aid, Fire Safety Emergency Evacuation etc are risk assessed, and control measures established.
- iv) **Campus Hazardous Materials**  
Identified hazards associated with campus handling storage and usage of hazardous materials and equipment and Ionisation radiation, Asbestos, medical emergencies, First Aid, Fire Safety Emergency Evacuation etc are risk assessed, and control measures established.

In all cases the resulting 'Campus Level' control measures, set down a set of requirements and/or rules for Midlands Campus Units/Departments and/or individual TUS Managers, which must be followed to ensure good standards of health and safety are being maintained continuously.

Also, certain risk assessment control measures are further translated into local campus policies and procedures to give more clarity, improve communication and set out how Units/Departments and staff can follow the TUS guidance on to achieve compliance with the control measures and thus the relevant H&S regulations.

## 6.2 Campus Risk Assessment Methodology

For Campus level identified hazards, a simple qualitative 3x 3 matrix was used to determine the risk classification as shown in the table below, (Note: a system This system should be used for the majority of routine risk assessments).

Risk Matrix:

Severity Likelihood	Slightly harmful (e.g. Superficial injury or temporary discomfort or distress)	Harmful (e.g. Sprains, minor fractures, ill health leading to disability)	Extremely harmful (e.g. major fractures, amputations, fatality, life shortening illnesses)
Highly unlikely	LOW (L)	LOW (L)	MEDIUM (M)
Unlikely	LOW (L)	MEDIUM (M)	HIGH (H)
Likely	MEDIUM (M)	HIGH (H)	High (H)

The resulting risk control measures, intended to reduce the level of risk to acceptable levels should ensure that the risk level remaining is Low. It is also important to mention that the General principles of Prevention are consider as part of the risk control measures as set out below:


<b>Elimination</b>	Where the risk is removed.
<b>Substitution</b>	Where the risk is exchanged for one of lesser classification.
<b>Isolation</b>	Where the risk is contained (e.g. enclosures, guards etc.)
<b>Engineering</b>	Where common systems are used to protect all exposed to risk (e.g. Fire alarms, ventilation systems etc.)
<b>Personal Protection</b>	Whereby the above means, the risk cannot be reasonably reduced further, but an unacceptable level of risk remains, the team members are individually protected from the risk.
<b>Procedure</b>	Where procedural controls are used. This will include procedures such as Standard Operating Procedures and training and the provision of information may apply to any or all of the above control measures.

## 6.3 Campus Level Risk Assessment Summary Table


The table below is a summary list of the Midlands campus items and activities, for which hazards are identified and risk assessments completed.


For other activities that come under the management control of Units/Departments that reside on the TUS Midlands Campus, Athlone, they will identify hazards associated with their directed work activities and these risk assessments will be retained by the relevant Midlands Unit/Department.


Ref.	Hazard
1	Fire
2	Electricity
3	Manual Handling of Loads
4	Slip Trip & Falls
5	Work Equipment
6	Noise
7	House Keeping
8	Internal & External Lighting
9	Ventilation, Temperature and Humidity
10	Chemicals/Solvents (i.e. Hazardous Substances)
11	Biological Agents
12	Mechanical Lifting Systems
13	Office Workplace Accommodation
14	Use of Visual Display Unit /Display Screen Equipment
15	Midlands Waste Management(Generation & Disposal)
16	Gases/Dusts/Fumes/Vapours
17	Hot solids and liquids
18	Vehicle Traffic
19	Working at Height
20	Photocopy Rooms/ Standalone Photocopy Facilities
21	Mail Rooms and/or Pigeon hole areas
22	Midlands Campus Laboratories – (General Chemical)
23	Workshops – (Academic Workshops)
24	Computer Laboratories/ Rooms
25	Lecture Theatres and Lecture Rooms
26	Library
27	Compressed Gases – Storage, Handling and Usage
28	Chemical/Solvents Hazardous Substances (Small Amounts) - Storage (Cupboards & Cabinets)
29	Asbestos
30	Service Cupboards (Gas & Electricity)
31	Plant Rooms
32	Lifts
33	Slip, Trip, Fall - Campus Building Reception Areas
34	Water for Consumption and Sanitary Purposes
35	Postgraduate Research Project Work
36	Organising & Operating Events
37	Radiation


 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Láir Technological University of the Shannon: Midlands Midwest	Risk Assessment of:	Fire
	Risk Assessment No.	1
	Risk Assessment Date	March 2024
<b>Description of Item or Activity Under Assessment:</b>		
Staff, Students and visitors, visiting or working in any TUS Midlands Campus Building. The Fire Safety provisions in place to prevent an outbreak of fire or in the event of an outbreak of fire to ensure that building occupants can evacuate safely to a designated place of assembly.		
<b>Persons at Risk</b>		
Staff, students and visitors		
<b>Identified Hazards:</b>		
Improperly stored combustible or flammable materials, use of naked flames, faulty electrical installations, connections and equipment, smoking in campus buildings, arson, misuse of heating appliances & equipment being left running and unattended.		
<b>Likelihood:</b> <i>i.e. the Probability of an occurrence of the event</i>		
Likely if the above identified hazards are not controlled through implemented management systems or fire procedures, guidelines and/or rules.		
<b>Consequence:</b>		
An outbreak of fire has the potential to cause; personal injury from burns, Smoke Inhalation, Death, and property damage, e.g. collapse of structure.		
<b>Pre-Controlled Risk Level:</b>		
High – with no infrastructural or safety management controls/system		
<b>Controls:</b>		
<b>Infrastructure (Design Layout and Provision)</b> Athlone campus building stock is designed and constructed in accordance with applicable relevant Building Regulations (e.g. Part B – Fire Safety) and relevant codes of practice applicable at the time of the design process to ensure the buildings are fit for purpose.		
<b>Fire Detection &amp; Monitored Alarm System</b> TUS Athlone Campus has in place a monitored fire detection and alarm management system for campus buildings. Individual building detection & alarm systems are connected to a campus monitored alarm system, (a managed fire detection & evacuation alarm system).		
<b>Fire Exits &amp; Escape Routes</b> – Suitable & sufficient Escape Routes & Fire Exits are provided and maintained from all campus buildings.		
<b>Special Fire Precaution Measures</b> The Campus fire safety management system includes :- Gas fuel shut down system- infrastructural gas supply pipework is fitted with automatic shutdown and vent to atmosphere systems. These systems are linked to the fire alarm system. Electrical systems- all electrical services are properly marked and identified and located in such an area as to be accessible to enable disconnection in the event of an emergency.		
<b>Fire Evacuation &amp; Procedures</b> Fire Emergency Evacuation Procedures are in place, to allow persons to evacuate buildings safely and to get to the external assembly points. Evacuation is supported by : - Trained Fire Wardens. Evacuation Marshals. Fire Drills. Ongoing maintenance of the Escape Exits and Escape Routes Inspection & maintenance of Fire Protection Equipment and systems Provision of assistance to Fire Service at emergency call outs.		
<b>Responsibilities</b>		
Campus Estates Office ensures that the Fire Detection & Alarm systems are maintained & serviced.		
Campus Estates Office & H&S Office coordinate and operate Fire Drills		
TUS Campus Units/Departments are responsible for ensuring Campus fire procedures are followed by their Units/Departments.		
<b>Other Sources of Health &amp; Safety Documentation</b>		
Estates Office webpage <a href="https://tus.ie/estates/athlone/">https://tus.ie/estates/athlone/</a>		
<b>Residual Risk Level:</b> <i>(Implementing the control measures results in a risk mitigation to the level shown in below)</i>		
Low		





 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Léir Technological University of the Shannon: Midlands Midwest	Risk Assessment of:	Electricity
	Risk Assessment No.	2
	Risk Assessment Date	March 2024
<b>Description of Item or Activity Under Assessment:</b>		
This risk assessment covers electricity which is used by any TUS Midlands Campus Unit/Department work activity, supplied at a voltage level of 20 KV or 10 KV and reduced down through a number of transformers to 400-volt, 220 to 240 volts at 50Hz and 110-volt systems.		
<b>Persons at Risk</b>		
Staff, students and visitors		
<b>Identified Hazards:</b>		
Contact with live parts; use of faulty electrical equipment; use of unapproved cabling systems; Inadequate electrical installations; Unmarked distribution boards; Damaged leads, plugs, sockets etc.		
<b>Likelihood:</b> <i>i.e. the Probability of an occurrence of the event</i>		
Very Likely if, improper use of electrical equipment, use of unapproved cabling systems, inadequate electrical installations, Damaged leads, plugs, sockets and electrical insulation, Use of unapproved electrical equipment. etc.		
<b>Consequence:</b>		
Electric shock, Electric burn, Electrical explosions, Electrical arcing, Fire and explosions, Death		
<b>Pre-Controlled Risk Level:</b>		
High		
<b>Controls:</b>		
<b>Infrastructure (Design Layout and Provision)</b> TUS will ensure that all Athlone Campus infrastructural electrical distribution network are designed, and installed in compliance with the Electro-Technical Council of Ireland (ETCI) national rules on electrical installations, the National Standards Authority of Ireland (NSAI) and the relevant codes of practice for ancillary electrical systems.		
<b>Planned Electrical works including Material Alterations</b> TUS will ensure that all new works planned to be undertaken on behalf of TUS, by contractors or authorised persons, are undertaken in compliance with the above rules, current electrical regulations, codes of practice, current industrial guidelines and statutory Regulations and provisions. The Campus Estates Office operate a NO Live testing policy in relation to electrical testing work.		
<b>Servicing &amp; Maintenance</b> TUS requires that all electrical works, servicing, testing is to be carried out in compliance with the Safety, Health and Welfare at Work (General Application), Regulations 2007 as amended by S.I. 299 of 2007 Part 3 (Regulations 74 to 93 inclusive) and the Safety, Health and Welfare at Work (General Application) (Amendment) Regulation 2007 S.I. No. 732 of 2007.		
<b>TUS Athlone Campus Units/Departments Electrically Operated Equipment Must Ensure that :</b> Any electrically operated equipment purchased is CE marked. That operators of Unit electrical equipment are competent to perform the work. That Unit/Departmental electrically operated equipment is regularly checked, that there are no loose connections & cables or equipment is not damaged, and that the appropriate fuse rating is used. That all Electrical connections are secured and checked that they are operating correctly prior to use. That the Power is switched off when working on electrical components. That Standard operating procedures are developed for Unit/Departmental electrically operated equipment. Note: - In certain older areas of the Athlone Campus, an electrical supply may not be backed up by a RCD or RCBO. Units/Departments should check with Campus Estates Office to ensure equipment is protected.		
<b>Responsibilities</b>		
The distribution, service and maintenance of electricity throughout the Midlands Campus, Athlone is controlled by the Campus Estates Office.		
Departments/Unit managing or directing electrical work, shall ensure it adheres to this RA..		
<b>Other Sources of Health &amp; Safety Documentation</b>		
Estates Office Local Area Safety Statement.		
<b>Residual Risk Level:</b> <i>(Implementing the control measures results in a risk mitigation to the level shown in below)</i>		
Low		

 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Láir Technological University of the Shannon: Midlands Midwest	Risk Assessment of:	Manual Handling of Loads
	Risk Assessment No.	3
	Risk Assessment Date	March 2024
<b>Description of Item or Activity Under Assessment:</b>		
Manual handling of loads means any transporting or supporting of a load by one or more employees and includes lifting, putting down, pushing, pulling, carrying or moving a load, which, by reason of its characteristics, are of unfavorable ergonomic conditions, involving risk, particularly of back injury, to employees.		
<b>Persons at Risk</b>		
Staff, students and visitors		
<b>Identified Hazards:</b>		
Manual Handling activities (example: lifting equipment) can present a risk of potential musculoskeletal injury to back, shoulders, neck, hands and feet. People can be exposed to the risk of injury when moving, lifting, carrying, pushing or pulling materials or equipment.		
<b>Likelihood:</b> <i>i.e. the Probability of an occurrence of the event</i>		
Likely if, no risk assessment undertaken of the Manual handling activity or no manual handling training provided for manual handlers		
<b>Consequence:</b>		
Musculoskeletal injury to back, shoulders, neck, hands and feet.		
<b>Pre-Controlled Risk Level:</b>		
Medium to High – with no assessment, training or procedures or where applicable lifting aids		
<b>Controls:</b>		
Athlone Campus has in place a Manual Handling requirements, Procedures and Guidance document. All Managers, staff and other persons who are planning to direct (i.e. manage) or perform Manual Handling activities must refer to this document and implement the required actions.		
<b>Ongoing Management of Manual Handling Activities</b> TUS requires that TUS Unit/Departmental Managers make arrangements & undertake risk assessments of manual handling tasks undertaken by their reporting staff. <ul style="list-style-type: none"> <li>- For Manual Handling tasks existing within any campus Unit/Department, the manager is to take appropriate measures, for example, with mechanical equipment, to avoid the need for the manual handling of loads by employees.</li> <li>- Unit/Departmental Managers must ensure that for their reporting Manual Handling staff receive training in the manual handling of loads (e.g. hoists, handling aids, trolleys).</li> <li>- Campus Units/Departments that require employees to undertake manual handling duties are to maintain an up to date training register as a record of all Manual Handling training provided for staff under their control. The register should be reviewed annually as part of good operational management practice.</li> </ul>		
<b>Responsibilities</b>		
Unit/Departmental Managers are responsible for ensuring the Campus Manual Handling requirements & Procedures are applied to staff and Campus areas coming under their management control.		
All campus staff have a duty to adhere to the campus MH requirements its procedures and follow its guidance.		
The H&S office will support campus Units/Departments in finding suitable training organisations		
<b>Other Sources of Health &amp; Safety Documentation</b>		
TUS Manual Handling requirements, Procedures and Guidance <a href="https://tus.ie/app/uploads/ProfessionalServices/HealthSafety/Midlands/ManualHandling/MH_Requirements_TUS_Midlands_Nov2023.pdf">https://tus.ie/app/uploads/ProfessionalServices/HealthSafety/Midlands/ManualHandling/MH_Requirements_TUS_Midlands_Nov2023.pdf</a>		
<b>Residual Risk Level:</b> <i>(Implementing the control measures results in a risk mitigation to the level shown in below)</i>		
Low		


 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Láir Technological University of the Shannon: Midlands Midwest	Risk Assessment of:	Slip Trip & Falls
	Risk Assessment No.	4
	Risk Assessment Date	March 2024
<b>Description of Item or Activity Under Assessment:</b>		
Staff, students, visitors or contractors using any of the campus external pedestrian circulation routes and the internal circulation, access and egress routes.		
<b>Persons at Risk</b>		
Staff, students and visitors		
<b>Identified Hazards:</b>		
Slips can be the result of too little friction or a lack of traction between the footwear and the floor surface. A trip is the result of a foot striking or colliding with an object, which causes a loss in balance, and usually a fall (note: falls can occur on the same level as a result of slip or trip). Trips can occur on uneven surfaces, or over raised obstacles, slipping in wet floor conditions, Examples include a slip-on external area in wet or icy conditions, slip in any area due to slippery surface caused by minor spills or wet floors, trip in any area due to trailing electrical leads, cables, obstructed passageways.		
<b>Likelihood:</b> <i>i.e. the Probability of an occurrence of the event</i>		
Likely if non-compliant circulation route, poor housekeeping or clean up procedures.		
<b>Consequence:</b>		
Types of injury possible include Musculoskeletal injury to back, shoulders, neck, hands, and feet.		
<b>Pre-Controlled Risk Level:</b>		
Medium - High		
<b>Controls:</b>		
<b>Infrastructure Design, Layout and Provision</b> TUS endeavours to ensure that the design, layout and provision of, (1) External campus infrastructural pedestrian areas & Circulation routes; offer level surfaces, without potholes, or awkward steps etc. (2) Internal campus building circulation routes & escape Routes; contain floor coverings, provided to avoid the occurrence of dangerous bumps, holes or slopes. Both (1) & (2) are provided with adequate lighting and any necessary drainage to maintain safe circulation, access and egress routes in order to avoid the occurrence of Slips, Trips and Falls.		
<b>Internal Campus Areas – Ongoing Cleaning Management</b> - Athlone Campus Housekeeping dept. will ensure that good housekeeping standards are maintained throughout Campus buildings to support preventing slip, trip and fall hazards. - All spillages are to be cleaned up immediately. Where immediate action is not possible, the area will be screened off until staff can obtain the necessary resources to clean up the spillage		
<b>Internal Campus Areas –All Management, Staff</b> - All Campus managers and staff have a duty not to obstruct any corridors and pedestrian ways which should be maintained clear of obstruction. - Staff must be careful not to leave drawers or filing cabinets open and obstructing routes. - Trailing cables should be secured in such a manner that they will not create a hazard to staff or persons accessing or egressing an area.		
<b>External Campus Areas – Ongoing Management</b> - Campus Estates office will ensure that Pathways/walkways will be maintained in good condition at all times. Changes in floor levels are identified and clearly marked out. - Access to roofs and suspended ceilings is controlled by the Estates office and safe working procedural requirements are laid down in the Estates local Area safety statement.		
<b>Responsibilities</b>		
Athlone Campus Estates office for the Infrastructural Design, Layout, Provision & Maintenance		
Midlands Athlone Housekeeping Dep. duty to provide ongoing cleaning for Internal Areas		
All staff have a duty to adhere to the requirements of this risk assessment		
<b>Other Sources of Health &amp; Safety Documentation</b>		
Estates Office		
<b>Residual Risk Level:</b> <i>(Implementing the control measures results in a risk mitigation to the level shown in below)</i>		
Low		


 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Láir Technological University of the Shannon: Midlands Midwest	Risk Assessment of:	Work Equipment
	Risk Assessment No.	5
	Risk Assessment Date	28 February 2023
<b>Description of Item or Activity Under Assessment:</b>		
Work equipment is any machinery, appliance, apparatus, tool or installation for use at work. The scope of work equipment is therefore extremely wide.		
<b>Persons at Risk</b>		
Staff, students and visitors		
<b>Identified Hazards:</b>		
Poorly maintained equipment, lack of training, poor supervision, lack of appropriate signage, no guarding, and no risk assessment for new equipment.		
<b>Likelihood:</b> <i>i.e. the Probability of an occurrence of the event</i>		
Likely if, no safety management controls in place, or lack of competent persons or any needed supervision while operating work equipment.		
<b>Consequence:</b>		
machinery/equipment containing powered moving parts can present a risk of injury if contact is made with these parts. These carry risks to body parts of crush and severing injuries through being entangled in or caught between moving parts which can result in serious injury or fatality		
<b>Pre-Controlled Risk Level:</b>		
High		
<b>Controls:</b>		
<b>Purchasing, Acquiring &amp; Receiving Work Equipment</b> TUS requires that any Department or Unit planning to purchase or receiving new work equipment must ensure it complies with the requirements of Regulation 2023/1230/EU - Machinery (14th June 2023) which replaces Directive 2006/42/EC on machinery, associated EU Machinery Directives and relevant Machinery Regulations. The equipment should be CE marked and appropriate for the task for which it is intended. The design, specification, construction & installation of new equipment must have protection from moving parts. Where a standard exists for particular equipment such as an ISEN or BSEN, then only equipment complying with these standards shall be purchased by TUS Staff. If second-hand equipment is purchased, a competent person must assess the condition and quality of the equipment before it is put into general use.		
<b>TUS Units/Departments, Operating/Using Equipment/Servicing</b> - For damaged equipment, TUS requires the relevant Unit/Department take the equipment out of circulation, ensure it is marked appropriately until repair or disposal. Damage must be reported to the Unit/Departmental Manager. - For any Unit/Department using portable electric tools, they are to ensure that the tools are identifiable and recorded on a local unit/Departmental register. Portable electric tools in use should be examined and tested at an appropriate frequency by the technician in charge in accordance with the legislation and guidelines. Portable Appliance Testing (PAT) testing should be undertaken where appropriate. - TUS Units/Departments should ensure that preventative maintenance on equipment is conducted periodically to ensure the required level of protection is maintained. TUS Units/Departments should ensure that they have where appropriate a local servicing programme in place for machinery & equipment that comes under their control. Records of servicing & repairs must be maintained by the Unit/Department's technical staff. - TUS Units/Departments must ensure that, persons accessing or entering Unit/Departmental equipment/machine areas, are informed & made aware of the hazards associated with the moving parts of equipment. Only trained and authorised persons are permitted to use & operate the equipment. And, approved Operators are informed & trained in any of the necessary isolation procedures, guards. Appropriate supervision is provided for equipment operators.		
<b>Responsibilities</b>		
TUS Midlands, Unit/Departmental Managers for implementing the above controls in their Units.		
Staff, Students & visitors have a duty to comply with the above campus controls contained in this risk assessment and any Local Unit Risk Assessment, Local Area Safety Statement, Procedures and rules.		
<b>Other Sources of Health &amp; Safety Documentation</b>		
Estates Office		
<b>Residual Risk Level:</b> <i>(Implementing the control measures results in a risk mitigation to the level shown in below)</i>		
Low		

 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Lár Technological University of the Shannon: Midlands Midwest	Risk Assessment of:	Noise
	Risk Assessment No.	6
	Risk Assessment Date	March 2024
<b>Description of Item or Activity Under Assessment:</b>		
Exposure to high levels of noise, either continuously or as a loud sudden 'bang' from equipment such as cartridge-operated tools, can have a number of psychological effects on workers including stress, tinnitus and if exposed to high noise levels over long periods of time, can affect a person's hearing.		
<b>Persons at Risk</b>		
Staff, students and visitors		
<b>Identified Hazards:</b>		
Athlone Campus work areas where work activities generate a daily exposure for a member of staff to noise that is likely to exceed 80dB (A) or a peak sound pressure of 135dB.		
<b>Likelihood:</b> <i>i.e. the Probability of an occurrence of the event</i>		
Likely, if no safety management controls in place in work areas where there is a potential for noise to exceed the Regulation Exposure limits		
<b>Consequence:</b>		
Noise induced hearing loss to the person working in that environment		
<b>Pre-Controlled Risk Level:</b>		
Medium		
<b>Controls:</b>		
TUS undertakes to ensure that staff are protected from noise induced hearing loss by compliance with the H&S (General Application) Regulations 2007 Part 5.		
Athlone Campus managers are to liaise with the TUS Athlone Campus H&S Office in relation to any noise hazards especially in relation to the purchase of new machine/equipment which is producing noise likely to exceed the Lower Exposure Action Level.		
For more complicated Noise Issues as identified by management or Staff, TUS may commission a noise assessment Consultant and the noise assessment results that require remedial actions will be communicated to the relevant TUS manager for implementation.		
Required remedial action shall, where in the first instance and where practicable, be implemented by the manager with the responsibility for the area/equipment/machinery.		
Where determined by Risk Assessment, measures introduced to reduce noise to an acceptable level - staff will be provided with EN approved ear protection in the form of ear plugs/and/or ear defenders and will be required to wear them where they are informed of such levels. These will be provided through an approved system in each area, and which will be documented in departmental risk assessments or local area safety statements (where they exist).		
In the case of PPE issue, staff and student will be given demonstration on the correct use of this equipment.		
<b>Responsibilities</b>		
Unit/Departmental Managers are responsible for ensuring H&S Noise Risk assessments are undertaken for equipment/machinery within their units. They shall also liaise with the campus H&S office to support noise hazard assessment, and control measures.		
Staff and students have a duty to comply with the TUS Noise Policy, this risk assessment and any Local Unit/Department safety Requirements.		
The TUS Midlands Health and Safety Office in relation to supporting Departments/Units by providing training or engaging external Noise expert support.		
<b>Other Sources of Health &amp; Safety Documentation</b>		
TUS Parent Health and Safety Statement		
<b>Residual Risk Level:</b> <i>(Implementing the control measures results in a risk mitigation to the level shown in below)</i>		
Low		


 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Láir Technological University of the Shannon: Midlands Midwest	Risk Assessment of:	Housekeeping
	Risk Assessment No.	7
	Risk Assessment Date	March 2024
<b>Description of Item or Activity Under Assessment:</b>		
General Cleanliness of General Areas in the Midlands Campus buildings		
<b>Persons at Risk</b>		
Staff, students and visitors		
<b>Identified Hazards:</b>		
Poor housekeeping can pose a wide variety of risks to health and safety. Trips: - Materials left lying & obstructing walkways; Slips: - On floors with spills etc.; Falls: - Use of inappropriate materials for accessing higher work areas; Objects falling on people: - Improper stacking of materials. Fire: - Inadequately and infrequent disposal of combustible rubbish.		
<b>Likelihood:</b> <i>i.e. the Probability of an occurrence of the event</i>		
Likely, if no controls in place for maintaining good standards of Housekeeping.		
<b>Consequence:</b>		
Many types of injury but more common type are Trips, Slip, Fall, with the potential to cause minor to serious injury.		
<b>Pre-Controlled Risk Level:</b>		
Medium to High		
<b>Controls:</b>		
<b>Athlone Internal Areas of Campus Buildings - Housekeeping</b> All areas must be kept clean and tidy at all times. All corridors and entrances/exits must be dry and free from obstruction at all times. When floors are wet as a result of cleaning operations, warning signs should be erected at appropriate points to that effect. All spillages must be cleaned up immediately. All refuse bins must be emptied as frequently as necessary to prevent build-up of rubbish. All waste shall be properly cleared away daily. All light fittings, windows will be regularly cleaned and broken light bulbs replaced. All workplaces, passageways and stairs must be adequately lit. Defects in flooring, stair treads, handrails and lighting must be reported immediately.		
<b>Hazardous Waste</b> All chemical and biological waste must be disposed of in the TUS appropriate manner.		
<b>Ongoing Stacking &amp; Storage</b> Storage and stacking of goods to be undertaken only in designated places and located in such a manner as to minimise the hazards of goods falling. Materials or Goods must not be stored in areas which may obstruct access to emergency exits. Goods must not be placed in overhead locations, such as on top of presses and ledges over doors where they can fall and strike persons below.		
<b>Office Cleanliness</b> Office equipment and their surrounds should be kept clean and tidy.		
<b>General Cleanliness</b> All rubbish and waste paper/plastic shall be picked up from the floor area, as created.		
<b>Infestation Prevention</b> Any signs of vermin (droppings, actual sightings etc.) shall be reported at once to the Estates Office and a vermin control company requested to carry out a more thorough check.		
<b>Responsibilities</b>		
The Estates Office House Keeping Department		
Staff and students		
The Estates Office in relation to Infestation presentation		
Any Campus Unit/Department operating an Event and which needs additional Housekeeping		
<b>Other Sources of Health &amp; Safety Documentation</b>		
TUS Estates Housekeeping office		
Residual Risk Level: <i>(Implementing the control measures results in a risk mitigation to the level shown in below)</i>		




Low		
 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Láir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Internal &amp; External Lighting</b>
	<b>Risk Assessment No.</b>	<b>8</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
<b>Description of Item or Activity Under Assessment:</b>		
The Provision of sufficient levels of lighting to permit work and safe passage through Athlone Campus Buildings & External Areas		
<b>Persons at Risk</b>		
Staff, students and visitors		
<b>Identified Hazards:</b>		
Poor levels of artificial or natural lighting may lead to Trips and Falls.		
<b>Likelihood:</b> <i>i.e. the Probability of an occurrence of the event</i>		
Likely, if poor levels of artificial or natural lighting exist.		
<b>Consequence:</b>		
Many types of injury but more common type are Trips, Slip, Fall, with the potential to cause minor to serious injury.		
<b>Pre-Controlled Risk Level:</b>		
Medium to High		
<b>Controls:</b>		
<b>Infrastructural (Design, Layout, Provision)</b> <b>TUS will ensure that for Internal areas of buildings:</b> Lights & lighting levels will be designed, laid out and provided suitable to the tasks to be undertaken. Lighting installed will be located so as not to provide hazard to the movement of people or equipment. Emergency lighting of adequate intensity is provided in places where there is a risk, in the event of a failure of artificial lighting provided. <b>TUS will ensure that for External Areas of the Athlone Campus:</b> External Lights & light levels will be such so as to provide safe access and egress to buildings and to ensure the safety and security of all persons.		
<b>Ongoing Management of Maintenance and servicing (Infrastructural Lighting &amp; Lighting levels)</b> On an ongoing basis TUS conducts monitoring of lighting levels. Where temporary lighting at a voltage exceeding 25 volts AC or 50 volts direct current is required, this must be installed only with the permission of the Athlone Campus Estates Office.		
<b>Installation of new equipment in any TUS Midlands Campus Unit/Department</b> Departments/Units planning to purchase and install new equipment must ensure sufficient lighting is in place to operate the equipment safely.		
<b>Temporary Lighting</b> Where temporary lighting at a voltage exceeding 25 volts A.C or 50 volts direct current is required, this must be installed only with the permission of the Athlone Campus Estates Office.		
<b>Responsibilities</b>		
The TUS Midlands Campus Estates Office for Infrastructural (design layout Provision). Ongoing management of Infrastructural lighting maintenance and servicing.		
TUS Midlands Campus Units/Departments – for TUS lighting approved controls when the Unit is planning to install new equipment in their Units		
Staff have a duty to report any visible defects in Infrastructural lighting to the Athlone Campus Estates Office or for visible defects in Unit equipment lighting to their Unit Line management.		
TUS Midlands Campus Unit/Departments – where planning or proposing to use temporary lighting		
<b>Other Sources of Health &amp; Safety Documentation</b>		
TUS Midlands Campus Athlone Estates Department		
<b>Residual Risk Level:</b> <i>(Implementing the control measures results in a risk mitigation to the level shown in below)</i>		
Low		


 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Láir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Ventilation, Temperature and Humidity</b>
	<b>Risk Assessment No.</b>	<b>9</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
<b>Description of Item or Activity Under Assessment:</b>		
The Provision of a comfortable environment including adequate heating, ventilation and humidity to support an ergonomic environment in any of the internal work areas of the Midlands Campus.		
<b>Persons at Risk</b>		
Staff, Students, visitors		
<b>Identified Hazards:</b>		
Inadequate or excessive heating, ventilation or humidity		
<b>Likelihood: <i>i.e. the Probability of an occurrence of the event</i></b>		
Likely, if Ventilation, Temperature and Humidity not managed		
<b>Consequence:</b>		
Lack of concentration, irritability, fatigue, heat stress, trauma discomfort and illness. In particular, high temperatures in laboratory environments will cause enhanced evaporation of solvents.		
<b>Pre-Controlled Risk Level:</b>		
Medium		
<b>Controls:</b>		
<b>Infrastructural (Design, Layout, Provision)</b> TUS requires that all Midlands Campus work including either i) new works, ii) material alterations or iii) material change of use, in work areas, is to be designed, laid out & provided in compliance with the Building Regulations & relevant codes of practice. Intended to provide & ensure adequate levels of conform by the provision of sufficient heating, ventilation and the control of humidity.		
<b>Ongoing Management of Comfort levels</b> Most work areas of the Midlands Campus is monitored by the Building Management System software which supports the control of Mechanical/Extract air, temperature monitoring and heating controls.		
<b>Responsibilities</b>		
The Midlands Campus Estates Department for Infrastructural (design layout Provision). Ongoing management of Infrastructural maintenance and servicing.		
TUS Midlands Campus Units/Departments – To ensure work areas are used appropriately, in accordance with their intended purpose.		
Staff have a duty to report any defects to their line management in relation to Heating & ventilation.		
<b>Other Sources of Health &amp; Safety Documentation</b>		
TUS Midlands Campus Athlone Estates Department		
<b>Residual Risk Level: <i>(Implementing the control measures results in a risk mitigation to the level shown in below)</i></b>		
Low		




 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Láir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Chemicals/Solvents</b>
	<b>Risk Assessment No.</b>	<b>10</b>
	<b>Risk Assessment Date</b>	<b>March 2023</b>
<b>Description of Item or Activity Under Assessment:</b>		
Any member of staff or student as part of a TUS directed work activity that includes any Handling, Using, or Storing, chemicals or Solvents (i.e. hazardous substances). Note (Definition): - Chemicals can be defined as a “solid, liquid or gas”, used for the purpose of reacting with or effecting a change in another substance or material. In addition, they include “inert” and non-reactive substances. This definition extends beyond the narrow context of laboratory use and embraces the broadest possible interpretation. It includes such substances as printing inks, cutting fluids, detergents, glues /resins, weed killers, pesticides, rodent poisons, drain cleaners, paint stripper.		
<b>Persons at Risk</b>		
Staff, Students, who are working with and/or exposed to chemicals/solvents.		
<b>Identified Hazards:</b>		
A diverse and wide variety of chemicals/solvents (hazardous substances) are stored, used and handled on the Athlone Campus. They can present a wide range of hazards, ranging from harmless to very toxic. Depending on the Hazardous Substance and the work activity being performed, the associated hazards may include; Burns, spillages; poisons and death, (ii) Very toxic/toxic substances; risk of acute or chronic poisoning resulting from ingestion, inhalation or absorption, (iii) Corrosives; risk of chemical burns or splashes, (iv)Carcinogens, (v) Mutagens, (vi) Teratogens/toxic to reproduction, (vii) Irritants – can cause dermatitis or respiratory problems if they are allowed to come into contact with the body, (Viii)Flammable substances – fire, spontaneous ignition and explosions, (ix) Oxidising –give off heat, (x) Narcotics –affects brain function e.g. organic solvents, and, (xi) Environmental damage.		
<b>Likelihood: i.e. the Probability of an occurrence of the event</b>		
Likely, if any Handling, Use and Storage of hazardous substances, is not controlled by items such as safety management procedures, rules, notices or persons are not adhering to the safety measures.		
<b>Consequence:</b>		
Can include, burns, poisons and death, acute or chronic poisoning, chemical burns or splashes, toxic to reproduction, Irritants which can cause dermatitis or respiratory problems if they are allowed to come into contact with the body. Flammable substances – fire, spontaneous ignition and explosions. Narcotics affecting brain function etc.		
<b>Pre-Controlled Risk Level:</b>		
High		
<b>Controls:</b>		
<b>TUS Safety Management Requirements applying to all TUS Midlands Campus Units/Departments ; handling, Using or storing chemical/solvents (hazardous substances): -</b> TUS requires that any TUS Midlands Units/Departments directing work activities that include, ‘using’, ‘handling’ and/or ‘storing’ Hazardous Substances shall: - <ul style="list-style-type: none"> <li>- Compile &amp; prepare an inventory of all chemicals used by their Unit/Department .</li> <li>- Conduct detailed Hazard Identification and Risk Assessment (RA) of the hazardous substances used, handled or stored in their Unit/Department.</li> <li>- Risk Assessments (RA) must include a Chemical Risk Assessments for their directed work activities including experiments, (paying attention to hazardous work activities).</li> <li>- When purchasing chemicals, they must have associated Safety Data Sheet &amp; implement the appropriate health and safety measures.</li> <li>- Retain RA documentation &amp; ensure it is easily accessible to the user/worker.</li> <li>- Have safety information easily accessible for safety information on chemicals used.</li> <li>- Have in place procedures for the safe handling, use, storage and disposal of chemicals coming under their management control.</li> <li>- Ensure that staff or students working with chemicals/solvents receive adequate training, information &amp; supervision when handling or using chemicals.</li> <li>- Ensure staff &amp; students wear the correct PPE for handling, using and storing chemicals.</li> </ul>		
<b>Ongoing Unit/Departmental Management Control</b>		
TUS Midlands Campus Units/Departments must ensure: - <ul style="list-style-type: none"> <li>- There is ongoing monitoring of the use of chemicals/solvents (Hazardous substances) within their area of responsibility and ensure that all control measures are implemented effectively.</li> <li>- That chemical inventories and safety data sheets are kept up to date, and are readily available and easily accessible in the Unit’s/Departmental safety file or Local Unit/Department Safety Statement. (Note: Safety Data Sheets must be easily accessible and available in the vicinity where chemicals are being used).</li> </ul>		
<b>Responsibilities</b>		

Campus Unit & Department management for storing , uses or handles Chemicals/Solvents (Hazardous substances).
Staff within any Midlands Campus Unit or Department who work with chemicals are required to comply with all TUS Policies, procedures, risk assessments and Local Unit Risk Assessments, Policies Procedures.
Students & visitors who are permitted by any TUS Unit or Department to work with chemical are required to adhere to the Units Policies procedures for handling storing and using the chemicals.
TUS Unit/Departmental Managers or Campus Company Managers where their Unit, stores, uses or handles Chemicals/Solvents (Hazardous substances).
Other Sources of Health & Safety Documentation
TUS PSSS 4.4 Chemical agents including carcinogens. Midlands Campus Safety Statement 4.4 Chemical agents including carcinogens.
Residual Risk Level: <i>(Implementing the control measures results in a risk mitigation to the level shown in below)</i>
Low

 <div><b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Léir Technological University of the Shannon: Midlands Midwest</div>	<b>Risk Assessment of:</b>	<b>Biological Agents</b>
	<b>Risk Assessment No.</b>	<b>11</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
	<b>Description of Item or Activity Under Assessment:</b>	
Biological Agents may be defined as dealing with all living matter and its derivatives. The term extends beyond the narrow confines of the laboratory and embraces the broadest possible interpretation. It includes all animals, plants, and micro-organisms as well as their components and tissue extracts.		
<b>Persons at Risk</b>		
Staff and Students		
<b>Identified Hazards:</b>		
The danger of exposure to biological material can vary depending on its Pathogenic toxin producing ability or a combination of both.		
<b>Likelihood:</b> <i>i.e. the Probability of an occurrence of the event</i>		
Likely, if Biological agents are not controlled by the implementation of safety management procedures		
<b>Consequence:</b>		
Can include, allergic reactions, poisonings/toxic effects and diseases/infections.		
<b>Pre-Controlled Risk Level:</b>		
High		
<b>Controls:</b>		
TUS Safety Management Requirements TUS Units/Departments directing work activities that involve , ‘using’, ‘handling’ and/or ‘storing’ Biological Agents anywhere on campus shall ensure that : - - Risk assessments are completed for all Biological materials and agents which staff or postgraduates plan to use in their Unit. The relevant risk assessment shall be retained in the relevant Unit’s safety file or Local Area Safety Statement and be easily accessible to persons approved to work with that agent. - When performing the risk assessment, the TUS Unit/Department management and staff shall apply the general principles of prevention. Issues that will be addressed include the purchase, storage, containment, access, signage, exposures, design of work processes, hygiene, measures, safe collection, storage, disposal of waste, training, emergency procedures, provision of health surveillance, review etc. - Training, information and protective equipment shall be provided to staff and is arranged by local management. Students will receive the appropriate training within their academic department and while they must provide their own lab coats, where required the relevant academic department will provide for use the safety glasses and the gloves in the relevant Biological laboratory.		
<b>Responsibilities</b>		
TUS Unit/Department management where their Unit, uses/stores/handles Biological Agents, are responsible for ensuring that the TUS Policies, Procedures and the requirements of this risk assessment are fully applied in circumstances where their Unit plans to bring to and/or use on any campus, any Biological Agents.		
All TUS staff, students, visitors and contractors who receive approval by any TUS Unit to bring to and/or work with Biological Agents on any TUS Campus, shall comply with TUS Policies, Procedures, risk assessments and where relevant any local area Unit RAs, and requirements.		
<b>Other Sources of Health &amp; Safety Documentation</b>		
TUS Parent Safety Statement Section 4.3 Biological Agents. Midlands Campus Safety Statement 5.2		
<b>Residual Risk Level:</b> <i>(Implementing the control measures results in a risk mitigation to the level shown in below)</i>		
Low		

 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Léir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Mechanical Lifting Systems</b>
	<b>Risk Assessment No.</b>	<b>12</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
<b>Description of Item or Activity Under Assessment:</b>		
Any TUS Unit/Department that operates/uses mechanical Lifting equipment including cranes, hoists, forklifts, etc.		
<b>Persons at Risk</b>		
TUS Staff		
<b>Identified Hazards:</b>		
hooks, chains, blocks, Fall of loads, Collapse of load, Operator error		
<b>Likelihood: <i>i.e. the Probability of an occurrence of the event</i></b>		
Likely, if no safety management controls in place		
<b>Consequence:</b>		
Can include, fractures, severe injury & fatal injuries.		
<b>Pre-Controlled Risk Level:</b>		
Medium to High		
<b>Controls:</b>		
<p><b>TUS Safety Management Requirements applying to any TUS Unit/Department, that operates and/or mechanical aids and/or lifting equipment (examples included cranes, hoists, forklifts, etc.): -</b></p> <p>TUS requires that any TUS Unit/Department whose directed operations includes the need to use and operate mechanical Lifting equipment shall : -</p> <ul style="list-style-type: none"> <li>- Ensure the Lifting equipment and its operation, complies with the relevant guidance contained in the Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007 , Chapter 2 of Part 2: Use of Work Equipment: Published in December 2007 by the Health and Safety Authority.</li> <li>- In relation to slinging &amp; lifting of loads, Units must ensure that the Unit operator staff are competent to perform these activities.</li> <li>- Ensure that Unit lifting equipment such as cranes, slings, hoists, forklifts, chain blocks or other lifting system is marked/stamped clearly for the user to see its safe working load (SWL).</li> <li>- Ensure that Unit equipment where required by regulation is surveyed in line with statutory requirements &amp; listed on a register which can be retained in the unit's safety file or local area safety statement.</li> <li>- Ensure that where lifting equipment is required by regulation to have Test certificates, that they are obtained in line with the regulations and retained in the local area safety statement or by the Unit's technician.</li> <li>- Ensure that breaking systems must be maintained in good working order.</li> <li>- Ensure that a system is in place for reporting defects to management and maintenance/service contractors.</li> <li>- Ensure Platforms/supports to which lifting equipment is mounted, are suitable for the purpose.</li> <li>- Ensure that appropriate safety signs are positioned in designated areas.</li> <li>- Ensure that operators conduct daily visual checks prior to operating the equipment.</li> <li>- Ensure that operators of such equipment do not permit any other person to "ride" with the load or forklift or on the back of such systems.</li> <li>- Ensure that parts adjusting, replacing or accessorising should be conducted by a competent person in accordance with the manufacturer's instructions.</li> </ul>		
<b>Responsibilities</b>		
TUS Unit/Department Management are responsible for ensuring that where their Unit operates mechanical lifting equipment such as cranes, hoists, forklifts or other equipment.		
TUS staff are required to adhere to the above control measures and local safety arrangements in place within their Unit/Department.		
<b>Other Sources of Health &amp; Safety Documentation</b>		
TUS Midlands Campus Estates Department		
<b>Residual Risk Level: <i>(Implementing the control measures results in a risk mitigation to the level shown in below)</i></b>		
Low		

 <div><b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Láir Technological University of the Shannon: Midlands Midwest</div>	<b>Risk Assessment of:</b>	<b>Office Workplace Accommodation</b>
	<b>Risk Assessment No.</b>	<b>13</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
	<b>Description of Item or Activity Under Assessment:</b>	
Office work includes a member of staff, working at a TUS provided work station in office type accommodation.		
<b>Persons at Risk</b>		
TUS Staff		
<b>Identified Hazards:</b>		
Slips, trips, falls; Use of VDU's; Office Electrical Equipment ; poorly stored Materials, falling objects; Work Environment (lighting, temperature, ventilation, space)		
<b>Likelihood: <i>i.e. the Probability of an occurrence of the event</i></b>		
Likely, if poor standards of office design/layout, poor environment, or adherence to housekeeping		
<b>Consequence:</b>		
Can include, injuries as a result of slips trip and falls. Also, Musculoskeletal injuries.		
<b>Pre-Controlled Risk Level:</b>		
Medium		
<b>Controls:</b>		
<b>Infrastructural (Design, Layout, Provision)</b>		
TUS requires that all workstations are planned, designed & provided to comply with the requirements of the Building Regulations and the relevant applicable codes of practice to ensure good standards of Health & Safety for staff & students whose activities involve accessing & performing work in office type accommodation. This will include: -		
<ul style="list-style-type: none"><li>- The provision of adequate ergonomic office space for office workers.</li><li>- Ensuring sufficient lighting is provided to office areas.</li><li>- Ensuring sufficient Heating and Ventilations is provided in office spaces.</li><li>- Providing office furniture &amp; fittings arranged so that staff can move about without collision etc.</li><li>- Provide access &amp; egress routes of sufficient width, fire exits, fire detection &amp; alarm management systems, so that in the event of an outbreak of fire they can exit buildings and get to assembly points</li></ul>		
<b>Purchasing Office Furniture</b>		
TUS Units/Departments considering purchasing furniture must first consult and seek approval from the Midlands Athlone Estates Office.		
<b>Ongoing Management for Safety (Housekeeping)</b>		
Ensure that any trailing cables are covered on the floor with cable covers or similar.		
Ensure that all passageways are kept free from obstruction at all times.		
Ensure that chairs/tables are not used to access higher areas. Use step ladders/step stools.		
Ensure that that fire exits must be kept clear at all times.		
Ensure damaged floor covering, or furniture is reported to the relevant line manager & replaced.		
Ensure Floor areas, walkways and hallways are kept clear of materials and litter.		
Ensure any dangerous waste e.g. broken glass, is carefully disposed of, following TUS Procedures.		
<b>Ongoing Safety Precautions - Office Users</b>		
All Office users must adhere to good housekeeping practices.		
Ensure that they do not permit cables to trail across the floor.		
Ensure that they do not obstruct any passageways that provide safe access and egress.		
Ensure that do not overloaded Multi-plug extension.		
Ensure that do not use chairs/tables to access higher areas. - Use step ladders/step stools.		
Ensure that all filing cabinets & drawers are be closed after use.		
Ensure they do not store items above head level, and no heavy items should be stored overhead.		
Mains power supply must be disconnected before attempting to move electrical equipment.		
Correct Manual Handling Techniques must be used when lifting office equipment or supplies. In accordance with the TUS Manual Handling Policy procedures and guidance.		
Ensure Floor areas, walkways and hallways are kept clear of materials and litter.		
<b>Portable Heaters (FIRE PREVENTION)</b>		

The use of Portable Heaters in office accommodation should not be necessary since the space heating provided, which is managed by the Campus Estates Office is designed to provide satisfactory comfort levels for office worker environments.

Portable heaters such as radiant bar and halogen, create an unacceptable fire risk (i.e. the risk of ignition of combustible material close to, or above, the heater.) within Campus Buildings and they must not be used.

Where Staff or management have concerns regarding the satisfactory operation or non-operation of campus space heating, they must in the first instance contact the Campus Estates Office who will review and where necessary repair the system.

For any issues that require a longer duration for repair. Where appropriate, the Estates office will advise local management in relation to the provision of campus acceptable temporary heating.

For Approved Temporary Heaters the following requirements are applicable : -

- Only the electric type 'oil filled radiator 'is to be used for portable heating in office environments.
- Where temporary heating is provided in the form of portable heaters these must not be positioned under desks or near furniture.
- Combustible items or refuse must not be stacked or placed near them.
- All portable heaters should be located so that there is no possibility of their coming into contact with combustible material or flammable substances, including clothing worn by staff, students or visitors.
- They must not be positioned on escape routes.
- Heaters must be turned off when the area is not occupied.
- Check that any timers or thermostats are operating correctly.
- The last person leaving the office must check that all heaters have been switched off or are unplugged.

#### Responsibilities

The Campus Estates Office for Infrastructural (Design, Layout, Provision) & for their House keeping department to maintain good standards of Housekeeping in Campus Buildings.

TUS Unit/Department Managers, to manage & maintain ongoing high standards of Housekeeping for their Unit/Department.


TUS Staff for ongoing Safety Precautions & Campus requirements for the use of Portable heaters.

#### Other Sources of Health & Safety Documentation


Estates Office

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

 <b>TUS</b> <small>           Ollscoil Technolaíochta na Slíonainne            Lár Tíre, An tIarthar Láir            Technological University of the Shannon            Midlands-West         </small>	<b>Risk Assessment of:</b>	<b>Use of Visual Display Unit /Display Screen Equipment</b>
	<b>Risk Assessment No.</b>	<b>14</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
<b>Description of Item or Activity Under Assessment:</b>		
<p>Any member of staff who habitually uses a Visual Display Unit (VDU)/Display Screen Equipment (DSE) as part of their normal work at a workstation.</p> <p>Where the workstation is an assembly comprising display screen equipment, and which may be provided with a keyboard or input device or software, or a combination of the foregoing, determining the operator and machine interface, and includes;</p> <p>(i) a work chair and work desk or work surface, (ii) any optional accessories and peripherals, and (iii) the immediate work environment of the display screen equipment.</p>		
<b>Persons at Risk</b>		
TUS Staff		
<b>Identified Hazards:</b>		
Un-ergonomic design or not using equipment correctly leading to poor posture or following guidelines		
<i>Likelihood: i.e. the Probability of an occurrence of the event</i>		
Likely, if no good standards of design, provision and/or use of equipment correctly.		
<b>Consequence:</b>		
Can include, repetitive strain injuries/work related upper limb disorders (WRULDS), Eye strain, Back pain/shoulder, neck, and/or Fatigue		
<b>Pre-Controlled Risk Level:</b>		
Medium		
<b>Controls:</b>		
<b>Infrastructural (Design, Layout, Provision)</b>		
<p>TUS requires that all campus workstations are planned, designed &amp; provided to comply with the requirements of the Building Regulations and the relevant applicable codes of practice to ensure good standards of Health &amp; Safety for staff &amp; students whose activities involve accessing &amp; performing work in office type accommodation. This will include: -</p> <ul style="list-style-type: none"> <li>- The provision of adequate ergonomic office space for office workers.</li> <li>- Ensuring sufficient lighting is provided to office areas.</li> <li>- Ensuring sufficient Heating and Ventilations is provided in office spaces.</li> <li>- Providing office furniture &amp; fittings arranged so that staff can move about without collision etc.</li> <li>- Provide access &amp; egress routes of sufficient width.</li> </ul>		
<b>Ergonomic Assessment &amp; Training</b>		
<p>TUS will carry out ergonomic assessments of staff workstations and ensure that the results are implemented. As a result of any ergonomic assessment and new or redesign of office layouts, consideration will be given to the type of chairs provided for the task, foot rests, lighting/noise levels in the area, the types of screens/monitors provided, temperature/humidity levels in the area, access and egress and general space requirements. The Ergonomic Assessor will provide staff with training/instruction on improving ergonomic set up.</p>		
<b>Eye Tests for VDU/DES users</b>		
<p>TUS will authorise and finance eye/eyesight tests for staff in line with the regulations. Where a member of staff experiences eye sight difficulties while using a VDU, an eye examination will be authorised at no extra cost to the individual. Where protective/prescription glasses are required solely for VDU/DSE use on the recommendation of an optometrist, these will be provided on the basis of TUS paying for the eye test/examination &amp; a subvention towards the cost of the glasses.</p>		
<b>Responsibilities</b>		
The Campus Estates Department for Infrastructural (Design, Layout, Provision) of adequate ergonomic office space and furniture.		
Unit/Department Managers are responsible for ensuring staff workstations in their Units undergo ergonomic assessment and the recommendations /findings are implemented.		
The TUS Midlands H &S office will support Units obtaining ergonomic assessments for their staff.		
<b>Other Sources of Health &amp; Safety Documentation</b>		
<b>Residual Risk Level: (Implementing the control measures results in a risk mitigation to the level shown in below)</b>		
Low		



 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Léir Technological University of the Shannon: Midlands Midwest	Risk Assessment of:	<b>Midlands Campus Waste Management</b>
	Risk Assessment No.	15
	Risk Assessment Date	March 2024
Description of Item or Activity Under Assessment:		
TUS Midlands Campus produces a wide variety of waste which includes domestic waste, dry chemicals, solvents, batteries, paper, and biological waste. Some of this waste falls within the classification of toxic (i.e. hazardous) and requires specific disposal arrangements. TUS is required to comply with the general requirements of Waste Management & Environmental legislation.		
Persons at Risk		
TUS Staff, Students & Visitors to Athlone Midlands Campus		
Identified Hazards:		
Rodent infestations, disease		
Likelihood: <i>i.e. the Probability of an occurrence of the event</i>		
Likely, if no good standards & poor compliance with Statutory requirements		
Consequence:		
Contamination, infection, disease		
Pre-Controlled Risk Level:		
Medium		
Controls:		
<b>TUS Midlands Waste Categories</b> Waste produced in the Midlands Campuses including that produced by Units/Departments on the Athlone Campus is to be disposed of in a safe and regulatory compliant manner. (Note: Failure to dispose of waste in accordance with national legal requirements may leave TUS open to risk of prosecution). Within Athlone Midlands campuses and for reasons of good practice, waste materials are divided into two basic categories; A) hazardous and B) non-hazardous. In this regard the following type of waste material should be considered hazardous waste: - <ul style="list-style-type: none"> <li>- Any Material contaminated or potentially contaminate with an infectious agent (unless it has been suitably treated to eliminate the infectious agent).</li> <li>- All Human tissues, blood and related swabs and wipes from Midlands Campus laboratories.</li> <li>- Animal carcasses and dressings from Midlands Campus veterinary laboratories/practices</li> <li>- Microbiological cultures and/or Potential infected waste from pathology or research labs</li> <li>- Most chemical waste</li> <li>- Most electrical waste</li> <li>- Contaminated sharps</li> <li>- Empty containers, the previous contents of which are deemed to be hazardous wastes</li> <li>- All radioactive wastes</li> </ul>		
<b>Athlone Campus Arrangements for Waste Removal</b> The arrangements in place for the removal of hazardous and non-hazardous waste are: - <p><b>A) Non-Hazardous waste from all low risk areas of the Campus</b></p> Local waste collection facilities are placed throughout the Campus. The Campus Estates Office, Housekeeping Department's staff remove the full bin bags from the local areas to the Campus 'external waste collection storage areas'. The Campus engages a licenced waste contractor to empty the non-hazardous waste from the external storage bins and take off site for correct disposal. <p><b>B) Hazardous waste from all High-Risk Areas of the Campus</b></p> All TUS Midlands Campus Units/Departments who by the activities & processes taking place under its control generate and produce hazardous waste, is responsible for making arrangements for its disposal in a campus approved and statutory compliant manner. Any Campus Unit generating hazardous waste must : - <ul style="list-style-type: none"> <li>- Prepare a waste management plan which contains SOPs for the disposal of their hazardous waste.</li> <li>- Dispose of the waste in compliance with Environmental Protection Agency requirements, EU and National regulations, and maintain detailed records of the waste generated and disposed.</li> </ul>		



- Ensure that Hazardous waste, generated from their labs and/or workshops is disposed of via a licenced contractor who is approved for the transport and disposal of the waste type being handled.
- In any instance where there is confusion in relation to a waste product's category (i.e. Hazardous or non-hazardous), then the matter must be raised immediately with the relevant line manager or head of Function of the relevant Unit (i.e. where the waste originated).

If the relevant management staff cannot be contacted then please contact the Campus Estates office or the Campus Health and Safety Office.

#### External Companies, Event Organisers, Visiting Experts

Any person or organisation or event, invited, or contracted to attend Athlone Campus to perform activities on campus and which may or will generate Any Hazardous waste must:

- Without the express permission of the Campus host Unit or Department – Must Not bring any hazardous waste to campus, and,
- provide the Campus Host Unit or Department with a Risk Assessment and waste management plan for any generated Hazardous Waste.

#### Responsibilities

TUS Unit/Department Managers are responsible for ensuring that any hazardous waste generated by their Unit's activities is disposed of in accordance with the control measures set down in this risk assessment.

The Campus Estates Office for making arrangements for the removal of Non-Hazardous waste from all Category 1 (Low risk areas).


All TUS staff, students, visitors are required to adhere to local policies, procedures and guidelines and notices in relation to waste generation and disposal.


#### Other Sources of Health & Safety Documentation


Estates Office


Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*


Low

 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Léir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Gases/Dusts/Fumes/Vapours</b>
	<b>Risk Assessment No.</b>	<b>15</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
<b>Description of Item or Activity Under Assessment:</b>		
Any TUS Midlands Campus work activity which generate dusts, fumes, vapours. Activities can include working with chemicals, cleaning, woodworking, metalworking, and auto engine work etc.		
<b>Persons at Risk</b>		
TUS Staff, Students & Visitors to Athlone Midlands Campus		
<b>Identified Hazards:</b>		
Unprotected exposure to Gases or Dusts or Fumes or Vapours		
<b>Likelihood: <i>i.e. the Probability of an occurrence of the event</i></b>		
Likely, if no risk assessment & control measures & poor compliance with Statutory requirements		
<b>Consequence:</b>		
Respiratory infection/Damage to lungs/Asphyxia/Collapse/Unconsciousness death		
<b>Pre-Controlled Risk Level:</b>		
High		
<b>Controls:</b>		
<b>Infrastructural (Design, Layout, Provision)</b> In relation to any Midlands Campus planned new works or building alterations that include the creation of new internal building workspaces or workstations. TUS will ensure that where the proposed work activities will generate Gases, Dust, Fumes or Vapours, that appropriate systems (e.g. fume extract systems) will be used to maintain worker safety & dispose of these products safely.		
<b>Midlands Campus Unit/Department Operations Generating either Gases/Dusts/Fumes/Vapours</b> TUS requires that :-  Any Midlands Campus Unit/Department planning to undertake work which generates dust, vapours and/or gases must first undertake a risk assessment of the proposed work and put in place the control measures to mitigate risk from Gases/Dusts/Fumes vapours (note: controls must comply with any applicable EN/National Regulations).  TUS Midlands Campus Unit/Department Managers must ensure that for work or research activities coming under their management control, where these activities generate dusts, fumes, vapours and/or gases. That local controls are in place to ensure generated hazards are controlled to levels that maintain compliance with the applicable EN/National Regulations and standards). As a guide, Units/Departments should ensure that any generated Aerosol hazards do not exceed the statutory threshold limit values. In practice levels should be as low as reasonably achievable (ALARA) principle.  For TUS Midland Unit/Department directed work activities that include working with substances that generate gas, dust, fumes or vapours and which require engineering controls such as extraction, ventilation hoods and/or fume cupboards to be reduce risk levels to approved levels. In such circumstances Units must ensure that for these work operations that reporting staff adhere strictly to the local controls and only perform the activities with the operational engineering controls.  Midlands Campus Staff working with products/substances that generate, Gases/Dusts/Fumes vapours are to read and observe the Safety Data Sheets for those substances and abide by Local Unit controls.		
<b>Responsibilities</b>		
Campus Unit/Department Management will ensure that for work activities coming under their management control that these work activities are performed in accordance with the above controls & local risk assessments.		
All TUS Midlands Campus staff, students, visitors are required to adhere to local Unit policies, procedures and guidelines and notices in relation to gas/dust/fumes and vapours.		
The TUS Midlands Campus Estates Department will inform and advise relevant Unit/Departmental managers & staff in relation to infrastructural emergency controls for fixed gas installation detection & isolation measures..		
<b>Other Sources of Health &amp; Safety Documentation</b>		
Residual Risk Level: <i>(Implementing the control measures results in a risk mitigation to the level shown in below)</i>		
Low		


 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Léir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Hot solids and liquids</b>
	<b>Risk Assessment No.</b>	<b>17</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
<b>Description of Item or Activity Under Assessment:</b>		
Hot water (i.e. low-pressure hot water – LPHW) produced for heating etc. and also for domestic use within each building, Local kitchen areas used for the preparation of hot drinks and heating of foods in Microwaves. Hot surfaces, solids, liquids are present primarily in these kitchen/canteen/workshop areas. Examples include dishwashers, food/beverages heated in microwaves, domestic boiling water, coffee machines etc.		
<b>Persons at Risk</b>		
TUS Staff, Students & Visitors to Athlone Midlands Campus		
<b>Identified Hazards:</b>		
Hot solids and liquids		
<i>Likelihood: i.e. the Probability of an occurrence of the event</i>		
Likely, if no controls or warning signs in place.		
<b>Consequence:</b>		
Scalds & Burns		
<b>Pre-Controlled Risk Level:</b>		
Medium		
<b>Controls:</b>		
<b>Infrastructural (Design, Layout, Provision)</b>		
For any Midlands Campus planned new works that involve the installation of infrastructural LPHW systems, TUS will ensure that the design, layout and installation of these systems comply with National Buildings regulations and ISEN standards.		
<b>TUS Midlands Campus Units/Departments or Campus Companies</b>		
Campus Units/Departments should ensure that for any kitchen equipment (e.g. cooking or hot water heating appliances) coming under there management control have adequate heat shielding to avoid external surfaces presenting a risk of burn. All work on LPHW systems should only be undertaken by competent persons.		
<b>General Safety Precautions</b>		
<ul style="list-style-type: none"> <li>- Unit/Department managers, Staff and students should report all leaks to LPHW system immediately to the relevant local management or Campus Estates Office so that hazards can be eliminated promptly.</li> <li>- Staff must take care when handling or transporting hot foods, liquids and while dispensing hot drinks in conjunction with HACCP and food safety legislation.</li> <li>- Kitchen/canteen staff need to report equipment defects in the kitchen/canteen to canteen campus company managers so hazards can be eliminated promptly.</li> <li>- For Infrastructural hot water systems, the TUS Midlands Campus Estates Department will ensure Warning Notices are erected as necessary where water is very hot and there is a risk of scalding or burning.</li> </ul>		
<b>Responsibilities</b>		
The TUS Midlands Campus Estates Department is responsible for maintaining in good working order the LPHW systems throughout the Midlands Campus.		
Campus company managers are responsible for maintaining in good working order, kitchens and associated operational equipment/appliances in the canteens throughout the campus.		
All staff, students, visitors & contractors are responsible for adhering to local procedures & guidelines.		
<b>Other Sources of Health &amp; Safety Documentation</b>		
Unit/Department risk assessments		
<b>Residual Risk Level: (Implementing the control measures results in a risk mitigation to the level shown in below)</b>		
Low		


 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Léir Technological University of the Shannon: Midlands Midwest	Risk Assessment of:	Vehicle Traffic on Midlands Campus
	Risk Assessment No.	18
	Risk Assessment Date	March 2024
<b>Description of Item or Activity Under Assessment:</b>		
Staff, students, contractors, visitors driving on campus. Vehicles delivering and collecting post or equipment to Campus locations. Fork lift truck traffic on campus. Members of the Public driving on campus roads and carparks.		
<b>Persons at Risk</b>		
TUS Staff, Students, Visitors & Contractors to Athlone Midlands Campus		
<b>Identified Hazards:</b>		
Staff, students, contractors or visitors struck by vehicles while on campus.		
<b>Likelihood: i.e. the Probability of an occurrence of the event</b>		
Likely, if no proper traffic or warning signage erected in relevant areas. Likely if drivers are not following the rules of the road. Likely if drivers are not following their training.		
<b>Consequence:</b>		
Staff, students, contractors, visitors driving on campus struck or crushed by vehicles.		
<b>Pre-Controlled Risk Level:</b>		
Medium		
<b>Controls:</b>		
<b>Infrastructural (Design, Layout, Provision)</b> TUS will ensure that all internal vehicle traffic areas are planned, designed, constructed & set out in compliance with the relevant applicable nationally recognised codes of practice. TUS through the Campus Estates Department will ensure vehicle traffic routes and parking spaces are designed and provided 'fit for purpose' and in accordance with the National applicable regulations and relevant codes of practice.		
<b>General Requirements</b> Estates department staff will ensure that campus pedestrian walkways and road crossings are operationally fit for use for the normal day to day campus business operation.  TUS Staff & TUS approved contractors must wear High visibility jackets where working on campus traffic areas.  All staff, students, contractors and visitors must exercise care when driving into and out of the car park areas and walking around vehicles.  Staff & students are advised to walk in clearly identified designated walkways and cross at defined crossing points and to take adequate care in areas where traffic barriers exist.  All staff, students, contractors and visitors will take responsibility to park their cars in a reasonable and proper manner and to abide by the Campus Estates Department Parking policies and procedures.  Only trained staff are permitted to operate forklift trucks on campus (i.e. have successfully completed a training course and carry their licence). Local Unit/Department management should ensure that such operations are planned at such times when the likelihood of pedestrian traffic is low and put in place operational measures such as closing off certain areas for the duration of the traffic movement to eliminate the risk of contact with pedestrians. Drivers are required to sound the fork truck warning horns when approaching corners or exiting areas.  Contractors are required to follow the TUS Campus Estates Department rules		
<b>Responsibilities</b>		
TUS Campus Estates Department will ensure that the infrastructural safety control such as upkeep of pedestrian walkways, vehicle traffic areas and carparks are maintained fit for purpose and that they contain appropriate safety signage.		
All Midlands Campus staff, students, contractors, visitors have a duty to abide by local traffic rules and safety signage.		
Campus Unit/Department Management or their designated senior technician to ensure fork truck operations within their areas, are controlled in accordance with this risk assessment, & local Risk assessments.		
<b>Other Sources of Health &amp; Safety Documentation</b>		
TUS Midlands Campus Estates Department		
<b>Residual Risk Level: (Implementing the control measures results in a risk mitigation to the level shown in below)</b>		
Low		

 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Láir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Working at Height Midlands Campus</b>
	<b>Risk Assessment No.</b>	<b>19</b>
	<b>Risk Assessment Date</b>	<b>March 2023</b>
<b>Description of Item or Activity Under Assessment:</b>		
Working at height on the Athlone Midlands Campus includes a place, above or below ground level, where a person could be injured if they fell from that place or if an item was to strike them while working below ground (e.g. includes work on building roofs; on top of equipment access platforms; storage tanks, ladders etc.)		
<b>Persons at Risk</b>		
Staff and Contractors		
<b>Identified Hazards:</b>		
Working at Height, not in accordance with TUS or Campus Estates safety procedures; Objects dropped from height; Falls through fragile roofs.; Adverse Weather conditions when working at height.		
<b>Likelihood: <i>i.e. the Probability of an occurrence of the event</i></b>		
Likely, if no safe management procedures in place or unapproved working at height activities.		
<b>Consequence:</b>		
Fall from height or objects dropped from height striking those below, causing fatality, or serious injury		
<b>Pre-Controlled Risk Level:</b>		
High		
<b>Controls:</b>		
<b>Athlone Campus Infrastructural Areas (Working at Height)</b>		
Access to 'Work at Height' in Infrastructural areas such as i) 'Campus Building Roofs', ii) Building Elevations (e.g. Curtain Walling, Eaves, Facia, Soffit, Gutters, Drains), iii) Internal ceilings, services, fixtures and fittings of campus & iv) Below ground work (e.g. work within campus manholes) is controlled by the Campus Estates Department, 'Permit to Work System' which requires that:		
<ul style="list-style-type: none"> <li>- Any TUS Unit/Department, Member of Staff, Visitor or Contractor applying to 'Work at Height' in these areas must comply with the Campus Estates Department, Local Area Safety Statement, its Policies &amp; Procedures. (Note: Planned work must be risk assessed, supervised &amp; undertaken safely).</li> <li>- In relation to Athlone Campus Infrastructural areas requiring maintenance or service &amp; which can only be serviced by accessing and/or 'working at height'. These areas will contain 'Protection' (e.g. Protected Access Ladders) in accordance with Regulation 99 of the (General Application) Regulations 2007 (i.e. Protection of places of work at height).</li> </ul>		
<b>TUS Midlands Campus Units/Departments 'Working at Height'</b>		
Any Campus Unit/Department which as part of their operations, is requiring work activities to be undertaken that will involve either staff, or contractors performing 'work at height' activities, shall:-		
<ul style="list-style-type: none"> <li>- Where practicable, plan to avoid the need to 'work at height'.</li> <li>- Implement the guidance contained in the document "Guide to the Safety, Health and Welfare at Work, (General Application), Regulations 2007 Part 4: Work at Height: Published December 2007.</li> </ul>		
<b>Additional TUS Athlone Campus Control</b>		
<ul style="list-style-type: none"> <li>- The Campus Estates Department will ensure that all stairways, walkways and associated handrails are maintained in good condition so as to prevent falls from height.</li> <li>- Any Campus Unit/Department, member of staff or Contractor, approved to work at height on campus must ensure that material waste or other objects is not thrown down from the roof area/height to the ground below. Suitable chutes to a waste container must be provided for large amounts of waste.</li> <li>- Any Campus Unit/Department proposing to use or direct the use of Mobile Elevated Work Platforms (MEWPs) on Campus must have the requisite and up to date licence, certificates of inspection, training, &amp; risk assessment of the proposed work activity.</li> <li>- Ladders should only be used as work equipment where a risk assessment shows the use of other work equipment is not justified. The work at height regulations do not ban ladders but do require careful consideration to be given to their use. (Units/Departments proposing to use ladders should follow the Health and Safety Authority guidance information sheet "Using Ladders Safely").</li> </ul>		
<b>Responsibilities</b>		
TUS Midlands Campus Estates Department for Works to infrastructural Areas.		
TUS Midlands Campus Unit/Department management for their directed work at height.		
Staff & Contractors must adhere to Campus, and Unit/Department Safety Policies & Procedures.		
<b>Other Sources of Health &amp; Safety Documentation</b>		
TUS Parent Safety Statement section 4.29 Working at height policy		
<b>Residual Risk Level: <i>(Implementing the control measures results in a risk mitigation to the level shown in below)</i></b>		
Low		

 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Léir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Photocopy Rooms/ Standalone Photocopy Facilities</b>
	<b>Risk Assessment No.</b>	<b>20</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
<b>Description of Item or Activity Under Assessment:</b>		
TUS provided, & maintained, 1) Campus Photocopy Rooms 2) common use photocopiers located on corridors. Where these photocopiers are intended for staff and/or student use.		
<b>Persons at Risk</b>		
Staff and Students		
<b>Identified Hazards:</b>		
Poor Housekeeping, Manual Handling, fumes/dust, Electrical faults		
<b>Likelihood: <i>i.e. the Probability of an occurrence of the event</i></b>		
Likely, where poor housekeeping or lack of maintenance exists		
<b>Consequence:</b>		
injuries based on the identified hazards		
<b>Pre-Controlled Risk Level:</b>		
Low to Medium		
<b>Controls:</b>		
<b>H&amp;S Operational Management</b> <b>Photocopy rooms</b> – TUS Midlands Campus Units & Departments who control operational maintenance of these Photocopiers must ensure that: - Photocopy equipment (Servicing) - All equipment is serviced as per manufactures guidance. Photocopy equipment (Maintenance) - All equipment is maintained by competent member of staff. Waste Control - Waste cartridges are disposed of correctly in accordance with the Campus waste management policies & manufactures guidelines. Manual Handling – RAs must be completed for identified Manual Handling tasks & where necessary suitable systems (e.g. Trolleys) are to be provided & used by staff to move, transport, lift etc. All identified Staff Manual Handlers are to receive MH training as per TUS H&S requirements.		
<b>Ongoing Housekeeping</b> Ensure that any trailing cables are covered on the floor with cable covers or similar. Ensure that all passageways are kept free from obstruction at all times. Ensure that extension leads are not overloaded. Ensure that that fire escape routes & exits are not blocked and kept clear at all times.		
<b>Responsibilities</b>		
Campus IT Department for implementing H&S Operational Management controls		
Campus Housekeeping department for housekeeping cleaning controls.		
Staff and student users have a duty to use the machines correctly and apply good personal housekeeping standards for their work activities which involve using the photocopiers.		
<b>Other Sources of Health &amp; Safety Documentation</b>		
<b>Residual Risk Level: <i>(Implementing the control measures results in a risk mitigation to the level shown in below)</i></b>		
Low		




 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Léir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Mail Rooms and/or Departmental Main Distribution areas</b>
	<b>Risk Assessment No.</b>	<b>21</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
<b>Description of Item or Activity Under Assessment:</b>		
The provision & operation of Campus Post Room & Pigeon Hole areas/offices in any Campus Unit or department in relation to staff, visitors or student access or work activities.		
<b>Persons at Risk</b>		
Staff and Students, visitors		
<b>Identified Hazards:</b>		
Housekeeping, Manual Handling, and in certain cases Working at Height		
<b>Likelihood: i.e. the Probability of an occurrence of the event</b>		
Likely, if poor standard of design or housekeeping standards are not maintained.		
<b>Consequence:</b>		
Various types of injuries are possible based on the identified hazards and the probability of occurrence		
<b>Pre-Controlled Risk Level:</b>		
Medium		
<b>Controls:</b>		
<b>Infrastructural (Design, Layout, Provision)</b> TUS requires that all campus Post & Mail Rooms or Pigeon-Hole areas in offices are planned, designed, constructed fitted out in compliance with the applicable Building Standards, relevant applicable codes of practice' and provided 'fit for purpose' to ensure maintaining good standards of Health & Safety for staff, students or visitors whose activities involve accessing/working in these areas.		
<b>H&amp;S Operational Management</b> TUS Units/Departments who have management control over Post Rooms and/or Pigeon hole areas in offices must ensure that: - Risk assessments (RAs) are undertaken for work activities taking place in these areas. (Note: - this includes RAs for activities associated with operating mail room /equipment). Instrument/Equipment Maintenance - All equipment to be maintained by competent staff and records kept of repairs/maintenance etc. PPE – PPE requirements are controlled. Manual Handling – RAs are completed for identified Manual Handling tasks & that suitable systems (e.g. Trolleys) are provided & used by staff to move, transport, lift etc. All identified Manual Handlers are to receive MH training as per the requirements of the TUS MH Policy & Procedures. Working at Height -No items are stored above a height that requires the user to use Step stools without a risk assessment and the implementation of its control measures.		
<b>Ongoing Housekeeping</b> Ensure that any trailing cables are covered on the floor with cable covers or similar. Ensure that all passageways are kept free from obstruction at all times. Ensure that Multi-plug extension leads are not overloaded. Ensure that chairs/tables are not used to access higher areas. Use step ladders/step stools. Ensure that that fire exits must be kept clear at all times.		
<b>Provision for Fire Safety &amp; Evacuation</b> <b>Fire detection &amp; Evacuation Alarm</b> - The Athlone Campus has in place a fire detection and alarm management system for rooms/areas and which is connected to the main Campus system, (a managed fire detection & evacuation alarm system). <b>Fire Exits &amp; Escape Routes</b> – Suitable & sufficient Escape Routes & Fire Exits are provided. <b>Fire Evacuation &amp; Procedures</b> – Campus Fire Evacuation Procedures are in place.		
<b>Responsibilities</b>		
TUS Midlands Campus Estates Department for Infrastructural works		
TUS Midlands Campus Unit/Department Managers who manage/control the operations of the Post Room for safety of operational management of Post Room		
<b>Other Sources of Health &amp; Safety Documentation</b>		
Residual Risk Level: <i>(Implementing the control measures results in a risk mitigation to the level shown in below)</i>		
Low		

 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Léir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Midlands Campus Laboratories (General Chemical)</b>
	<b>Risk Assessment No.</b>	<b>22</b>
	<b>Risk Assessment Date</b>	<b>March 2023</b>
<b>Description of Item or Activity Under Assessment:</b>		
Staff, Students whose work or study activities, include access, &/or work in Campus Laboratories		
<b>Persons at Risk</b>		
Staff and Students, visitors		
<b>Identified Hazards:</b>		
Chemicals Agents, fire, gas explosion, Electrical, Equipment-ovens, heating plates, centrifuges Human Factor etc.		
<b>Likelihood: i.e. the Probability of an occurrence of the event</b>		
Likely, if poor standard of design or Local safety procedures not in place.		
<b>Consequence:</b>		
Various types of injuries are possible based on the identified hazards and the probability of occurrence		
<b>Pre-Controlled Risk Level:</b>		
Medium to High		
<b>Controls:</b>		
<b>Infrastructural (Design, Layout, Provision)</b> TUS requires that all Campus Academic Laboratories are planned, designed & laid out to comply with the requirements of the appropriate building standards and the relevant applicable codes of practice' and provided 'fit for purpose' to ensure good standards of Health & Safety for staff & students whose activities involve accessing/working in any of these facilities.		
<b>Laboratory Furniture &amp; Materials</b> <b>Equipment</b> Where applicable & under European & National Legislation, all laboratory equipment/instruments purchased must be CE compliant & installed in line with the manufacturer's instructions and/or current best practice. Prior to any plan to operate Equipment in Campus Laboratories, the relevant Unit/Department must adhere to the requirements of the Safety, Health and Welfare legislation, its Regulations and relevant Codes of Practice (COPs). This will include requirements for <i>(Note: The items presented immediately below is by no means an exhaustive list but it gives an indication of the many H&amp;S requirements for operating equipment):</i> - <b>Electrical Services</b> – TUS Midlands Campus Estates Department will ensure electrical services are installed in accordance with the requirements of the Electro-Technical Council of Ireland (ETCI) rules & being properly marked and identified. <b>Fume/vapour extraction</b> – Campus Estates Department will work closely with Units/Departments to ensure laboratories have in place the appropriate extract and vapour extract systems to permit the removal of air for general comfort, removal of contaminated air, fume cupboards exhausting air from the laboratory, and local exhaust for specific purposes.		
<b>Materials</b> <b>Chemicals/Solvents (Hazardous Substances)</b> -Chemicals and solvents-suitable storage containers & cabinets should be provided to store the daily requirements of chemicals and solvents (particularly unstable flammable substances) within the laboratory. <b>Chemical spill</b> - Each laboratory where there are hazardous substances in use must have a chemical spill kit. This kit should include the necessary quantity of neutralising chemicals, absorbents, disinfectants, personal protective equipment and other equipment needed to effectively deal with the spill. Designated Staff shall be trained in their use. <b>Hazardous Waste Disposal</b> - Hazardous Waste disposal which include flammable liquids, broken glass, sharps, biomedical waste, strongly reactive materials and toxic chemicals should be separated and segregated into specific containers for disposal in accordance with Campus requirements and good practice.		
<b>Furniture</b> All furniture including Work Lab Benches must be suitably designed for the tasks for which it is to be used. Benches are constructed so that they can support the equipment or instruments that may be placed on them. The surfaces are smooth, impervious, and easy to clean and resist corrosion.		



Staff & Student circulation areas/spaces between benches or equipment are constructed and installed to have sufficient clearance to allow for the safe access and egress of persons using the laboratory.
<p><b>H&amp;S Operational Management</b></p> <ul style="list-style-type: none"> <li>• Units/Departments in control of Campus Laboratories must ensure: -</li> <li>• Risk assessments (RAs) are undertaken for work activities taking place in a laboratory (Note: - this includes RAs for activities associated with operating instruments/equipment).</li> <li>• Risk assessments are undertaken for the laboratories and ancillary support areas (e.g. chemical prep room) areas coming under their management control.</li> <li>• Instrument/Equipment Maintenance - All equipment to be maintained by competent staff and records kept of repairs/maintenance etc.</li> <li>• PPE – PPE requirements are controlled as per the TUS requirements.</li> <li>• Manual Handling – RAs are completed for identified Manual Handling tasks &amp; that suitable systems (e.g. Trolleys) are provided &amp; used by staff to move, transport, lift etc. All identified Manual Handlers are to receive MH training as per the requirements of the TUS MH Policy &amp; Procedures.</li> <li>• Lone Working - Management must ensure that staff &amp; Student follow adhere to the campus lone/out of hours Policy and Procedure.</li> <li>• Safety induction talks and Instructions - Safety induction/training &amp; Instructions should be provided to students by the relevant tutor/lecturer prior to Laboratory admittance, in particular where there are significant risks for new or inexperienced users of potentially dangerous activities.</li> </ul>
<p><b>Provision for Fire Safety &amp; Evacuation</b></p> <p><b>Fire detection &amp; Evacuation Alarm</b> – The Campus has in place a fire detection and alarm management system for Laboratories and which is connected to the main Campus system, (a managed fire detection &amp; evacuation alarm system).</p> <p><b>Fire Exits &amp; Escape Routes</b> – Suitable &amp; sufficient Escape Routes &amp; Fire Exits are provided and maintained from laboratories.</p> <p><b>Fire Evacuation &amp; Procedures</b> – Campus Fire Emergency Evacuation Procedures are in place, to allow persons to evacuate laboratories and to get to the external assembly points.</p> <p><b>Special Fire Precaution Measures</b></p> <p>As required by TUS, fire safety management system, fuel shut down system-special gas systems are fitted with automatic shutdown and vent to atmosphere. Systems are linked to the fire alarm.</p> <p>Electrical systems-all electrical services are properly marked and identified and located in such an area as to be accessible to enable disconnection in the event of an emergency.</p>
<p><b>Emergency First Aid</b></p> <p>Each laboratory should identify the necessary first-aid personnel to be contacted and the first-aid safety equipment to be used in the event of an emergency. This should include the following:</p> <ul style="list-style-type: none"> <li>- Where risk has assessed 'Emergency eye wash fountain 'and/or Emergency shower or for lower risk laboratories - eye wash bottles, Specific neutralising treatment/antidotes, , Suitable fire extinguishers and blankets, Safety goggles, glasses, aprons and gloves, Suitable protective clothing, First-aid kit. - SDS on substances available.</li> </ul>
<b>Responsibilities</b>
The Campus Estates Department for Infrastructural safety control measures
Head of Faculty/Department, Research Directors for implementing H&S Operational Management systems including local safety controls which can be presented in a local area safety statement or risk assessments.
Students must adhere to all department/lecturer directed safety rules &, requirements.
<b>Other Sources of Health &amp; Safety Documentation</b>
TUS Parent Safety Statement Section 4.4 Chemical agents including carcinogens and Section 5 of this TUS Midlands Campus Safety Statement.
Residual Risk Level: <i>(Implementing the control measures results in a risk mitigation to the level shown in below)</i>
Low

 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Láir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Workshops – (Academic Workshops)</b>
	<b>Risk Assessment No.</b>	<b>23</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
<b>Description of Item or Activity Under Assessment:</b>		
Staff , Students whose work, academic learning, academic demonstration, practical work , and research activities take place in Campus Workshops		
<b>Persons at Risk</b>		
Staff and Students, visitors		
<b>Identified Hazards:</b>		
Machinery/Equipment (e.g. moving parts, lifting equipment), Chemicals, fire, gas explosion, Electrical, Equipment, cramped conditions, lighting, ventilation, Noise , Human Factor etc.		
<b>Likelihood: i.e. the Probability of an occurrence of the event</b>		
Likely, if poor standard of design, or layout of equipment or lack of adequate H&S controls		
<b>Consequence:</b>		
Various types of injuries are possible based on the identified hazards and the probability of occurrence		
<b>Pre-Controlled Risk Level:</b>		
Medium to High		
<b>Controls:</b>		
<b>Infrastructural (Design, Layout, Provision)</b> TUS will ensure that all Midlands Athlone Campus Academic Workshops for design, layout and provision will comply with the requirements of the Building Regulations and the relevant applicable codes of practice', provided 'fit for purpose' to ensure good standards of Health & Safety for staff & students whose activities involve accessing/working in any of these facilities.		
<b>Workshop Equipment, Materials &amp; Furniture</b> <b>Equipment</b> Equipment purchased must be CE compliant & installed in line with the manufacturer's instructions and/or current best practice. Prior to any plan to operate Equipment in campus workshops, the relevant Unit/Department must adhere to the requirements of the Safety, Health and Welfare legislation, its Regulations and relevant Codes of Practice (COPs). This will include requirements for <i>(Note: The items presented immediately below is by no means an exhaustive list but it gives an indication of the many H&amp;S requirements for operating equipment):</i> - <b>Guarding</b> - where required by regulation or manufacturer/supplier, machinery/equipment must be fitted with guarding to protect against moving and/or rotating parts etc. <b>Electrical Services</b> – All electrical services must be installed in accordance with the requirements of the Electro-Technical Council of Ireland (ETCI) rules & being properly marked and identified. <b>Emergency Stops</b> – Workshops must have emergency stops or pull cords fitted in high visibility areas/on the machine/s to enable operators to shut the machine down in the event of an emergency. <b>Dust/fume extraction</b> - Where appropriate and/or as determined by risk assessment, dust/fume extraction systems must be installed to remove waste debris generated by operating equipment which produces any hazardous dust, fumes or vapour. <b>Circulation Areas/Spaces between Benches or Equipment</b> - Sufficient clearance to be provided to allow for the safe access and egress of persons using the laboratory. The width between parallel benches should be sufficient to allow two persons to work unhindered and allow safe access and egress. <b>Use of oxygen/acetylene gases</b> – 1) For fixed gas installation required for use in the workshop, they must be fitted with automatic shutdown valves and vented to an atmosphere, which in turn is linked to the fire alarm system. Flame arrestors must be installed as part of the system & Pipework must be colour coded. 2) For cylinder use in the workshop, associated operations must comply with campus compressed gas procedures. <b>Materials</b> Chemicals/Solvents (Hazardous Substances) - Suitable storage cabinets should be provided to store the daily requirements of chemicals and solvents (particularly flammable substances) within the workshop.		

**Chemical spill** - There should be a chemical spill kit present in workshops where there are hazardous substances. This kit should include the necessary quantity of neutralising chemicals, absorbents, disinfectants, personal protective equipment and other equipment needed to effectively deal with the spill. Staff must be trained in their use.

**Chemical Solvent (Hazardous Substances) Disposal** - Chemical disposal-hazardous materials which include flammable liquids, strongly reactive materials and toxic chemicals should be separated and segregated into specific containers for disposal.

#### **Furniture**

All furniture including Benches must be suitably designed for the tasks for which it is to be used.

Circulation areas/spaces between furniture and equipment will be provided to permit sufficient clearance to allow safe access and egress of persons using the room.

Where required for work operations suitable vices should be fitted to benches & be appropriate to the tasks to be undertaken. Work surfaces should be appropriate to the task.

#### **H&S Operational Management**

- TUS Midlands Campus Units/Departments who have Management control over campus Workshops must ensure: -
- Risk assessments (RAs) are undertaken for work all work activities taking place in a workshop (Note: - this includes RAs for activities associated with operating work equipment).
- Risk assessments are undertaken for workshop areas coming under their management control.
- Equipment Maintenance - All equipment to be maintained by competent staff and records kept of repairs/maintenance etc.
- PPE – PPE requirements and provisions are controlled.
- Manual Handling – RAs are completed for identified Manual Handling tasks & that suitable systems (e.g. pulleys/ trolleys) are provided & used by staff to move, transport, lift etc. All identified Manual Handlers are to receive MH training as per the requirements of the Campus MH Policy & Procedures.
- Lone Working - Management must ensure that staff & Student follow adhere to the campus lone/out of hours Policy and Procedure.

Safety induction talks and Instructions - should be provided to students by the relevant tutor/lecturer prior to workshop admittance.

#### **Provision for Fire Safety & Evacuation**

**Fire detection & Evacuation Alarm** - The Midlands Athlone Campus has in place a fire detection and alarm management system for Workshops and which is connected to the main campus system, (a managed fire detection & evacuation alarm system).

**Fire Exits & Escape Routes** – Suitable & sufficient Escape Routes & Fire Exits are provided and maintained from Workshops.

**Fire Evacuation & Procedures** - Campus Fire Emergency Evacuation Procedures are in place, to allow persons to evacuate workshops and to get to the external assembly points.

#### **Special Fire Precaution Measures**

As required by TUS fire safety management system, fuel shut down system-special gas systems are fitted with automatic shutdown and vent to atmosphere. Systems are linked to the fire alarm.

Electrical systems-all electrical services are properly marked and identified and located in such an area as to be accessible to enable disconnection in the event of an emergency.

#### **Emergency First Aid**

TUS Midlands Campus Units/Departments controlling workshops must identify the necessary first-aid personnel to be contacted and the first-aid safety equipment to be used in the event of an emergency.

#### **Responsibilities**

The TUS Midlands Campus Estates Department for Infrastructural safety control measures


Head of Faculty/Department for implementing TUS and Campus safety management systems and local safety controls which can be documented in a local area safety statement or risk assessments.


Students must adhere to all department/lecturer directed safety rules &, requirements.

#### **Other Sources of Health & Safety Documentation**


Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Léir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Computer Laboratories/ Rooms</b>
	<b>Risk Assessment No.</b>	<b>24</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
<b>Description of Item or Activity Under Assessment:</b>		
Staff or students who as part of their work or study activities use & operate the computer equipment in Midlands Campus Computer laboratories		
<b>Persons at Risk</b>		
Staff and Students, visitors		
<b>Identified Hazards:</b>		
Slips, trips, falls; Damaged furniture; Inadequate ventilation ;Inadequate lighting ; Eye strain/fatigue ; Poor posture		
<b>Likelihood: i.e. the Probability of an occurrence of the event</b>		
Likely, if poor standard of design, Layout or good standards of housekeeping are not being maintained.		
<b>Consequence:</b>		
Various types of injuries are possible based on the identified hazards and the probability of occurrence		
<b>Pre-Controlled Risk Level:</b>		
Low to High		
<b>Controls:</b>		
<b>Infrastructural (Design, Layout, Provision)</b> TUS will ensure that Midlands Campus Computer Laboratories are planned, designed & laid out to comply with the requirements of the Building Regulations and the relevant applicable codes of practice' and provided 'fit for purpose' to ensure good standards of Health & Safety for staff & students whose activities involve accessing/working in any of these facilities.		
<b>Equipment &amp; Furniture</b> <b>Equipment</b> – Where applicable under European & National Legislation, all equipment purchased must be CE compliant & installed in line with the manufacturer's instructions and/or current best practice. <b>Furniture</b> (Computer work benches & chairs) – all furniture will be suitably designed for the tasks for which they are to be used. Circulation areas/spaces between furniture and equipment will be provided to permit sufficient clearance to allow safe access and egress of persons using the room. Keyboard and surrounding surfaces should be of matt finish to prevent glare.		
<b>Provision for Fire Safety &amp; Evacuation</b> <b>Fire detection &amp; Evacuation Alarm</b> - The Midlands Campus has in place a fire detection and alarm management system for all Computer Laboratories and which is connected to the main Campus system, (a managed fire detection & evacuation alarm system). <b>Fire Exits &amp; Escape Routes</b> – Suitable & sufficient Escape Routes & Fire Exits are provided and maintained from Computer laboratories. <b>Fire Evacuation &amp; Procedures</b> – Midlands Campus Fire Emergency Evacuation Procedures are in place, to allow persons to evacuate computer laboratories and to get to the external assembly points.		
<b>Ongoing Housekeeping</b> Ensure that any trailing cables are covered on the floor with cable covers or similar. Ensure that all passageways are kept free from obstruction at all times. Ensure that Multi-plug extension leads are not overloaded. Ensure that chairs/tables are not used to access higher areas. Use step ladders/step stools. Ensure that VDUs are kept in a good state of repair and cleanliness. Ensure that that fire exits must be kept clear at all times.		
<b>Responsibilities</b>		
The Campus Estates Department for Infrastructural safety control measures		
The IT Department for Provision, set up and ongoing maintenance of computer equipment		
Staff and students have a duty to comply with lab rules		
<b>Other Sources of Health &amp; Safety Documentation</b>		
<b>Residual Risk Level: (Implementing the control measures results in a risk mitigation to the level shown in below)</b>		
Low		

 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Láir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Lecture Theatres and Lecture Rooms</b>
	<b>Risk Assessment No.</b>	<b>25</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
<b>Description of Item or Activity Under Assessment:</b>		
Staff or students who as part of teaching/lecturing learning activities in campus lecture theatres, lecture rooms, class rooms		
<b>Persons at Risk</b>		
Staff and Students, visitors		
<b>Identified Hazards:</b>		
Slips, trips, falls; Damaged furniture; Inadequate ventilation ;Inadequate lighting ; Poor posture		
<b>Likelihood: i.e. the Probability of an occurrence of the event</b>		
Likely, if poor standard of design, Layout or good standards of housekeeping are not being maintained.		
<b>Consequence:</b>		
Various types of injuries are possible based on the identified hazards and the probability of occurrence		
<b>Pre-Controlled Risk Level:</b>		
Low to Medium		
<b>Controls:</b>		
<b>Infrastructural (Design, Layout, Provision)</b> TUS will ensure that Midlands Campus Lecture theatres/rooms are planned, designed & laid out to comply with the requirements of the Building Regulations and the relevant applicable codes of practice' and provided 'fit for purpose' to ensure good standards of Health & Safety for staff & students whose activities involve accessing/working in any of these areas/rooms.		
<b>Provision of Furniture &amp; Equipment</b> <b>Equipment</b> – All equipment provided will comply with the requirements of the relevant EN standards, be installed in accordance with the manufacturer's instructions and/or current best practice and in compliance with appropriate electrical standards. Installation and Layout will adhere to the requirements of the Building Regulations. <b>Furniture</b> (Lecterns, seating & Tables) – all furniture will be suitably designed for the tasks for which they are to be used. Circulation areas/spaces between furniture and equipment will be provided to permit sufficient clearance to allow safe access and egress of persons using the room.		
<b>Provision for Fire Safety &amp; Evacuation</b> <b>Fire detection &amp; Evacuation Alarm</b> - The Midlands Campus has in place a fire detection and alarm management system for all Computer Laboratories and which is connected to the main Campus system, (a managed fire detection & evacuation alarm system). <b>Fire Exits &amp; Escape Routes</b> – Suitable & sufficient Escape Routes & Fire Exits are provided and maintained from Computer laboratories. <b>Fire Evacuation &amp; Procedures</b> – Campus Fire Emergency Evacuation Procedures are in place, to allow persons to evacuate from these areas and to get to the external assembly points.		
<b>Ongoing Housekeeping</b> Ensure that all passageways are kept free from obstruction at all times. Ensure that that fire exits must be kept clear at all times.		
<b>Maintenance Management</b> All lighting will be maintained to obtain appropriate best practice levels of lux in the lecture rooms. Any broken or defective furniture to be reported to the Estates Office		
<b>Responsibilities</b>		
The Campus Estates Department for Infrastructural safety control measures		
Campus Unit/Department Managers whose staff use these facilities are responsible for ensuring their reporting staff and students adhere to in-place safety rules, Parent Safety Statement & any local area safety rules.		
Staff & Students have a duty to adhere to in place safety rules & requirements.		
<b>Other Sources of Health &amp; Safety Documentation</b>		
<b>Residual Risk Level: (Implementing the control measures results in a risk mitigation to the level shown in below)</b>		
Low		



 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Léir Technological University of the Shannon: Midlands/Midwest	<b>Risk Assessment of:</b>	<b>Campus Library</b>
	<b>Risk Assessment No.</b>	<b>26</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
<b>Description of Item or Activity Under Assessment:</b>		
The provision of and operation of the campus Library to facilitate & support Staff & Students whose activities include either working or studying in the areas.		
<b>Persons at Risk</b>		
Staff and Students, visitors		
<b>Identified Hazards:</b>		
Tripping/slipping and falling; Manual handling, Equipment, Human Factor etc		
<b>Likelihood: i.e. the Probability of an occurrence of the event</b>		
Likely, if poor standard of design, Layout or good standards of housekeeping or local safety procedures are not being maintained.		
<b>Consequence:</b>		
Various types of injuries are possible based on the identified hazards and the probability of occurrence		
<b>Pre-Controlled Risk Level:</b>		
Low to Medium		
<b>Controls:</b>		
<b>Infrastructural (Design, Layout, Provision)</b> TUS has ensured that Midlands Campus Library is designed & laid out to comply with the requirements of the Building Regulations and the relevant applicable codes of practice' and provided 'fit for purpose' to ensure good standards of Health & Safety for staff & students whose activities involve accessing/working in the Library.		
<b>Provision of Furniture &amp; Equipment</b> <b>Equipment</b> – All equipment provided will comply with the requirements of the relevant EN standards, be installed in accordance with the manufacturer's instructions and/or current best practice and in compliance with appropriate electrical standards. Installation and Layout will adhere to the requirements of the Building Regulations. <b>Furniture</b> (Lecterns, seating & Tables) – all furniture will be suitably designed for the tasks for which they are to be used. Circulation areas/spaces between furniture and equipment will be provided to permit sufficient clearance to allow safe access and egress of persons using the room.		
<b>Provision for Fire Safety &amp; Evacuation</b> <b>Fire detection &amp; Evacuation Alarm</b> - The Midlands Campus has in place a fire detection and alarm management system for the library s and which is connected to the main Campus system, (a managed fire detection & evacuation alarm system). <b>Fire Exits &amp; Escape Routes</b> – Suitable & sufficient Escape Routes & Fire Exits are provided and maintained from the library. <b>Fire Evacuation &amp; Procedures</b> – Campus Fire Emergency Evacuation Procedures are in place, to allow persons to evacuate from these areas and to get to the external assembly points.		
<b>Ongoing Housekeeping &amp; Maintenance Management</b> Ensure that any trailing cables are covered on the floor with cable covers or similar. Ensure that all passageways are kept free from obstruction at all times. Ensure that Multi-plug extension leads are not overloaded. Ensure that chairs/tables are not used to access higher areas. Use step ladders/step stools. Ensure that VDUs are kept in a good state of repair and cleanliness. Ensure that that fire exits must be kept clear at all times.		
<b>H&amp;S Operational Management</b> Library Management will ensure: <ul style="list-style-type: none"> <li>- risk assessments are undertaken for the work activities &amp; areas that come under their control.</li> <li>- Library staff will be given Manual handling training in manual handling techniques.</li> <li>- Suitable systems (e.g. Book trollies) are provided &amp; Used by Staff to move, transport, lift etc.</li> <li>- that for weekends where there is a reduction in the available first Aiders on campus, that sufficient staff first aid provision are in place.</li> <li>- That in relation to Lone Working , will ensure that staff &amp; Student follow adhere to the Campus lone/out of hours Policy and Procedure.</li> </ul>		
<b>Responsibilities</b>		
The TUS Midlands Campus Estates Department for provision of infrastructure.		


TUS Library management are responsible for H&S operational management, must implement the relevant parts of the Parent Safety statement for work activities & in areas coming under their control. (Note: - This includes risk assessments for their work activities).

Staff & Students have a duty to adhere to the library in place safety rules

Other Sources of Health & Safety Documentation

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Láir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Compressed Gases – Storage, Handling &amp; Usage on the Midlands Campus</b>
	<b>Risk Assessment No.</b>	<b>27</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
<b>Description of Item or Activity Under Assessment:</b>		
TUS Midlands Campus Units (Faculties, Departments, including Campus Companies) using compressed gas or equipment supplied by compressed gas cylinder locally or via gas pipelines from any campus gas storage compounds. Unit/Department activities can include storing, handling and/or using by daily users and those who only occasionally have cause to use the compressed gas, compressed gas cylinders or equipment that uses compressed gas.		
<b>Persons at Risk</b>		
Staff, students, un-approved users, general campus population		
<b>Identified Hazards:</b>		
<b>Fire &amp; Explosion</b>		
<i>Likelihood: i.e. the Probability of an occurrence of the event</i>		
Likely, if no proper safety procedures in place		
<b>Consequence:</b>		
Various types of injuries are possible based on the identified hazards and the probability of occurrence		
<b>Pre-Controlled Risk Level:</b>		
Medium to High		
<b>Controls:</b>		
<b>Infrastructural (Design, Layout, Provision)</b> TUS requires that all midland campus infrastructure provided to supply compressed gas (delivered by TUS approved supplier) from onsite compressed gas cylinders, including its pipeline networks, are serviced and maintained fit for purpose. <i>(Note: - the compressed gas infrastructure includes External Gas compound/stores, gas lines networks supplying the laboratories/workshops and gas detection and alarm systems linked to the Campus fire detection &amp; alarm systems and infrastructural manual/automated gas supply shutdown systems. It does not cover any compressed gas cylinders or pressure vessels that use the Athlone Campus provided infrastructure).</i> TUS requires that Midlands campus Gas Storage Compounds, Gas Storage Bays, Storage Cages are designed in accordance with the requirements of the Building Regulations and the relevant applicable codes of practice' for the purpose of providing 'fit for purpose' storage of Compressed Gas cylinders or similar and for ensuring the maintenance of good standards of Health and Safety for campus users such as Faculties, Departments or TUS Units.		
<b>Infrastructure – (Ongoing Management)</b> TUS will ensure that the midlands campus management engage competent external professional services to maintain and to service the infrastructural pipeline networks, their regulators, gas detection and alarm systems in accordance with statutory requirements. Where necessary compressed gas users within relevant laboratories or workshops will be made aware of any necessary infrastructural Gas Emergency protocols and measures that are in place for their local operations/use of compressed gas.		
<b>Staff, Using, Handling and Storing Compressed Gas Cylinders</b> Where any TUS Unit/Department makes arrangements to bring on campus, compressed gas cylinders, for the purpose of supplying or powering equipment for activities under their control, they shall ensure that it complies with the campus Policy "Compressed Gases – Storage, Handling and Usage"		
<b>Responsibilities</b>		
TUS Midlands Campus Estates Department for the implementation of infrastructural controls.		
TUS Midlands Campus Departments /Units whose work activities involve Storing Handling and/or using Compressed Gas must adhere to the campus Policy "Compressed Gases – Storage, Handling and Usage "		
Staff, Researchers, Students and Visitors have a duty to comply with Local Unit/Department safety rules for compressed gas work.		
<b>Other Sources of Health &amp; Safety Documentation</b>		
"Compressed Gases – Storage, Handling and Usage – Midlands Campus Requirements "		
<b>Residual Risk Level: (Implementing the control measures results in a risk mitigation to the level shown in below)</b>		
Low		



**TUS**Ollscoil Teicneolaíochta na Sionainne:  
Lár Tíre, An tIarthar Láir  
Technological University of the Shannon:  
Midlands Midwest**Risk Assessment of:****Chemical/Solvents Hazardous  
Substances (Small Amounts) - Storage  
(Cupboards & Cabinets)****Risk Assessment No.****28****Risk Assessment Date****March 2023****Description of Item or Activity Under Assessment:**

This risk assessments relates to the need to store 'Small Amounts' of chemicals/solvents (Hazardous substances) by any TUS Midlands Campus Unit/Department who uses these substances as part of its directed business operations. It is not intended to deal with larger quantities of hazardous substances held in places such as Chemical Laboratories, Workshops or designated Chemical Store Rooms. Storage areas included under this risk assessment include *a small office chemical storage cupboard or workshop store/storage cupboard. This risk assessment does not deal with bulk storage of hazardous chemicals.*

**Persons at Risk**

TUS Midlands Campus Faculty, Department Unit staff, & any campus person accessing the store or cupboard.

**Identified Hazards:**

Inappropriate Storage of chemicals (e.g. incompatible chemicals stored together), Spillage of chemicals or solvents, handling of deliveries, undertaking work in a chemical store.

**Likelihood: i.e. the Probability of an occurrence of the event**

Likely, if poor standard of design or noncompliance with chemical regulations.

**Consequence:**

Various types of injury could occur, that range from minor to serious

**Pre-Controlled Risk Level:**

Medium to High

**Controls:**

Note : - Prior to considering storage, a Unit/Department should minimise the amount of chemicals & solvents kept in the work area, ensuring they do not exceed the requirements for day-to-day use.

TUS requires that the storage of small amounts of Chemical/Solvents Hazardous Substance by any Midlands campus Unit/Department must comply with the requirements set out below: \_

1) Each Unit/Department must prepare a list of chemicals, it has in its possession (Note: chemicals can be individual substances (e.g. acetone or petrol) or mixtures / products (e.g. paint or degreasers).

2) Record chemical information on a Chemical Inventory.

Check the label on any chemical containers, the safety data sheet (SDS) or any documentation which came with the chemical to help identify it. Instructions on safe storage of chemicals can be found in Section 7 of an SDS sheet.

3) Chemicals/Solvents (Hazardous Substances) should be stored under appropriate conditions, taking into account the Chemicals specific properties. When storing chemicals, Units/Departments must consider the compatibility of different chemicals. For example,

-Oxidizing chemicals should be kept separate from flammable liquids or flammable chemicals.

-Keep all toxic chemicals in cupboards and secure where appropriate.

-Do not store or use acids with bleach i.e. solutions containing hypochlorite.

-Avoid using agents containing hydrofluoric acid which is quite toxic & needs specialised storage.

4) Limit the amount of chemicals stored in the chemical Storage Cupboards or Cabinets. Do not attempt to Bulk Store chemicals anywhere but a Campus designated approved Chemical Bulk Store.

5) Ensure the Storage (Cupboards/Cabinets) are of appropriate construction, nature & integrity, constructed fit for purpose for the Hazardous Substances they are intended to store.<sup>1</sup>

Ensure that designated storage locations for toxic (poisonous), carcinogens, flammable or explosive chemicals meet statutory requirements e.g. poisons in secure storage, flammable solvents in purpose built flammable liquid cabinets; acids in dedicated acid resistant storage cabinets. (N.B. Nitric acid must be isolated from other acids).

Water reactive chemicals must be kept away from moisture sources. Chemicals must be protected from sunlight. Where practicable, secondary storage containers should be used to minimise the hazard from leakage or breakage of primary containers.<sup>6</sup>

6). Avoid exposure of chemicals to heat or direct sunlight, as it may lead to the deterioration of storage containers as well as the degradation of the chemicals.

7. Hazardous substance cupboards, cabinets and bins should be marked to indicate their contents e.g. Highly Flammable, Acids, Oxidisers.

8) Containers should be clearly marked to indicate, contents and the degree of flammability, toxicity.

9) Store all hazardous liquid chemicals in drip trays or secondary containers that are chemically resistant.

'Photographic trays' can provide good containment for some chemicals, others may require different plastics (solvent resistant), metal (stainless steel) or even glass.

10. Ensure caps & lids on all chemical containers are tightly closed to prevent evaporation of contents.
11. A stock rotation system should be used, the oldest containers are removed from store first. As a guideline, if date-marked, substances must be used or disposed of by the 'use by' or 'disposal date'.
12. All stored containers should be periodically inspected to ensure the packaging is in good condition and there are no leaks. If a leak is found, the container should be removed to a safe place and its contents transferred to another container.
13. Refrigerators used for storing chemicals must be appropriately labelled.  
Drip trays or fridge boxes should be used to prevent chemicals stored in refrigerators from being accidentally broken and to contain any spills (cardboard boxes are not suitable).  
Refrigerators and freezers must be regularly defrosted to prevent the build-up of ice.
14. Only suitably trained persons are to have access to the Cabinets & Cupboards.
15. Ensure staff have received & use the correct PPE for Handling, using and storing the chemicals.
16. Ensure procedures and supplies are in place to deal with chemical spillages. i.e. Chemical Spill Kits.
17. Each store should contain the risk assessment and control measures in place for it.

#### **18.Storage of Flammable liquids/solvents (Not with Oxidisers)**

Should be stored in dedicated non-combustible steel cabinet to EN-14470-1. Small quantities only should be stored (maximum 5 one litre containers) with workshops permitted to store up to a max of 50L in the cabinet. All storage cabinets should be fitted with a means to contain any leaks.<sup>2</sup>

#### **19.Storage of Pesticides**

Pesticides can include preparations that contain chemical and/or biological agents.

They should be stored in their original packaging.

Use non-combustible materials (e.g. steel cabinets) – Do not use wooden shelving or leave containers in supplier cardboard boxes.

The storage or environmental or chemical cupboard must be labelled as a pesticide storage unit and furnished with the label Pesticides – no access to unauthorised personnel.

Environmental cupboards should have the environmental symbol, meaning that the sump trays are correspondingly leak-proof.

In these cupboards, the storage capacity of the shelves must be taken into consideration. When storing pesticides 10 % of the storage quantity and at least the volume of the largest container must be caught in the event of a leak. If you are in a water protection zone, the sump trays must be able to take up the entire storage quantity. In this case, it can be necessary to fit the cupboards with larger shelves.<sup>3,4,5</sup>

#### **20.Storage of Corrosives**

Use approved corrosive storage cabinets (constructed of chemically resistant components) for storing acids and bases. These should ideally be connected to exhaust ventilation. All corrosives should be stored where ever possible in sealed, air-impermeable containers. Therefore, containers with tight-fitting caps are necessary and containers with loose fitting lids or glass stoppers should not be used.<sup>2</sup>

### **Responsibilities**


TUS Midlands Campus Unit/Departmental managers of Units who use these substances as part of their TUS directed business operations. They must ensure that the above controls for stores are implemented.


### **Other Sources of Health & Safety Documentation**

1. *Your steps to chemical safety: A guide for small business: The Health and Safety Authority of Ireland*
  2. *Chemical Safety Guidance: Safe Storage of Hazardous Chemicals in Stockrooms, Workshops and Laboratories: Occupational Health and Safety Service HSD051C (rev3): 2017: University of Cambridge.*
  3. *Irish Agri. Supply Industry Standards: Requirements for the Design and Construction of Pesticides Stores: Rev 10 October 2016*
  4. *Storage and Record Keeping Requirements for End Users of Professional use Plant Protection Products: Pesticide Controls Division Department of Agriculture Food and the Marine Backweston Campus Celbridge Co Kildare: January 2014*
  5. *Storage Of Water Hazardous Liquids In Environmental And Chemical Cupboards: General Regulatory Requirements And Definitions: kaiserkraft products: Accessed 2018*
- UCC Department Safety Statement Document No.2: Requirements for the Control of Hazards and Risks SECTION 18.31.0: Chemicals: Rev.3: 2006

**Residual Risk Level:** *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Léir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Asbestos</b>
	<b>Risk Assessment No.</b>	<b>29</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
<b>Description of Item or Activity Under Assessment:</b>		
Any location on the Midlands Campus Athlone where Asbestos may exist and in particular to any infrastructural elements of existing campus buildings such as roof tiles or gutters or drain pipes.		
<b>Persons at Risk</b>		
TUS Midlands Campus Staff, Contractor Staff, & any unauthorised Person disturbing ACMs		
<b>Identified Hazards:</b>		
A serious risk may arise if an attempt is made to remove or interfere with Asbestos without first taking adequate precautions to ensure that staff and others are not exposed to air borne fibres.		
<b>Likelihood: i.e. the Probability of an occurrence of the event</b>		
Likely, if untrained persons work unaware on infrastructural items that contain Asbestos		
<b>Consequence:</b>		
Asbestos-related life-threatening diseases such as asbestosis		
<b>Pre-Controlled Risk Level:</b>		
High		
<b>Controls:</b>		
<b>Infrastructural</b> For any part of the TUS Midlands Campus Athlone Infrastructure containing Asbestos, TUS will engage competent external Asbestos Specialist/Consultant to advise TUS on the appropriate safe action to undertake to ensure TUS complies with the applicable Legislation & Regulations. In relation to identified Asbestos, planning and implementation of required action will follow the guidance contained in the document 'Asbestos-containing Materials (ACMs) in Workplaces Practical Guidelines on ACM Management and Abatement : Published in 2013 by the Health and Safety Authority The Safety, Health and Welfare at Work'. Current Midlands Campus Athlone Controls include : - - In relation to existing campus Infrastructure and in particular to buildings having been built before 2000. TUS has checked the campus infrastructure for 'asbestos containing material' (ACM). - For Identified Infrastructural areas containing Asbestos, TUS will provide an ongoing monitoring regime of these designated asbestos areas in accordance with the asbestos surveyors/consultants & Health & Safety Authority's Asbestos guidance documents. -Asbestos IS NOT deemed lower risk work and any work with these materials will only be carried out by TUS approved competent specialist asbestos contractors. -As part of the Midlands Campus Athlone, management programme in preventing exposure to asbestos, an Asbestos Management Plan will be prepared & all campus Asbestos related matters will be actioned in accordance with this plan. -Where necessary and in the interest of maintaining good standards of Health and Safety, all relevant managers & Staff will be made aware of, and required to abide by the requirements of the Asbestos Management Plan.		
<b>Responsibilities</b>		
The Midlands Campus Athlone Estates Department is responsible for maintaining an up to date and relevant asbestos management plan.		
<b>Other Sources of Health &amp; Safety Documentation</b>		
Midlands Campus Athlone Estates Department		
<b>Residual Risk Level: (Implementing the control measures results in a risk mitigation to the level shown in below)</b>		
Low		

 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Léir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Service Cupboards (Gas &amp; Electricity)</b>
	<b>Risk Assessment No.</b>	<b>30</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
<b>Description of Item or Activity Under Assessment:</b>		
The provision & use of Service Cupboards, or Service Ducts or Service Risers within any Campus building used for transport of Gas through pipework or for electrical services.		
<b>Persons at Risk</b>		
Estates Staff, Contractor Staff, & unauthorised Person entry		
<b>Identified Hazards:</b>		
Inappropriate storage of combustible items, storage of incompatible items, poorly maintained or serviced cupboards, unauthorised persons accessing the service cupboards. Hazards leading to potential fires, electrical shock etc.		
<b>Likelihood: <i>i.e. the Probability of an occurrence of the event</i></b>		
Likely, if poor standard of design, Layout, provision or good standards of housekeeping or local safety procedures are not being maintained.		
<b>Consequence:</b>		
Range from Electrocution, Fire/burns, Building Damage etc.		
<b>Pre-Controlled Risk Level:</b>		
High		
<b>Controls:</b>		
<b>Infrastructural Controls – (Design, Layout, Provision)</b> TUS requires that all Midlands Campus Athlone Services cupboards, Ducts and Service Risers are designed to comply with the requirements of the Building Regulations and the relevant applicable codes of practice'. They must be provided fit for purpose in accordance with these requirements.		
<b>Infrastructural Controls – (Ongoing management )</b> Service cupboards, Ducts or Risers must :- <ul style="list-style-type: none"> <li>- Contain, only the services for which they have been designed to contain or store.</li> <li>- Not be used for general storage &amp; be kept locked shut when not in use.</li> <li>- Display the appropriate safety notices/warning signs – i.e. gas intake, main electrical intake, fireman's switch, etc.</li> <li>- Be easily accessible to permit any necessary ongoing servicing and maintenance.</li> </ul> Only Estates Office approved & competent personal are permitted to access service cupboards.		
<b>Responsibilities</b>		
The Midlands Campus Athlone Estates Department is responsible for ensuring, Campus building Service Cupboards are designed, laid out and provided fit for purpose. The Midlands Campus Athlone Estates Office is responsible for managing and controlling all access & Permit to Work systems for Service cupboards, Ducts & Risers.		
<b>Other Sources of Health &amp; Safety Documentation</b>		
Midlands Campus Athlone Estates Department		
<b>Residual Risk Level: <i>(Implementing the control measures results in a risk mitigation to the level shown in below)</i></b>		
Low		

**TUS**Ollscoil Teicneolaíochta na Sionainne:  
Lár Tíre, An tIarthar Léir  
Technological University of the Shannon:  
Midlands Midwest**Risk Assessment of:****Plant Rooms****Risk Assessment No.****31****Risk Assessment Date****March 2024****Description of Item or Activity Under Assessment:**

The provision & use of Midlands Campus Athlone Plant Rooms which can contain electrical distribution boards, Oil/Gas powered Heating Systems, Hot water heating systems & Renewable Energy heating & power systems.

**Persons at Risk**

Estates Staff, Contractor Staff, & unauthorised person entry

**Identified Hazards:**

Poor Design & Layout, Leakage of oil/gas, Fire/explosion, lack of preventative maintenance, unauthorised persons interfering with controls/equipment, Noise, Burns from contact with hot surfaces, entanglement in rotating parts, inappropriate storage of combustible items or incompatible items, poorly maintained or serviced plant room.

**Likelihood: *i.e. the Probability of an occurrence of the event***

Likely, if poor standard of design, Layout, provision or good standards of housekeeping or local safety procedures are not being maintained.

**Consequence:**

Range from Electrocution, explosion, Fire/burns, Building Damage etc.

**Pre-Controlled Risk Level:**

Medium

**Controls:****Infrastructural Controls – (Design, Layout, Provision)**

TUS requires that all Midlands Campus Athlone Plant Rooms, that they are designed to comply with the requirements of the Building Regulations and the relevant applicable codes of practice'. They must be provided fit for purpose in accordance with these requirements.

**Infrastructural Controls – (Ongoing management)**

- Plant Rooms must only contain the Services for which they have been designed to contain or store.
- Plant Rooms must not to be used for general storage.
- Plant Rooms must be kept locked when not in use.
- Plant Rooms shall display the appropriate safety notices/warning signs at entry and at required locations within the Plant Room.
- Only Estates Department approved & competent persons are permitted to access & work in Plant Rooms.
- Good standards of housekeeping systems must be in place & maintained in Plant Rooms.

Spills of water/oil must be cleaned up immediately to prevent more serious incidents.

**Plant Rm Machinery & Equipment Controls**

- All safety aspects of Plant Rm equipment, such as interlocks on the gas/oil system will be checked at least once every six months.

All Equipment/Machinery rotating parts are to be enclosed by guarding.

**PPE Controls (Access & Work)**

Only authorised and competent persons will access plant rooms and operate and adjust equipment using the necessary personal protective equipment (PPE) e.g. hearing protection etc. where required or where the risk assessment highlights.

**Responsibilities**

The Midlands Campus Athlone Estates Department is responsible for ensuring that Plant Rooms are designed, laid out & fit for purpose


The Midlands Campus Athlone Estates Department is responsible for managing and controlling all access & Permit to Work systems for Plant Room operations, ongoing maintenance and service management.

**Other Sources of Health & Safety Documentation**


Midlands Campus Athlone Estates Department


**Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)***

Low


 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Léir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Lifts</b>
	<b>Risk Assessment No.</b>	<b>32</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
<b>Description of Item or Activity Under Assessment:</b>		
This risk assessments relates to the provision & use of Campus Electrically Operated passenger & Service lifts.		
<b>Persons at Risk</b>		
Staff, Students using Lifts. Estates staff, contractor staff who service and maintain Lifts.		
<b>Identified Hazards:</b>		
Lift failure, People trapped, door closing synchronisation, Fire in lift shafts		
<b>Likelihood: i.e. the Probability of an occurrence of the event</b>		
Likely, if poor standard of design, Layout, or if no ongoing servicing and maintenance of Lifts.		
<b>Consequence:</b>		
Range from minor to severe injury		
<b>Pre-Controlled Risk Level:</b>		
Medium		
<b>Controls:</b>		
<b>Infrastructural – (Design, Layout, Provision)</b> TUS requires that all Midlands campus Athlone passenger and service lifts are designed to comply with the requirements of the Building Regulations and the relevant applicable codes of practice'. They are provided fit for purpose in accordance with these requirements.		
<b>Ongoing Servicing &amp; Maintenance Management</b> <ul style="list-style-type: none"> <li>- TUS requires that all lifts are maintained &amp; serviced in line with the statutory requirements (<i>This control measure is actioned by a TUS approved external contract with a lift service and maintenance company who at agreed intervals services and maintains the lifts</i>).</li> <li>- TUS will maintain records and a register of all surveys, repairs and any other relevant works carried out on the lifts for a period of at least five years.</li> </ul> In the event the occurrence of a lift failure, and where persons are trapped in the lift, emergency protocols and procedures are in place to access the lift as quickly as possible.		
<b>Lift Operating Machinery &amp; Equipment Controls (Non- Passenger controls)</b> <ul style="list-style-type: none"> <li>- Only Campus Estates Department approved &amp; competent persons are permitted to access &amp; work on Lifts.</li> <li>- Good standards of housekeeping will be maintained in Lift Machine rooms/areas.</li> <li>- All lift operating equipment areas must be locked at all times and only accessible to Estates Department approved &amp; competent persons.</li> <li>- All Equipment/Machinery rotating parts are to be enclosed by guarding.</li> </ul>		
<b>Emergency Situations (Lift Users)</b> Persons trapped in lift car: - Emergency procedure information & intercom for calling for help, is provided in all passenger lift cars. Campus Building Evacuation: - Information & appropriate signage will be put in place to communicate to all campus persons Not to use Lifts in Fire Evacuation situations.		
<b>Responsibilities</b>		
The Midlands Campus Athlone Estates Department is responsible for :- the Infrastructural Design, Layout & fit for purpose provision of campus building Lifts. the Access & Permit to Work Controls for Lift Servicing & Maintenance operations.		
Staff & Students should be aware of the emergency Health and Safety Lift information		
<b>Other Sources of Health &amp; Safety Documentation</b>		
Midlands Campus Athlone Estates Department		
<b>Residual Risk Level: (Implementing the control measures results in a risk mitigation to the level shown in below)</b>		
Low		




 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Láir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Slip, Trip, Fall - Campus Building Reception Areas</b>
	<b>Risk Assessment No.</b>	<b>33</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
<b>Description of Item or Activity Under Assessment:</b>		
Students, staff or visitors, walking through any Midlands Campus Athlone building reception areas and the potential for a Slips Trips and Fall as result of any of the identified hazards shown below.		
<b>Persons at Risk</b>		
Staff, students and visitors		
<b>Identified Hazards:</b>		
Slipping, tripping, Falling, caused by obstruction/s, or Ice/snow or Wet floors during poor weather		
<b>Likelihood: i.e. the Probability of an occurrence of the event</b>		
Likely, if poor standard of design, Layout, or if no ongoing, good standards of housekeeping.		
<b>Consequence:</b>		
Range from minor to severe injury		
<b>Pre-Controlled Risk Level:</b>		
Medium		
<b>Controls:</b>		
<b>Infrastructure – (Design, Layout, Provision)</b> TUS requires that all Campus Building Reception areas and foyers are designed to comply with the requirements of the Building Regulations and the relevant applicable codes of practice’ for the purpose of providing ‘fit for purpose’, clear and unobstructed pedestrian circulation routes.		
<b>Ongoing management of housekeeping</b> - All main entrances/foyers are maintained to the highest standards of cleanliness. - Items placed in these areas, which causes an obstruction must be removed as quickly as possible. - Additional floor mats are to be provided which are non-slip inside main entrances on wet days. In the event of a liquid spills or wet/dangerous floor, campus Housekeeping department will screen off the area (using safety warning signage) until the floor can be cleaned/ dried/problem rectified.		
<b>Removal of Obstructions</b> The Estates Department Caretaker Office has the TUS authority to remove materials or packages that are left in areas, which are causing an obstruction to people/pedestrians or preventing people from evacuating the area safely in the event of an emergency.		
<b>Planned Works</b> Where window cleaning/decorating or other works are to be undertaken appropriate equipment must be used and provided to access the heights involved. Such works should be undertaken only after consideration of the ongoing activities in the area.		
<b>Events, Promotional Displays</b> Where reception/foyer areas of any campus building are intended to be used for special events such as promotions/open days etc., the format, space requirements/special equipment and any other related matter must be brought to the attention of the Campus estates Department (with sufficient Notice) to permit them to evaluate any safety consideration that need to be implemented.		
<b>Responsibilities</b>		
The Midlands Campus Athlone Estates Department is responsible for :- i) Infrastructural Design, Layout & fit for purpose provision of campus building Reception Areas, ii) Approving works to and in reception areas, and iii) Approval or refusal to permit events/displays in reception areas. iv) The Campus Estates Department Housekeeping department will control cleaning of all campus internal common areas.		
All Staff & Students have a duty to adhere to any reception area safety information, signage or implemented safety measures while ambulating through any of these areas.		
<b>Other Sources of Health &amp; Safety Documentation</b>		
Midlands Campus Athlone Estates Department		
<b>Residual Risk Level: (Implementing the control measures results in a risk mitigation to the level shown in below)</b>		
Low		


 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Láir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Water for Consumption and Sanitary Purposes</b>
	<b>Risk Assessment No.</b>	<b>34</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
<b>Description of Item or Activity Under Assessment:</b>		
Staff, students & visitors to Midlands Campus & accessing drinking water or sanitary water.		
<b>Persons at Risk</b>		
Staff, students and visitors		
<b>Identified Hazards:</b>		
Illness due to contaminated water		
<b>Likelihood: i.e. the Probability of an occurrence of the event</b>		
Likely, if water is permitted to deterioration in storage or within the internal distribution system		
<b>Consequence:</b>		
Range from minor to severe health issues		
<b>Pre-Controlled Risk Level:</b>		
Low to Medium		
<b>Controls:</b>		
<b>Drinking Water - Provision</b> Drinking water is provided by means of cooled and filtered dispensers located & easily accessible for staff, student and visitors in the general areas of Midlands Campus Buildings. Potable drinking water is supplied from the Utility Company 'Irish Water' via the water mains to the campus. The Drinking water supply is filtered and cooled at the campus water drinking dispensers.		
<b>Drinking Water - Servicing &amp; Maintenance</b> Athlone Campus drinking water dispenser systems, water treatment systems are serviced and maintained by external contractors reporting to the Estates Department on behalf of TUS.		
<b>Hot &amp; Cold Water for Washing Up &amp; Sanitary Services - Provision</b> This water is provided via the Utility "Irish Water" mains to Athlone Campus. In general, it is supplied to the roof storage tanks, which provide on demand sanitary services & washing up water through the internal pipework to the required locations across the campus.		
<b>Hot &amp; Cold Water for Washing Up &amp; Sanitary Services - Servicing &amp; Maintenance</b> Athlone campus Water storage tanks are cleaned and checked to ensure that no debris or other forms of matter are located inside them and certificates are obtained to state the level of compliance. All tanks will be covered with suitably designed covers. All tanks will be cleaned and disinfected at least once every two years.		
<b>Disease Prevention Management (e.g. Legionnaires' Disease)</b> As part of the Athlone campus disease prevention management operations, a competent contractor surveys & maintains the relevant elements of the water supply infrastructural systems, including: - <ul style="list-style-type: none"> <li>- undertaking an assessment of water systems likely to create a risk.</li> <li>- Ensuring the Water supply systems avoid i) water temperatures and conditions that favour the growth of legionella and other micro-organisms, ii) materials that encourage legionella growth.</li> <li>- Ensuring the proper control and release of water spray &amp; that water cannot stagnate in systems.</li> <li>- Keeping water systems clean &amp; where necessary undertake treatment to either kill legionella or limit their ability to grow &amp; ensuring all shower and shower roses (this includes eyewash stations &amp; Emergency Showers) are cleaned and disinfected at least once every six months.</li> </ul> Maintaining Preventative maintenance records.		
<b>Emergency Protocols</b> Where a suspected cases of contamination is notified to TUS Midlands Campus, the Estates Department will investigate & where appropriate, will i) immediately shut down the suspected supply network, & cordon off the area, ii) communicate safety warning information to management, staff, students & visitors, iii) erect warning signage at the suspected incident location and , iv) the Public Health and/or Environmental Health Department.		
<b>Responsibilities</b>		
Midlands Campus Athlone Estates Department		
<b>Other sources of Health and Safety Documentation</b>		
Athlone Campus Estates Department		
<b>Residual Risk Level: (Implementing the control measures results in a risk mitigation to the level shown in below)</b>		
Low		




 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Láir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Postgraduate Research Project Work</b>
	<b>Risk Assessment No.</b>	<b>35</b>
	<b>Risk Assessment Date</b>	<b>March 2024</b>
<b>Description of Item or Activity Under Assessment:</b>		
<p>Post graduate research project work undertaken by students on the Athlone Campus or approved off campus work.</p> <p>There is a vast and diverse range of research project work taking place and which is supported by the Faculties and Research Institutes.</p> <p>Depending on the research project work, the potential hazards can vary significantly and it is most important that they are identified, risk assessed and good standards of health and safety are secured maintained. TUS has a duty of care to post graduate students to ensuring that health and safety risks created by research projects are appropriately managed and controlled to mitigate the risk to appropriate levels that ensure good standard of Health and Safety are being maintained.</p>		
<b>Persons at Risk</b>		
Post graduate research students.		
<b>Identified Hazards:</b>		
The potential hazards can vary significantly.		
<b>Likelihood: <i>i.e. the Probability of an occurrence of the event</i></b>		
Levels of likelihood vary depending on the specific activity assessed but would most likely increase where risk assessments are not undertaken or control measures implemented.		
<b>Consequence:</b>		
Range from minor to severe health issues		
<b>Pre-Controlled Risk Level:</b>		
Low to Medium to High		
<b>Controls:</b>		
<b>Research Ethics Committee</b> A number of Health and Safety matters are initially dealt with prior to TUS approving an research student's applicant for research project work (e.g. includes research involving human or animal subjects).		
<b>Postgraduate Induction</b> Postgraduate students proposing to undertake research Project Work which in its totality, falls outside of the scope of 'Low risk Project work' (i.e. desktop-based project work only), and need to perform lab work in any of the Campus Laboratories/workshops must first attend Research Institute "PG Induction " where further information will be obtained on rules, procedures and requirements for further detailed risk assessments will be obtained.		
<b>Risk Assessment</b> All Postgraduate Research Project work which fall outside the scope of 'desktop-based project work only', needs to be risk assessed and identified control measures implemented as appropriate to protect the student, and any other persons during the relevant element of the assessed project work activity.		
<b>Responsibilities</b>		
The Midlands campus Faculty the PG student is assigned to under registration, the Students Supervisor, The director of any Research Institute that facilitates research work. The Post Graduate Student.		
<b>Other sources of Health and Safety Documentation</b>		
<b>Residual Risk Level: <i>(Implementing the control measures results in a risk mitigation to the level shown in below)</i></b> Low		

<b>Risk Assessment of:</b>	<b>Organising &amp; Operating Events</b>
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 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Léir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment No.</b>	<b>36</b>
	<b>Risk Assessment Date</b>	<b>March 2023</b>
<b>Description of Item or Activity Under Assessment:</b>		
Planning and operating different types of events on the Midlands Campus Athlone. Examples include, Careers Fairs, Open days, Graduation ceremonies, Art exhibitions, barbecues, licenced pyrotechnic displays, wall climbing events and social gatherings including performances. The following activities are excluded from the scope of this risk assessment: - i) Any activity which form part of the normal academic curriculum syllabi (i.e. teaching/research activities in classroom or labs) coming under the control of an academic Faculty, Department or Research Institute. ii) Meetings which include management/staff meeting, students, societies and clubs e.g. weekly debates, club meeting etc. iii) Organised and operated formal or informal dinning events, whether or not they include speeches or presentations. (Note: safe room occupancy limits must be maintained).		
<b>Persons at Risk</b>		
Student, Staff, visitors and members of the public		
<b>Identified Hazards:</b>		
Event dependent hazards, e.g. High hazards (e.g. a pyrotechnic display) low hazards (e.g. a chess competition). Poor event management and management controls		
<b>Likelihood: i.e. the Probability of an occurrence of the event</b>		
Likely if identified hazards are not risk assessed and control measures are not implemented.		
<b>Consequence:</b>		
Range from minor to severe health & Safety issues		
<b>Pre-Controlled Risk Level:</b>		
Low to Medium to High		
<b>Controls:</b>		
Midlands Campus Policy, Procedures & Guidance for Event Management The full set of control measures are set out in this document.		
<b>Responsibilities</b>		
1) This TUS Midlands Campus Safety Statement. 2) TUS Midlands Campus Policy, Procedures & Guidance for Event Management		
<b>Other sources of Health and Safety Documentation</b>		
Athlone Campus Policy, Procedures & Guidance for Event Management		
<b>Residual Risk Level: (Implementing the control measures results in a risk mitigation to the level shown in below)</b>		
Low		

 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Láir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Ionising Radiation</b>
	<b>Risk Assessment No.</b>	<b>37</b>
	<b>Risk Assessment Date</b>	<b>April 2023</b>
<b>Description of Item or Activity Under Assessment:</b>		
Ionising radiation is so called because it is capable of ionising the atoms in the matter with which it interacts. Some forms of ionising radiation can be visualised as waves – gamma radiation and x-radiation. Other forms of ionising radiation are visualised as particles – Beta particles (high-speed electrons), Alpha particles and neutrons. Ionising radiation is either emitted from a substance that is radioactive or is emitted from a machine by virtue of the nature of the working of the machine, e.g. an X-ray unit. Radioactive substances can either be sealed or unsealed. A sealed source is one in which the radioactive material is completely sealed inside a container, usually made of metal. An unsealed source, usually a powder or a liquid, is not permanently sealed inside any container.		
<b>Persons at Risk</b>		
TUS Midlands staff & Researchers		
<b>Identified Hazards:</b>		
The ionisation caused by ionising radiation is damaging to the orderly structure of matter.		
<b>Likelihood: i.e. the Probability of an occurrence of the event</b>		
Likely, if non-adherence to Radiation Policies and procedures		
<b>Consequence:</b>		
Damage to biological tissue may eventually develop into cancer, if the tissue involved is somatic (i.e. not in the germ line). Damage to the sperm or the egg cell may result in a hereditary defect that will express itself in some future generation		
<b>Pre-Controlled Risk Level:</b>		
Medium to High		
<b>Controls:</b>		
<b>Management of Ionising Radiation on Campus</b> The Midlands Campus, 'Radiation Safety Manual' (RSM) is the Control Document for the use of all Ionising Radiation materials and sources on campus. It sets out the campus radiation management systems, procedures and processes in place to ensure all Ionisation Radiation (IR) activities comply with the EPA issued Radiation Protection Licence No. L0166-1 and IRR19. The Midlands Campus 'Radiation Protection Officer' RPO (Faculty of Science Staff Member) plays a pivotal role in ensuring the campus remains in compliance with its Licence Agreement and IRR19. A summary of the ROP responsibilities are given below. The RPO will ensure : - <ul style="list-style-type: none"> <li>• all radiation licence conditions &amp; associated safety procedures, are kept updated &amp; applied across the campus.</li> <li>• that the RSM, containing regulations for the safe use of sources of ionising radiation in TUS is retained and kept up to date. (A copy of the document to be retained by the RPO and the H&amp;S Office).</li> <li>• where requested by TUS management, provide professional advice on radiation protection covering both the setting up and the ongoing operation of radiological practices to comply with IRR19 and licence conditions.</li> <li>• the safe keeping of all radiation records required by the conditions of license.</li> <li>• only authorised persons are permitted to work with IR sources.</li> <li>• reporting immediately to the TUS Midlands Campus Management, the H&amp;S office, RPI EPA in relation to any incident that could give rise to a radiation hazard.</li> <li>• to act as the TUS contact person with the EPA, on licensing matters &amp; matters relating to radiological protection.</li> <li>• where required &amp; in accordance with IRR19, arrange dose assessment for exposed workers.</li> <li>• conduct with the support of the H&amp;S office, IR Audits (Minimum once per year) of campus radiation work practices &amp; make any necessary and appropriate revisions to controls in the Radiation Safety Manual.</li> <li>• ensure, where required that radiation surveys and quality assurance tests are carried out, such as regular testing and calibration of monitoring equipment and regular operational checks of safety and warning systems.</li> </ul>		
<b>TUS Managers</b> Must follow the instruction of the RPO and only undertake approved work in accordance with the RSM.		
<b>TUS Staff &amp; Researchers</b> Must follow the instructions of the RPO, approved TUS Managers and only undertake approved work in accordance with the RSM.		
<b>Responsibilities</b>		
RPO for the Campus Radiation Manual, Campus Radiation Audits, for approving authorised Persons on campus to handle radioactive sources or to operate associated equipment.		
<b>Other Sources of Health &amp; Safety Documentation</b>		
1. <i>Guidance for undertakings on the Application of the Ionisation Radiation Regulations (IRR19): EPA June 2022</i> 2. <i>EPA Licence L0166-01: conditions</i> 3. <i>The Midlands Campus, 'Radiation Safety Manual' 2024</i>		
<b>Residual Risk Level: (Implementing the control measures results in a risk mitigation to the level shown in below)</b>		
Low		

 <b>TUS</b> Ollscoil Teicneolaíochta na Sionainne: Lár Tíre, An tIarthar Léir Technological University of the Shannon: Midlands Midwest	<b>Risk Assessment of:</b>	<b>Construction &amp; Maintenance Works</b>
	<b>Risk Assessment No.</b>	<b>38</b>
	<b>Risk Assessment Date</b>	<b>May 2024</b>
<b>Description of Item or Activity Under Assessment:</b>		
Any works on the Midlands Campus, that includes Construction of New Campus buildings/projects, Material Alterations to existing Buildings, Change of Use of existing Buildings, Campus building maintenance, Campus building/room Refurbishments/fit outs, Infrastructural Services installations, installation of associated services for equipment functioning, Campus grounds infrastructural works.		
<b>Persons at Risk</b>		
TUS staff, students, visitors in the proximity of campus construction & Maintenance work.		
<b>Identified Hazards:</b>		
Multiple potential construction hazards where there is no physical barrier between construction works and TUS community.		
<b>Likelihood: i.e. the Probability of an occurrence of the event</b>		
Likely, if poor standard of design, operation and no separation/protection between construction work and campus community.		
<b>Consequence:</b>		
Various types of injuries are possible based on the identified hazards and the probability of occurrence		
<b>Pre-Controlled Risk Level:</b>		
Low to High		
<b>Controls:</b>		
<p>TUS will ensure that for any approved construction work taking place on campus or within any TUS controlled property, that management systems are in place to ensure these construction works maintain compliance with the requirements of the safety, health and welfare at Work Act 2005 and its relevant regulations ( Construction Regulations).</p> <p>On behalf of TUS the Campus Estates Department will control all construction &amp; Maintenance Works on the Midlands campus. Controls include : -</p> <p><b>BUILDING PROJECTS (LARGE)</b></p> <p>Where a project involves a particular risk or is scheduled to last longer than 30days / 500-person days or involves more than one contractor.</p> <p>TUS will appoint a competent project supervisor for the design process (PSDP)</p> <p>TUS will appoint a competent project supervisor for the construction stage (PSCS)</p> <p><b>ALL OTHER CONSTRUCTION AND MAINTENANCE WORKS</b></p> <p>Candidate contractors must first contact the Estates Department and undergo a validation process.</p> <p>Contractors must complete the Campus Estates Department Induction Training.</p> <p>Contractors must have the approved insurances and associated documentation in place and approved by the Estates Department.</p> <p>Depending on the type proposed works, to be performed on campus, contractors must be able to submit their H&amp;S documentation to the Estates Department. The information can include i) Contractor Safety Statement, ii) relevant Method Statement, iii) relevant Risk Assessments and v) valid certificates for contractor employees.</p> <p>Permit to Work – Certain Campus Work activities are controlled by an Estates Permit to work system.</p> <p>Further more detailed information on the Estates Department controls can be found at <a href="https://tus.ie/estates/athlone/">https://tus.ie/estates/athlone/</a></p>		
<b>Responsibilities</b>		
The Campus Estates Department for all campus construction & Maintenance works		
<b>Other Sources of Health &amp; Safety Documentation</b>		
TUS Parent Safety Statement , Estates		
<b>Residual Risk Level: (Implementing the control measures results in a risk mitigation to the level shown in below)</b>		
Low		



# TUS

Ollscoil Teicneolaíochta na Sionainne:  
Lár Tíre, An tIarthar Láir

Technological University of the Shannon:  
Midlands Midwest

## Part 7 – Appendices

# **Appendix 1 – Midlands Campus Health & Safety Committee**

## **Contents**

Information in relation to the Committee's purpose, structure, operation, constituencies, member names.

## MIDLANDS CAMPUS HEALTH & SAFETY COMMITTEE

### 1.0 TITLE

TUS Midlands Campus Health & Safety Committee

### 2.0 PURPOSE

This committee, established by TUS and operates to facilitate consultation and corporation between the Employer and Staff Safety Representatives based on the TUS Midlands Campus on matters of Health and Safety on the Midlands Campus.

### 3.0 COMPOSITION

The Committee consists of the following membership:

#### ***Ex Officio Permanent Membership (5)***

Vice President for Campus Services & Capital Development  
TUS Director of Health & Safety  
Facilities and Estates Manager  
Disability Officer

#### ***Student Membership***

TUS Student Union President or VP for the Midlands Campuses

#### ***Elected Members***

Staff Safety Representatives elected from constituencies based on the TUS Midlands Campus

### 4.0 STANDING ORDERS FOR MEETINGS OF THE GROUP

<b>Frequency:</b>	Minimum one per semester or as required.
<b>Schedule:</b>	The scheduling of meetings will be decided by the Chairperson to the Committee.
<b>Notice:</b>	Notice of any planned meeting should be circulated to each member of the Committee, with the agenda and background information, at least 5 working days before the date of the meeting.
<b>Quorum:</b>	Standard quorum requirements (40% + 1). Any invited guests or advisors will not form part of the quorum. If a quorum is not present or if during the meeting the numbers present fall below the quorum the chairperson may adjourn the meeting. Any business not transacted at that meeting will be transacted at the next meeting or on such other day as the chairperson appoints.
<b>Invitation:</b>	Non-members or external authorities/organisations/individuals may be invited by the chairperson to attend individual meetings but will not have voting rights.
<b>Duration:</b>	At the Chairperson's discretion. Any business not transacted at that meeting shall be transacted at the next meeting or on such other day as the chairperson shall appoint.
<b>Confidentiality:</b>	Where directed by the Chair, a member of the committee shall not disclose any business of that committee to any person not a member of the same committee. In practice, this means that any decisions taken by the group can and will be reported,

however the discussions around certain decisions cannot and must be considered confidential.

<b>Attendance:</b>	Members of the committee are required to attend scheduled meetings.
<b>Resignation:</b>	Any member proposing to resign from the committee before their term of office expires, must apply in writing to the chairperson.
<b>Committee Minutes</b>	Minutes shall be prepared for the Chairperson's approval and circulated prior to the next committee meeting.

## 5.0 TERMS OF REFERENCE

The Safety, Health and Welfare at Work Act 2005, places a duty on the employer to consult his/her employees so as to ensure arrangements are in place to enable the employer and employees to promote and develop safety, health and welfare and to monitor the effectiveness of those measures.

In addition to the normal channels of communication between TUS Management and Staff, the Midlands Campus Health & Safety Committee, facilitates consultation between the Employer (TUS) and elected Staff Safety Representatives in relation to both establishing and maintaining arrangements to secure co-operation on safety, health and welfare in the workplace.

The activities and operations of the Committee include: -

1. Being advised on matters related to Campus Health & Safety in accordance with The Safety Health and Welfare at Work Act 2005.
2. Formulating, developing and reviewing Midlands Campus Health & Safety guidelines, practices and performance.
3. Determining and reviewing performance indicators in relation to the Midlands Campus health & safety record.
4. Where brought to the attention of the Committee, it will assist in the resolution of issues relating to occupational health, safety or welfare that arise in the workplace.
5. Assisting in the formulation and dissemination (in appropriate languages) of H&S policies, practices and procedures.
6. Assisting in the development, review and distribution of occupational health, safety and welfare practices, procedures and policies to employees within the workplace.
7. Facilitating consultation between the Employer (TUS), and Employee on any proposed changes to occupational health, safety or welfare practices, procedures or policies.

The committee may establish sub-committees and working groups, some of whose members may be from outside the committee or from outside TUS, with the approval of the Chairperson.



## **6.0 COMMITTEE MEMBERS & SAFETY REPRESENTATIVE CONSTITUENCIES (ACTIVE JULY 2024)**

The composition of the Midlands Health and Safety Committee, its membership, the make-up of each campus constituency responsible for electing their employee Safety Representative & deputy Safety representative is set out below.

### **Ex Officio Permanent Membership (5)**

Vice Campus Services & Capital Development	Mr. Jimmy Browne
TUS Director of Health and safety	Mr. Fergal Sweeney
Facilities and Estates Manager	Mr. JJ Leonard
Disability Officer	Ms Lisa Hanlon

### **Student Membership**

TUS Student Union President or Nominated Student VP Midlands Campus

### **Elected Members**

The makeup of the Midlands Campus Health and Safety constituencies and name of the elected Safety Representatives & Deputy Representatives is given in the table below.

TUS Midlands (Athlone Campus) Employee Health & Safety Representative Constituencies  
Elected Safety Representatives & Deputies

<b>Constituency 1</b>	<b>Elected Staff Safety Representative</b>
Faculty of Business & Hospitality: Dept. of Accounting & Business Computing; Dept. of Business & Management; Dept of Hospitality, Tourism & Leisure Studies.	Mr John Lydon (elected 2019) – SR Mr John Harding (elected 2019)- DSR
<b>Constituency 2</b>	<b>Elected Staff Safety Representative</b>
Faculty of Engineering & Informatics: Dept of Electronics Computer Software Eng. Contacts; Dept of Mechanical Polymer Engineering Contacts Dept of Civil Construction Mineral Engineering Contacts	Conor Keighrey (2024)- SR
<b>Constituency 3</b>	<b>Elected Staff Safety Representative</b>
Faculty of Science & Health: Dept of Life & Physical Sciences; Dept of Nursing & Healthcare; Department of Sport & Health Sciences; Department of Social Science & Design.	Sean Reidy (Elected 2015) - SR
<b>Constituency 4</b>	<b>Elected Staff Safety Representative</b>
Department of Lifelong Learning	Janine King (Elected 2015) - SR
<b>Constituency 5</b>	<b>Elected Staff Safety Representative</b>
Office of the President; Registrar's Office; Academic Affairs and Student Administration Dept.; Finance Dept.; Human Resources Dept.; Library, Computer Services Dept.; Student Services Dept. International Office; Sports Dept.; Communications and Marketing Office.	JJ Mallon (Elected 2015) - SR
<b>Constituency 6</b>	<b>Elected Staff Safety Representative</b>
Office of Estates	Michael Connon (Elected 2015) - SR
<b>Constituency 7</b>	<b>Elected Staff Safety Representative</b>
Campus Companies: College Support & Services	Siphosetu Makapela (Elected 2022) - SR
<b>Constituency 8</b>	<b>Elected Staff Safety Representative</b>
Engineering Trades	Mr Michael Glynn (Elected 2018) – SR
<b>Constituency 9</b>	<b>Elected Staff Safety Representative</b>
Office of Research, Enterprise & Innovation: Materials Research Institute (including Applied Polymer Technology), Bioscience Research Institute, Materials Research Institute, Software Research Institute (including Connected Media Application Design & Delivery), Midlands Innovation Research Centre, Centre for Industrial Services & Design.	Tom Cao – Hub Officer (From 2023) – SR
<b>Constituency 10</b>	<b>Elected Staff Safety Representative</b>
Technical Officers, Technicians & Attendants	Olivia Ni Shuilleabhain (Elected 2015) – SR Olivia McCartin
<b>Constituency 11</b>	<b>Elected Staff Safety Representative</b>
Campus Company Sports Co. Sports Co activities (I.e. International Arena Staff, Gym Staff & Sports Co Event Staff)	Yvonne Curley (From 2022)
<i>SR= Safety Represented &amp; DSR = Deputy Safety Representative –</i> Table previously updated 4Nov2023 <i>Table updated 16 May 2024</i>	



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## **Appendix 2 – Tobacco free Campus Policy**

## **TUS Midlands Campus (Athlone) Tobacco free Campus Policy**

### **BACKGROUND**

Smoking is one of the world's biggest public health threats killing more than seven million people globally a year with around 890,000 of these deaths being due to exposure to second-hand smoke (World Health Organisation).

In the interest of maintaining a healthy smoke free and vaping free campus, TUS Midlands will continue to prohibit the use of tobacco smoking and Vaping on campus.

### **PURPOSE**

This policy is intended to :

- protect all person on Midlands Campus-controlled grounds and property from exposure to harmful and toxic effects associated with smoking and vaping.
- Comply with the Public Health (Tobacco) Act 2002 and the Regulations made under the Act.

### **SCOPE**

This policy applies to all TUS staff, students, contractors, visitors, and any other persons who enter TUS Midlands Campus grounds or property. The policy prohibits smoking & vaping anywhere on Midlands Campus grounds and Midlands Campus controlled Property.

### **POLICY**

Smoking cigarettes, cigars, pipes , e-cigarettes, and vapes is prohibited in all areas of the Midlands Campus grounds or Midlands Campus Property. This policy applies to all staff, students, contractors, visitors, and any other persons who enter Midlands Campus controlled grounds and buildings for any purpose.

This policy incorporates the statutory requirements of the Public Health (Tobacco) Act 2002 and the recommendation of the Report of the Tobacco Policy Review Group (Department of Health, 2013) to "promote tobacco free campuses for all third-level institutions in consultation with key stakeholders.

### **Definition**

**Vaping** - Includes the use of electronic cigarettes, electronic cigars, electronic pipes or other such electronic delivery systems intended to simulate smoking. 'pipes or other such electronic delivery systems intended to simulate smoking, whether they deliver a nicotine dose or not.

**Tobacco product** - means any product containing tobacco in any form, including, but not limited to, cigarettes, cigars and cigarillos and oral tobacco.

**Unapproved nicotine delivery product** - means any product containing or delivering nicotine intended or expected for human consumption that has not been approved by the World Health Organisation (WHO).

**Second-hand smoke** - Second-hand smoke is a mixture of gases and fine particles that includes; Smoke from a burning cigarette, cigar, or pipe tip ; Smoke that has been exhaled by the person or people smoking.

## **Responsibilities for Implementation**

While the ultimate responsibility for the implementation of this policy rests with the University, all campus managers, staff and students have a collective duty to adhere to the Policy. TUS Managers and staff will also have the responsibility to support ongoing policy implementation in buildings and areas of campus where they work.

### **Heads of Faculty, Campus Unit Managers/Heads of Department**

Are responsible for ensuring the policy is implemented in their Units/Departments and in the vicinity of their operational areas. .

### **Estates Office**

The Estates Office is responsible for ensuring an appropriate amount of 'No Smoking' signage is posted in conspicuous locations throughout the campus to communicate the No Smoking Policy to staff, students and visitors.

### **Communications and Marketing Department**

The Campus Marketing and Communications Department is responsible for managing the preparation and implementation of all methods of communications to support the smooth implementation and maintenance of the Tobacco Free Campus Policy.

### **Midlands Campus Staff & Students**

All campus staff and students are individually responsible for complying with the policy.

### **Communication of Policy**

Information in relation to the NO Smoking Policy will be included in the student and staff handbooks. New employees and students will be informed about the policy at induction and orientation programmes. The policy will also be communicated on the college website, and any other relevant campus documents. The Midlands Campus will ensure that appropriate signage and other physical indicators of this policy are provided

### **Relevant Legislation**

Safety Health and Welfare at Work Act, 2005  
Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001  
2011 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 S.I 619 of 2001  
Public Health (Tobacco) Act 2002, as amended



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## **Appendix 3 – TUSPSS Control Arrangements - Mapping TUSPSS University Level Arrangements to TUS Midlands Campus Safety Statement Control Arrangements (Section 5)**

There are a number of Local Health and Safety Policies that apply to the TUS Midlands Campus only. Below is a list of the policies and a link to the website where the policies can be obtained viewed and if necessary downloaded.

<b><i>TUS Parent Safety Statement Ref. (TUSPSS)</i></b>	<b><i>Summary Details of TUSPSS Controls</i></b>	<b><i>Midlands Campus Safety Statement Ref.</i></b>	<b><i>Summary Details of Midlands Campus Controls</i></b>	<b><i>Other Relevant Control Information</i></b>
4.1 Access & Egress	4.1 TUS statement of policy to provide a safe workplace in relation to access and egress			
4.2 Asbestos	4.2 Asbestos statement of Policy in relation to Asbestos. Controls under this policy are campus specific.	5.1 Asbestos	The Campus controls that will be put in place on behalf of TUS on campus by Campus Estates Office	Refer to Campus Estates office for Asbestos record retention
4.3 Biological Agents	4.3 The TUS level policy controls that TUS will adhere too.	5.2 Biological Agents	TUS Midlands Campus requirements for implementing the TUS parent Safety Statement controls for Biological Agents	
4.4 Chemical agents including carcinogens.	4.4 TUS requirements for operating with such hazardous substances	5.3 Chemical Agents	TUS midlands Campus Controls Reflects the TUS parent safety statement requirements	New policy under development
4.5 Confined Spaces	4.5 Confined Spaces The TUS Policy requirements for confined space work	5.4 Confined Spaces	The reader is referred to the TUS Parent Safety Statement for Policy requirements.	Need a campus estates Risk assessment to establish how it is controlled on campus by Estates.
4.6 Covid-19	4.6 Policy statement, how TUS will achieve compliance			
4.7 Workstation Ergonomics & Display Screen Equipment.	TUS Policy Requirements for achieving Compliance			
4.8 Driving for Work	4.8 TUS Policy Requirements			
4.9 Electricity	4.9TUS Policy Requirements for achieving compliance			
4.10 Electromagnetic Fields	4.10 TUS Policy Requirements for achieving compliance			
4.11 Emergencies or Serious and Imminent Dangers	4.10 TUS Policy Statement for compliance	Part 4 - TUS Midlands Campus Emergency Planning & Response	Part 4 of this document sets out the management systems, procedures and process in place to ensure compliance with 4.11 of the TUS PSS	
4.12 House Keeping	4.12 TUS Policy Statement for achieving compliance			
4.13 Manual Handling	4.13 TUS Policy requirements for all department and staff to ensure compliance with the Manual Handling regulations.	5.5 Manual Handling	Taken from the TUS Parent Safety Statement policy. This doc. Sets out the process for departments managers.	<a href="https://tus.ie/health-and-safety/midlands/manual-handling/">https://tus.ie/health-and-safety/midlands/manual-handling/</a> for more detailed information and guidance to achieve compliance with the Manual Handling regulation.
4.14 Noise & Vibration	4.14 TUS Policy Requirements			
4.15 Personal Protective Equipment	4.5 - TUS Policy statement to comply with PPE requirements	5.6 Personal Protective Equipment	<p>Informs Managers and staff to link to the TUS approved process for organising and providing PPE</p> <p>TUS Midlands Personal Protective Equipment Policy</p>	<p>TUS Midlands Personal Protective Equipment Policy</p> <p><a href="https://tus.ie/health-and-safety/midlands/personal-protective-equipment/">https://tus.ie/health-and-safety/midlands/personal-protective-equipment/</a></p>

<b><i>TUS Parent Safety Statement Ref. (TUSPSS)</i></b>	<b><i>Summary Details of TUSPSS Controls</i></b>	<b><i>Midlands Campus Safety Statement Ref.</i></b>	<b><i>Summary Details of Midlands Campus Controls</i></b>	<b><i>Other Relevant Control Information</i></b>
4.16 Protection of Children and Young Persons	4.16 TUS Policy requirements for TUS host departments bring on TUS grounds Children and young person.	5.7 Protection of Children and Young Persons	Campus Statement reproduces the policy in this document to maintain awareness of the requirement.	
4.17 Protection of Pregnant, Postnatal and Breastfeeding Persons	TUS policy requirements to be implemented for the Protection of Pregnant, Postnatal and Breastfeeding Persons	5.8 Protection of Pregnant, Postnatal and Breastfeeding Persons	Campus Statement refers reader to 4.17 TUSPSS and links to follow the process on the midland's campus.	<a href="https://tus.ie/health-and-safety/midlands/new-expectant-mothers/">https://tus.ie/health-and-safety/midlands/new-expectant-mothers/</a>
4.18 Radiation - Ionising, Non-Ionising and Artificial Optical Radiation	Policy statement to comply with the National Regulations and controls under this policy are campus specific.	5.9 Ionising Radiation	The TUS Midlands Campus Radiation Safety Manual (RSM) is the TUS Control Document,	Midlands Campus Radiation Safety Manual & Part 6 - (reference RA 37)
4.19 Out of hours & lone working	TUS Policy Statement	5.10 Out of Hours & Lone Working	Midlands Campus control requirements provided in - 'TUS Midlands Campus H&S Policy and Procedures for Out of Hours Work & Lone Working'	<a href="https://tus.ie/health-and-safety/midlands/out-of-hours-work/">https://tus.ie/health-and-safety/midlands/out-of-hours-work/</a>
4.20 Slips & Trips	TUS Policy Statement and Requirements	5.11 Slips & Trips	Restates the TUSPSS Policy requirements for Midlands Campus	
4.21 Safety Signage	TUS Policy Statement and Requirements			
4.22 Health and Safety Resources	TUS Policy statement			
4.23 Training & Awareness	TUS Policy statement & Requirements			
4.24 Occupational Health & Wellbeing	TUS Provisions and Links to Relevant TUS Depts.	5.13 Smoking	5.7 Smoking TUS Midlands Campus has in place a Tobacco Free Campus policy (please see Appendix 2 )	Tobacco Free Campus policy (please see Appendix 2 )
4.25 Work Related Stress	TUS Policy Statement and Provisions			
4.26 Dignity & Respect Policies	TUS Policy Statement and Provisions			
4.27 Welfare Facilities	TUS policy Statement & Provisions			
4.28 Work Equipment	TUS Policy Statement			
4.29 Working at Height Policy	TUS Policy Statement & Requirements			
4.30 Work Related Travel.	TUS Policy Statement & requirements			
4.32 Work Placement	TUS Policy Statement & Requirements			
5.6 Construction and Maintenance Work	TUS Policy and Requirements directing to Campus Estates Departments for Controls	5.12 Construction & Maintenance Work	Sets out the works the TUS Estates office controls. Provides summary details of the work types and then link to the Midlands Estates office for further information	Link to the Midlands Estates Department help desk  <a href="https://tus.ie/estates/athlone/">https://tus.ie/estates/athlone/</a>
		5.14 Event Management	TUS Midlands Campus Controls for Events on Campus	" TUS Midlands (Athlone Campus) Policy, Procedures & Guidance for Event Management" The document link below. <a href="https://tus.ie/health-and-safety/midlands/event-management/">https://tus.ie/health-and-safety/midlands/event-management/</a>





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## Midlands Campus Health & Safety Statement

### **Appendix 4 – Midlands Campus Health and Safety Procedures & Guidance**

## Midlands Campus Health and Safety Procedures & Guidance

There are a number of Local Health and Safety Procedures that apply to the TUS Midlands Campus only. Below is a list of the procedures and a link to the website where the procedures and associated documentation can be viewed.

Health & Safety Topic	Associated Documentation	Link to Documents
Medical Emergency & First Aid Information	Midlands Campus Emergency Information	<a href="https://tus.ie/health-and-safety/midlands/medical-emergency-and-first-aid-information/">https://tus.ie/health-and-safety/midlands/medical-emergency-and-first-aid-information/</a>
	First Aid Policies & Procedures	
	Automated External Defibrillators AED Located Map	
	Guidance on the Organisation & Provision of First AID in TUS Midlands (Athlone) Campus TUS Units/Departments	
Accidents & Incidents	TUS Procedures for Accidents/ Incident Reporting & Investigation	<a href="https://tus.ie/health-and-safety/midlands/accidents-incidents/">https://tus.ie/health-and-safety/midlands/accidents-incidents/</a>
	Accident & Incident Forms	
	Accident & Incident Investigation Form	
Event Health & Safety	TUS Midlands (Athlone Campus) Policy, Procedures & Guidance Event Management	<a href="https://tus.ie/health-and-safety/midlands/event-management/">https://tus.ie/health-and-safety/midlands/event-management/</a>
Risk Assessment Guidance	TUS Generic Risk Assessment Guidance	<a href="https://tus.ie/health-and-safety/midlands/risk-assessment/">https://tus.ie/health-and-safety/midlands/risk-assessment/</a>
Manual Handling	Midlands Athlone Campus, Health and Safety Requirements & Guidance for Manual Handling Activities	<a href="https://tus.ie/health-and-safety/midlands/manual-handling/">https://tus.ie/health-and-safety/midlands/manual-handling/</a>
Personal Protective Equipment	TUS Midlands Personal Protective Equipment Requirements	<a href="https://tus.ie/health-and-safety/midlands/personal-protective-equipment/">https://tus.ie/health-and-safety/midlands/personal-protective-equipment/</a>
	TUS Midlands Personal Protective Equipment Guidance	
Out of Hours Work and Lone Working	TUS Midlands Campus H&S Policy and Procedures for Out of Hours Work & Lone Working	<a href="https://tus.ie/health-and-safety/midlands/out-of-hours-work/">https://tus.ie/health-and-safety/midlands/out-of-hours-work/</a>
New and Expectant Mothers	TUS Health & Safety Policy and Procedures for Pregnant, Post Natal and Breastfeeding Employees & Students	<a href="https://tus.ie/health-and-safety/midlands/new-expectant-mothers/">https://tus.ie/health-and-safety/midlands/new-expectant-mothers/</a>
Handling, Use and Storage of Compressed Gas – Athlone Campus	TUS Midlands Policy, Procedures and Guidance for the Handling, Use and Storage of Compressed Gas	<a href="https://tus.ie/health-and-safety/midlands/gas-storage/">https://tus.ie/health-and-safety/midlands/gas-storage/</a>
Athlone Institute of Technology Tobacco free Campus Policy	Tobacco Free Campus Policy	<a href="https://tus.ie/health-and-safety/midlands/tobacco-free-campus/">https://tus.ie/health-and-safety/midlands/tobacco-free-campus/</a>

## Midlands Campus Health & Safety Statement

### **Appendix 5 – Internal Health and Safety Department Document Development & Approval History**

## Appendix 5 -Document Version Information & Revision History

### 1. Document Details

Title	Midlands Campus Health and Safety Statement
Author(s)	Midlands Campus Health & Safety Office
This Version Number	Version 1 (2025)
Status of this version	

### 2. Revision History

Version No.	Status	Revision Date	Summary of changes
1.0	For approval	Feb 2025	For approval by H&S committee
Draft2	H&S Committee revisions, Estates Review Revisions	Feb 2025	Updates to Risk Assessments
05 Sept 2024	Draft for Consultation	Sept 2024 to Oct 31 2024	Working document for Campus Consultation
1a	Approve by TUS Parent Safety Statement until replacement (2023)	(2023) Un edited	Parent Safety Statement- Athlone Institute of Technology Published by the Health & Safety Office AIT- September 2018 Version 1a (Now acting as the Campus Safety Statement)
0	Draft	12 June 2018	Draft revised AIT Parent Safety Statement

### 3. Relevant Existing/Related Documents

No.	Document reference
1	TUS Parent Safety Statement (Redraft, Version 1.19 – 23 January 2023)
2	

### 4. Consultation History

Issued to	Issued for Consultation	Consultation End Date
Midlands Campus H&S Committee for Consultation	13 Sept 2024	October 31 <sup>st</sup> 2024
Midlands Campus TUS specific Management Stakeholders (Estates)	To Do Sept 2024	October 31 <sup>st</sup> 2024

### 5. Approval

Authority	Date Approved	Approval sought for



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Draft 1