

Unit Safety Statement

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Safety, Health and Welfare at Work Act 2005
Safety Statement Declaration for [Unit]
National University of Ireland, Galway

To each employee, student and visitor to [Unit]:

The Head of [Unit] of the National University of Ireland, Galway, (hereafter called the Unit), acknowledges and understands his/her responsibility to co-operate with the President and Governing Authority of the University in implementing the statutory obligations of the Safety, Health and Welfare at Work Act, 2005 (hereafter called the Act) and any Regulations made there under and as set out in Part 2.2.2. of the NUI Galway Safety Statement.

This Head of Unit is committed to providing, so far as is reasonably practicable, a safe and healthy work environment for all Unit employees and to meet its duties to staff, students and authorised visitors who may be affected by this Units operations.

In accordance with Section 20 of the Act, this Unit safety statement identifies the hazards and assesses the risks of all Unit activities; it details the protective and preventive measures taken, personnel responsible, relevant resources, and employee co-operation required to secure the safety, health and welfare at work of persons employed in this Unit, students and authorized visitors. The Head of this Unit will consult with staff on safety, health and welfare at work matters, including this document, in accordance with Section 26 of the Act and will bring this safety statement to the attention of staff, at least annually and following its amendment in accordance with Section 20. In addition staff and others will be informed of any serious risk(s) to safety and how they are being addressed. The Unit Safety Statement consists of this Unit Safety Statement together with the risk assessments for the areas and activities of this Unit.

This Unit Safety Statement (USS) should be read in conjunction with the NUI Galway Safety Statement which provides information on hazards, risks and risk controls. This USS will be annually reviewed in the light of experience and developments. The Head of Unit is responsible for ensuring compliance with University health and safety policy in this Unit. Some responsibilities have been delegated to others but overall responsibility remains with me as the Head of Unit.

As it is my duty to ensure adherence to the University's Safety Statement, I instruct every employee within my Unit to report to me any breach of the policy.

Declaration

I the undersigned take full responsibility for the health and safety of all staff and visitors in our Unit and declare the following:

1. The Unit Statement Safety (USS) is fully compliant with University Safety Policy and is up to date.
 2. Responsibilities within the Unit are clearly communicated and agreed
 3. All risk assessments are completed (listed in Appendix 2).
 4. Training needs are assessed and have been met or staff are to attend this year
 5. Copy of USS supplied to H&S Office on agreed due date
 6. Safety Contacts Poster (Appendix 4) is provided as an example of our emergency preparedness.
- The prioritised safety actions for me to complete in 2021 are listed in E.5 below.

Signed:

Head of Unit

Date:

Note: for Units with multiple locations, a table listing each building and the local details must be given in the relevant entries such as Parts B.7 (b) Fire Safety, B.11 Safety Representatives, etc.

A. SAFETY COMMITMENT AND RESPONSIBILITIES

1. The line management for health and safety in my Unit is illustrated in the management tree in Appendix 1 at the end of this document [insert management tree at end of document].
2. Every employee with a supervisory role is responsible for ensuring the health and safety of staff, students, and other persons (e.g. contractors and other visitors) within their area of responsibility who might be affected by their work activities. I have ensured that all persons in a supervisory capacity understand their responsibilities in this regard and that this is reflected in the relevant risk assessments.

B. POLICY

1. The numbers of completed Unit risk assessments and those to be completed in the next 12 months are listed in Appendix 2. The completed risk assessments are held on the Unit's Sharepoint site (full address and made accessible to the HSO).
2. This Unit Safety Policy is communicated to others in my Unit as part of staff induction, by staff email [insert date] and in staff/research meetings [insert date of last relevant meeting].
3. I require periodic written reports on health and safety performance from the appropriate persons and/or committees in my Unit including [specify review of this Unit Safety Statement/ Formal Annual Report /others as are received in a typical year].
4. I require that every new staff member and relevant students in my Unit are given the correct level of health and safety induction. These inductions are coordinated and recorded by [insert name(s) of persons responsible for organising the local inductions]. New and existing Unit staff must have access to the safety information on the Unit's Sharepoint site.
5. To ensure that staff are provided with the information, instruction and training required by Section 8(2) (g) of the 2005 Safety, Health and Welfare at Work Act, I will annually prepare a Safety Training Needs Assessment and arrange for follow up with staff to ensure their attendance at the required training. The Unit's completed Safety Training Needs Assessment Form and most recent Unit Safety Training Attendance Record is in Appendix 3.
6. All those with executive responsibility must notify me of any planned, new, or newly identified significant hazards in their areas and also of the control measures needed to adequately reduce the risk(s) identified. This will be in the form of a new or revised risk assessment (Appendix 2).

7. The following employees have responsibility throughout the Unit on my behalf for ensuring compliance with the relevant parts of the University Safety Statement:
 - a) The **Safety Coordinator** [insert name] is responsible for assisting me, as appropriate, in safety matters within the Unit. These are specifically [or as selected]:
 8. Co-ordinating the preparation and review of the Unit's Safety Statement including the risk assessments.
 9. Assisting in carrying out internal safety audits (to be recorded on Unit's Sharepoint site);
 10. Assisting in monitoring internal work practices;
 11. Assisting in distributing health and safety documentation and information;
 12. Assisting in reporting and investigating accidents/dangerous occurrences in accordance with the University's reporting procedure;
 13. Liaising and cooperating with Safety Representatives;
 14. Cooperating in the organisation and local management of fire drills and other emergency procedures within the physical areas of the Unit;
 15. Cooperating in staff safety training assessments and arrangements to ensure the attendance of staff at required courses, including the monitoring and maintaining of local safety training attendance records;
 16. Assisting in identifying safety equipment requirements, including personal protective equipment within the Unit, and to make arrangement for its appropriate provision,
 17. Cooperating with other University personnel in the management of health and safety within the Unit.

b) **1 Unit Fire Marshals and Fire Plan** This Unit has [insert number] Fire Marshals who have been trained in the last 3 years. I require [insert number] more Marshals. The current Unit Fire Marshals are: [Insert Fire Marshals' names]

The last fire drill(s) in my Unit within the last 12 months was/were conducted on [insert date].

The next drill is due within 12 months. If this is not arranged by Buildings & Estates in that time I will specifically request one for my Unit building(s) as a priority.

Local plans for fire and other emergencies are in place and were reviewed [insert date]. The Units Fire Evacuation Plan is summarised in Appendix 4. These plans will be reviewed at least annually.

c) **Personal Emergency Evacuation Plan (PEEP)**

Staff or students who require assistance in an evacuation will have a Personal Emergency Evacuation Plan (PEEP). Units who have staff/students with a PEEP need to be prepared to assist them in an evacuation. The PEEP sets out the egress plan for the main buildings used by that

staff member/student. The PEEP will be forwarded to the relevant Units and the Unit Safety Co-ordinator(s) will liaise with the staff/student concerned on the local implementation of their PEEP.

All Units whether or not they have specific staff or students requiring assistance in an evacuation should be prepared to implement the **General Emergency Evacuation Plan** for any personnel that may require assistance in evacuation such as visitors, personnel who have an injury or develop a medical issue.

d) I have completed an Occupational First Aid Assessment [insert date of completion]. This assessed that this Unit requires [insert number] **First Aid Responders**. This Unit has [insert number] trained first aid responders and requires [insert number] more first aid responders. [Insert name] is the appointed person to ensure that all first aid equipment is in order. The current Unit First Aid responders are: [Insert names]

e) In our Unit (selected Units only) the **Local AED Co-ordinator** [Insert Name of Staff Member(s)] will carry out and record the weekly check of this AED(s) [Insert location(s) of the AED(s)] on behalf of the NUI Galway community.

f) [Insert name] is responsible for making arrangements for visitors, including contractors, and for ensuring the necessary risk assessments have been made in this regard.

g) In certain areas or for certain activities within the Unit, particular staff have executive authority for safety. The table below lists the relevant staff including all Principal Investigators, the area/activity that they are responsible for and if they have or have not provided documented confirmation of their compliance [Delete this sentence and table if not applicable]

Staff Member	Area or activity responsible for	Has the PI Completed PI Safety Responsibilities Training Y/N	Provided a copy of the Annual PI Compliance Checklist Y/N + Date

Delete 8 (A) or 8 (B) as appropriate

8. (A) This unit requires a Safety Committee (Y/N). I have appointed a **Safety Committee** to advise me on matters of health and safety within the Unit. It will meet [insert frequency of meetings] and shall keep minutes of its proceedings in the Unit's Sharepoint site. The committee's terms of reference shall include:

- a) advising me on the measures needed to carry out the work of the Unit without risks to health and safety;
- b) coordinating any safety advice given to the Unit by specialist advisors or the University Safety Office;
- c) monitoring health and safety within the Unit and reporting any breaches of the health and safety policy to me;
- d) informing me and the University Safety Office if any significant new hazards are to be introduced to the Unit
- e) [add others as appropriate].

The members of the committee are [insert names].

OR

(B) As a small, relatively low-risk Unit, safety matters are discussed at Unit (staff) meetings [insert frequency of meetings]. Minutes of these proceedings are recorded in the Unit's Sharepoint site.

9. Where supervisors or others in charge of areas, or with specific duties, are to be absent for significant periods, adequate substitution must be made in writing to me.
10. All individual Unit employees entering onto the Unit's premises or who are involved in Unit activities have a duty to exercise care in relation to themselves and others who may be affected by their actions. This is set out in Part 2.5.1 of the NUI Galway Safety Statement and includes such responsibilities as protecting themselves and others by properly using any safety equipment or devices (e.g. machinery guards) provided, attending training where managers identify it as necessary for health and safety or reporting any defects that they believe might present a risk to their health and safety or others so that suitable remedial action can be taken.
11. The University Safety Statement, Section 2.3, sets out the arrangements for staff consultation and safety representatives. The relevant Safety Representative for this Unit is [insert name].

C. ORGANISATION

1. A staff member [insert name] is responsible for ensuring the completion and filing of the accident/incident report (pg. 5-13+) forms and for ensuring accidents are reported promptly to the University Safety Office. Accident report forms are available on the Safety Office website. Staff are aware of the accident reporting procedure and are reminded of this by [quarterly/half-yearly] email [insert most recent email date].

2. There [is/is not] a **Central Safety Information Point (CSIP)** in my Unit located at [insert room number and building name] and on the Unit's Sharepoint site. These are maintained by [Responsible Person]. [delete from 'in my Unit' if not applicable]
3. The appropriate numbers of **Safety Contacts Posters** [insert number] are all up-to-date and displayed at key locations in my Unit. [Insert number] more sheets are required (provide an example in Appendix 5). These are maintained by [Responsible Person].
4. I require that appropriate and sufficient **Safety Signs** are displayed and maintained in my Unit as determined in the Unit risk assessments. These are maintained by [Responsible Person].
5. I have made staff aware of the **University Stress Policy (pg. 5-71)** and **Bullying Policy (pg. 5-16+)** by [insert means of all Unit staff communications and latest date]. I shall ensure that Unit staff are working towards minimising occupational stress levels, including addressing the Unit actions identified in the 2018 NUI Galway Staff Work Positive Survey by [select methods].
6. I have made staff aware of the emergency telephone numbers and contact details, by [insert methods and latest date]. This is managed on my behalf by [Responsible Person].
7. Duty to co-operate where shared spaces
8. I have appointed [insert name(s)] as our Unit's **Computer Workstation/Display Screen Assessors (pg. 5-40+)**.
9. I have appointed [insert name(s)] as our Unit's Manual Handling Assessor. The manual handling risk assessments for all the individual tasks that require to be assessed are maintained by [Responsible Person(s)].
10. I have made staff aware of the entitlement to a specific risk assessment for **pregnant, breast-feeding and post-natal employees** by [insert means and date]. In our Unit these assessments are carried out and the records maintained by [Responsible Person(s)].
11. This Unit has completed an "**Electrical Safety - Portable Equipment**" risk assessment on [insert date] (**Part 5 of NUI Galway Safety Statement**). This has determined that I [do/do not] need to make provision for the electrical inspection and/or testing of portable appliances (PAT). There are [insert number] such appliances in my Unit of which [insert number] have been inspected and/or tested and records kept [delete if not applicable]. In our Unit these assessments are carried out and the records maintained by [Responsible Person(s)]. At a minimum Heads must ensure that all staff carry out the necessary visual inspections of the electrical equipment they use and report any defects to their manager [Electrical Equipment Safety - Visual Checklist - For All](#).

12. All risk equipment has been identified and risk assessed to ensure that it is compliant and can be used safely. In our Unit these assessments are carried out and the records maintained by

[Responsible Person(s)].

13. I require that all student projects be risk assessed for health and safety in my Unit. In our Unit these assessments are carried out and the records maintained by the relevant PIs and Academic Supervisors.

14. I require that risk assessments for **lone working (pg. 5-51+)** and **out-of-hours working (pg. 5-59+)** are completed. In our Unit these assessments are carried out and the records maintained by

[Responsible Person(s)].

15. I require that any vehicles owned and operated by my Unit have the required risk assessments and safe systems of work in place. In our Unit these assessments are carried out and the records maintained by [Responsible Person(s)].

16. Are there any other specific hazards relevant or unique to your Unit [Y/N]. If yes please list in Appendix 2 under “other work risks” and ensure that a risk assessment is completed on a prioritised basis. In our Unit these assessments are carried out and the records maintained by [Responsible

Person(s)].

17. Travel

18. Fieldwork

19. Where necessary I require our Unit risk assessments to include specific arrangements (including local measures, specific arrangements, supervision, emergency arrangements or other appropriate protective and preventive measures) for the health and safety of certain University Support staff and contractor personnel. Such personnel include Security, Cleaners, Maintenance, ISS and other university staff, external staff and authorised visitors who may require regular or occasional access to conduct their duties in my Unit. Particularly high-risk activities have defined procedures agreed in advance between this Unit and the relevant Support Service providers. [Responsible Person].

STEM Units, Units with other Specialist Risks

20. Where highly flammable/flammable liquids are used, the minimum volumes needed to carry out the work are to be held are to be held. This would normally be no more than one container than any one solvent typically a “winchester” 2.5L. If any more than this is held it needs to be for a specific purpose and thoroughly risk assessed. All other highly flammable/flammable liquids are to be held in approved storage cabinets/facilities suitable for their storage. In our Unit this is to be risk assessed and the records maintained by [Responsible Person(s)].

21. The Unit **Radiological Protection Supervisor (RPS)** is directly responsible to me for the day to day coordination of radiation protection arrangements within this Unit and supervision of work with ionising radiation, in accordance with legal requirements and University policy. The RPS is also responsible for supervising the keeping and use of radioactive materials and the accumulation and disposal of radioactive waste, in accordance with legal requirements. This is a supervisory role and the

RPS has my authority to direct others.

22. In the case of any of the following specialist risks, I will ensure that the required risk assessments and other compliance measures are implemented.

1. Chemical Agents including gases, nanomaterials, etc.
2. Carcinogens
3. Biological Agents
4. Noise
5. Vibration

For any other specialist or significant risks or such new risks I will ensure that at a minimum a risk assessment is completed, other compliance measures are implemented and in the absence of specific legislation that best practice and risk reduction measures are implemented.

D. PLANNING

1. This **Unit Safety Statement and Risk Assessments** are maintained by **[insert name]**.
Our Unit's risk assessments are listed in Appendix 2. These are a legal requirement and evidence of the Heads of Units action to reduce risks in their area.
2. **Integral to ALL risk assessments, the appropriate control measures must be actually put in place to reduce the associated risks. Major control measures are to be listed in our Unit's 12 month Safety Action Plan for priority management attention.**
3. Any further **Unit resources** required to deliver these required risk reduction measures are listed or means to acquire these are set out in Appendix 5. (e.g. personnel, equipment)

E. MEASURING AND REVIEWING PERFORMANCE

1. **Performance standard achievements** are the particular safety actions (based on the risk assessments) with an appropriate timescale, person responsible and measurable outcomes. In this Unit the specific documented Performance standard achievements used by me to measure improvements in health and safety are as follows:

[Specific safety checks, comprehensive and effective accident/near miss reporting and investigation to the completion of audit actions on PEMAC Care, etc.].

2. The last **internal Unit safety audits** and **safety inspections** was/were completed by Unit staff within the last 12 months on **[insert dates]** and are recorded on the **Unit's Sharepoint site**.
3. There are arrangements in place for implementing **remedial action** following monitoring activities. These arrangements include **[specify here]**.
4. The findings of Unit **safety reviews** and **audits** are documented in the **Unit's Sharepoint site** and were used to revise this Unit Safety policy, strategies and plans.
5. The **priority safety actions** that I need to implement over the next 12 months are listed in the table below (in order of priority)

Action	Person Responsible	Completion by (date)

Appendix 1 ATTACHED

Safety Management Tree of [insert name of Unit]

[Insert management tree here. To include relevant Managers including the Principal Investigators, Academic Supervisors. And also the reporting relationship of the Safety Co-ordinator]

EXAMPLE ONLY

Appendix 2 Schedule of Unit Risk Assessments and Status.

Complete each row with the current numbers of risk assessments for each entry or if N/A.

Risk Assessment (RA) Types	RAs completed in Last Year (available in <u>Unit's Sharepoint site</u>)	Valid RAs completed prior to Last Year (available in <u>Unit's Sharepoint site</u>)	Total Completed Units RAs (column 2 +3)	New RAs to be completed in current year 20XX
Room RAs on PEMAC Care	[##]	[##]	[##]	[##]
Room/Space RAs - other formats				
Display Screen Equipment RAs (DSE RAs to be reassessed when significant changes or requested				
Manual handling RAs				
Equipment/ machinery, tools RAs				
Project RAs				
Out of Hours RAs				
Lone Working RAs				
Fieldwork RAs				
Chemical Agents RAs				
Biological Agents RAs				
RA for pregnant employees.				

RA for Work related Vehicle use				
RA of Work Related Travel Risks				
RA of Events & large gatherings				
RA of Risks from use of contractors				
RA of Occupational Health Risk (provide detail)				
RA of other work risks (specify)				

Note: All risk assessments must be revised at least annually. More frequent risk assessments will be required for high risks and/or in the case of significant changes or other factors that affect the current risk assessment.

EXAMPLE ONLY

Appendix 3

1. The Unit's Safety Training Needs Assessment.

General courses	Number of Unit Staff due to attend training in current year 20XX
Total Number of Staff in Unit	[##]
Fire Safety	[##]
Fire Marshal Briefing	
Occupational First Aid	
Occupational First Aid Refresher	(refresher only)
Fieldwork First Aid (REC 3)	
Manual handling	
Risk Assessment	
Safe pass	
DSE/Computer Assessor training	
DSE/Computer Assessor training (ref.)	(refresher only)
Legal Briefing	
Particular courses - <u>STEM Units, Units with other Specialist Risks</u>	
Autoclave Safety	
Abrasive Wheel Safety	
Asbestos Awareness	
Biological Safety Awareness	
Biological Agents Safety	
GM Safety	

Centrifuge Safety	
Chemical Safety awareness	
Chemical Safety	
Confined space	
Compressed Gases Awareness	
Compressed Gases	
Gases detection systems	
Electrical Safety Awareness	
Portable Appliance Testing (PAT) Testing Course	
LN* /Cryogenics Awareness	
LN* (Liq. Nitrogen) /Cryogenics	

2. The safety training below organised by the Unit for our staff since 1. Jan. 2019.

Name of Staff Member	Type of Unit Safety Training Held [drop down list of options]	Date

Appendix 4 ATTACHED

The Units Fire Evacuation Plan is summarised in below (suitable only for small, low risk areas, further detail needed in larger and higher risk Units).

- The NUI Galway Instructions in the Event of Fire are posted throughout the building and should be followed in the event of fire being discovered or a fire alarm sounding.
- The fire assembly point XX is (provide general directions).
- On activation of the fire alarm all personnel must immediately evacuate by the nearest available route and assemble at the fire assembly point.
- The Head of Unit (or next Senior Manager in their absence) is to oversee the evacuation of their Unit and this includes liaising with other NUI Galway staff and the Fire Brigade where necessary.
- The role of the Fire Marshals is without personal risk to verify that the area they have checked has been fully evacuated.
- They have been allocated a specific area to check (preferably in pairs).
- There are sufficient Fire Marshals in place to safely check the allocated area within 2.5 minutes.
- The Unit occupational First aiders should be contacted in the event of any first aid or medical emergency.
- All staff should be aware and prepared to make an emergency 112/999 phone call in the event of a significant emergency see [Emergency Information link](#)

These plans will be reviewed/drawn-up by [insert date].

Appendix 5 ATTACHED

A copy of the Safety Contact Poster for this Unit

EXAMPLE ONLY