

**DRAFT**  
National University of Ireland  
**Clubs and Societies Safety Statement**

**Name of Club/Society: NUIIM International Students' Society**

**Name of Club/Society President: Edward Niedbalski**

**Date: 10 February 2009**

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## 1. SAFETY STATEMENT POLICY

The purpose of this Safety Statement is to ensure compliance with the Safety, Health and Welfare at Work Act and other relevant legislation. This Safety Statement is based on hazard identification and risk assessment, specifies the controls, resources and names of responsible persons designated to carry out activities on behalf of the Club or Society.

The Club or Society will identify the activities it is responsible for and will determine what activities have a significant risk to the Safety Health and Welfare of its members or people affected by its activities.

The Club/Society will ensure:

- That Policies and Procedures are kept updated.
- That first aid and emergency procedures related to indoor and outdoor activities are in place
- That activities are suitably planned, organized and controlled to ensure the safety of the members when carrying out club/society activities.
- The Club/Society will consult with competent person(s) for high risk activities such as outdoor events, mountaineering, canoeing, archery etc.

The Club/Society asks for all the members to cooperate with the implementation of this Safety Statement to ensure that the Safety, Health and Welfare of all is safeguarded.

Signed

\_\_\_\_\_  
President of each Club or Society

Date

\_\_\_\_\_

### **1.1 NUIM STUDENTS UNION – EXECUTIVE RESPONSIBILITIES**

The President of the Student Union/Vice Presidents are responsible for the following matters:-

- Ensuring that each Clubs/Society have a written Safety Statement in place.
- That all those involved in the organization of trips are suitably qualified and competent to carry out their tasks.
- That relevant training is provided to leaders and members where appropriate.
- That all Clubs and Societies have Emergency Plans and Procedures in place in the event of an emergency arising.
- All trips off Campus must be notified to the Student Activities Officer, Sports Officer and Health & Safety Office on the approved form (Off Campus Activities Form, Appendix B).
- Ensure all Clubs and Societies complete the “Off Campus Activity Form”.

### **1.2 NUIM CLUBS & SOCIETIES - EXECUTIVE RESPONSIBILITIES**

The President and Club/Society Officers are responsible for the following matters:-

- That the Safety Statement is brought to the attention of each member on joining the appropriate Club or Society.
- That sufficient first aid personnel/equipment are available in each Club/Society depending on the activities and the risks involved.
- That all those involved in the organization of trips are suitably qualified and competent to carry out their tasks.
- That the Club/Society has Emergency Plans and Procedures in place in the event of an emergency arising.
- That particular attention is paid to beginners in high risk activities and that adequate supervision is provided at all times during the activity.
- Ensuring that all accidents requiring medical attention are reported to the Sports Officer/Student Activities Officer/Safety Officer as soon as possible, including any emergency that arises on external trips.
- All trips off Campus must be notified to Student Activities Officer, Sports Officer and Health & Safety Office on the approved form (Off Campus Activities Form – Appendix B).
- Names and phone numbers must be held by each trip organizer/leader.
- Each member will be aware of the risk assessment of its activities, particularly those clubs/societies which are involved in high risk activities

- Each Club/Society, having identified the risks associated with its activities, will prepare guidance document on the procedures to be put in place to minimise/reduce the risk of injury or illness to the members of the club/society. These will be communicated to the club/society members. Where it is established and the need is identified appropriate training will be provided to club/society members before undertaking any of the clubs/societies activities.

### 1.3 **CLUB/SOCIETY – RESPONSIBILITIES OF MEMBERS**

- Individual Club/Society members have a responsibility to comply with the Club/Society Safety Statement and the practices and procedures it sets down in relation to its activities.
- Any member of a club/society who has a medical condition must advise the activity organizer of the condition. This will be treated as a strictly private and personal matter by the trip organizer, unless due to an emergency, he/she has to inform other members of the group of the condition in order to get help or assistance.
- Members of clubs/societies must be provided with all information in relation to the proposed trip including the trip destination, the activities to be undertaken, the duration and any specific safety precautions which must be undertaken.
- In all circumstances club members must accept the instructions of trip leaders/club/society Presidents where they are given.
- In the event of a dispute in relation to an activity the President of the Club will make the final decision on the matter.

### 1.4 **DISSEMINATION OF THE SAFETY STATEMENT**

At the beginning of each Academic Year, the Students Union in co-operation with the Students Activities Officer/Sports Officer, on behalf of the Capitation Committee will hold a working seminar to inform the Club/Society Presidents of their responsibility for the activities of the respective clubs/societies.

Workshops/Health and Safety Forums will be held to inform members of their responsibilities, identify training needs and to identify those with the required competencies who may be involved in club/society high risk activities.

## **2. REPORTING ACCIDENTS ON BEHALF OF CLUB/SOCIETY MEMBERS**

Any fatality or serious injury to any club/society member/members, occurring while undertaking club/society activities must be reported immediately to the Safety Officer, the Student Activities Officer and Sports Officer. In the absence of the Safety Officer the report is to be made to the Head of Security.

Where a fatality/serious injury has occurred the Safety Officer/Head of Security are required to inform the President of the University of the matter immediately.

## **3. INSURANCE**

All Club/Society members are insured against personal injury while participating in the Clubs/Societies activities. However each club/society member has a personal responsibility to take care of themselves and to ensure that others are not affected by their acts or omissions.

All trips off Campus must be notified to the Student Activities Officer, Sports Officer and Health & Safety Officer on the approved form. If a club/society fails to notify a trip to above the club/society president or officers may face disciplinary action from the Capitation Committee.

### **Contact details**

President Students Union

Vice President

Others i.e. Health & Safety Officer

Security Officer

Emergency Services

**4. FIRST AID**

For activities where there is a risk of minor injury an officer of the club/society must be designated to maintain a suitable first aid kit. For activities where there is a higher risk of injury the club/society should have a designated trained first aider with each group. It is recommended that clubs/societies in the high to medium categories (See Appendix A) have at a minimum of one trained first aider.

**Dispensing of Drugs**

First Aid persons are not authorised to dispense any form of medication. Supplies of such items must not be kept in first aid boxes. Persons who require medication are responsible for their own supplies.

The first aid kit must be brought on trips away. The recommended contents of a travel first aid kit are given below however certain activities may require specialized contents. **If your club has specific first aid kit contents requirements please insert them below ;**

Materials	First Aid Travel Kit Contents
Adhesive Plasters	20
Sterile Eye Pads (No. 16) (bandage attached)	2
Individually Wrapped Triangular Bandages	2
Safety Pins	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10x8cms)	1
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)	1
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (no. 3) 28 x 17.5cms)	1
Individually Wrapped Disinfectant Wipes	10
Paramedic Shears	1
Examination Gloves Pairs	3
Sterile Water or sterile normal saline (0.9%) for eye irrigation	2x20mls
Pocket Face Mask	1
Water Based Burns Dressing Large	1
Crepe Bandage (7cm)	1

**The designated first aiders are Steffi Klinge**

**The officer in charge of the first aid kit is**

First aid kit contents can be purchased from the Students Union.

## **5. TRAINING**

Where the club/society is affiliated to a national body, governing body or federation the requirements of that body must be adhered to.

Club/Society officers are required to attend training provided by the Capitation Committee in regard to Safety, Health & Welfare. By liaising with the Student Union the Club/Society can avail of training in First Aid, Fire Safety and other relevant courses.

## **6. BULLYING/HARASSMENT & SEXUAL HARASSMENT**

Bully, harassment or sexual harassment of any person will not be tolerated. Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Isolated incidents of aggressive behaviour, while to be condemned, should not be described as bullying. Only aggressive behaviour that is systematic and ongoing should be regarded as bullying. Sanctions will be taken against those found to be in breach of the policy. The University Policy on Dignity and Respect must be adhered to and any complaints should be referred to the Vice President Welfare of the Student Union.

## **7. ANNUAL REVIEW OF SAFETY STATEMENT**

At the start of the first term the officers of the club/society should review the contents of its own Safety Statement and ensure that the contents are still relevant to the activities of the society/club.

If the society/club is participating in additional activities that may have safety implications the officers should draw up a policy to state how the club/society is going to minimize the risk associated with those activities. For example if the Windsurfing Club decided to branch out into kite surfing then the additional activity should be dealt with.

The names of those designated to look after first aid kits, etc should be changed. A new copy of the Safety Statement should be produced and dated with the current academic year clearly printed on the cover. A copy of the revised Safety Statement must be given to Student Activities Officer/Sports Officer. The receipt of funding from the Capitation Committee is contingent on the receipt of an up-to-date Safety Statement.

**SECTION 2**

**HAZARD IDENTIFICATION –  
RISK ASSESSMENTS OF CLUB & SOCIETIES  
ACTIVITIES**

## 2.1 HAZARD IDENTIFICATION OF CLUB/SOCIETY ACTIVITIES

In this section Hazard Identification and Risks Assessment are examined against the requirements of the legislation. In particular activities and equipment are examined against the following background:

- The design, provision and maintenance of an activity in so far as is reasonably practicable, is safe and without risks to health of the person/club/society members.
- The design, provision and maintenance of safe means of access and egress to the activity.
- The design, provision and maintenance of equipment associated with the activity that is safe and without risk to health and safety of the members.
- The provision of activities that are planned, organised, performed and maintained so far as is possible to be safe and without risks to health and safety of members.
- The provision of information, instruction, training and supervision as is necessary to ensure the safety, health and welfare of members.
- The provision and maintenance of suitable protective clothing or equipment that is necessary to ensure the safety, health and welfare of members in circumstances where it is not reasonable for other measures to control or totally eliminate the hazards associated with the activity.
- The preparation and revision as necessary of adequate plans to be followed in emergencies.
- To ensure as far as practicable the safety and the prevention of risks to health in connection with the use of any article or substance.
- The provision and maintenance of facilities and arrangements for the welfare of members of club/society.

## 2.2 DEFINITIONS

### Definition of a Subject, Hazard(s), Risk assessment and Control(s)

A subject is any substance, operation, machine or a process in carrying out an activity.

A hazard is the resulting action of carrying out the activity with potential to cause harm to members.

A risk assessment is an analysis to evaluate the likelihood of injury caused during the activity.

Control(s) - The procedures to carry out the activity in a safe manner.

In ranking the hazards associated with the activity the following system can be used.

- High:** Probability of death, serious and or irreversible injury.  
Significant damage to NUIM Club/Society property.
- Medium:** Probability of significant injury, damage to property.
- Low:** Probability of minor injury, minor damage to property.

Each Club/Society is committed to continuously auditing its hazards in high risk activities, assessing the risks these present and implementing appropriate arrangements to reduce the risks identified. All Club/Society members are encouraged to identify hazards in their activities and to report them to their Presidents.

All Club/Society members must report near misses and dangerous occurrences to their President, Sports Office and Student Activities Officer and ensure that such incidents are recorded.

The following section lists the generic hazards identified in the Club/Societies activities, assesses the risks associated with them and states the arrangements made to ensure the safety, health and welfare of all members who may be affected by the activities.

### **2.3 CLUB/SOCIETY ACTIVITIES, SAFETY ADVISOR**

Some club/society's may consider it necessary to appoint a Safety Advisor who has a range of competencies associated with the club/societies activities. (In some cases it may be necessary to appoint a deputy in the absence of the designated person).

- This could include carrying out safety inspection of equipment
- Carry out risk assessments of field trips or outdoor activities organized by the club/society.
- Be responsible for ensuring appropriate first aid/ equipment/materials are available for club/society activities
- Report any accidents that require medical attention or where the person has attended a hospital for treatment to the President of the Club, Student Activities Officer, Sports Officer who in turn inform the Safety Office.
- The safety person, in consultation with the club/society President, will decide on the frequency of inspections and the method of recording the results.

#### **The consumption/use of alcohol and unprescribed drugs while on outdoor activities/High Risk Category 1 club/society activities**

- No member of a club/society should be under the influence of alcohol or unprescribed drugs while participating in the clubs/societies activities.
- Where a member is considered to be in such a condition, the trip leader will have the authority and the responsibility to instruct the member not to participate in the activity and will make the necessary arrangements to ensure that the member is adequately looked after.

#### **Nominated Safety Advisor**

- What is their role
- Carry out Risk Assessments
- Inspections
- Report Accidents
- First Aid
- Emergencies/access to names/phone numbers etc
- Multiple number in a club – deputies

## **2.4 TRANSPORT FOR CLUB/SOCIETY ACTIVITIES**

What is the nature of transport utilized by a club/society? Some may hire buses or vehicles while others may use cars or public transport.

All buses hired must be from companies approved by the Student Union. All buses must be fitted with seatbelts and insurance details verified annually. The hire of self drive minibuses must be approved by the Student Activities Officer and notified to insurers.

Where public transport is utilized the club/society needs to co-ordinate the activity to ensure all persons get back safely.

Where private cars are utilized it is the responsibility of the owner to ensure the car is roadworthy and adequately insured. The drivers must be licensed in accordance with current legislation. If towing a trailer the drivers license must cover the activity (single axle trailer under  $\frac{3}{4}$  ton) and the trailer must be roadworthy.

### **Safety criteria to be used in the hiring of bus/coach for club/society activities**

- Only named drivers with the appropriate licence will be authorized to drive the bus/coach
- Each bus/coach must be fitted with safety belts
- The bus/coach company must supply a Certificate of Road Worthiness and be in compliance with all Road Traffic Regulations
- The bus/coach must have displayed an up to date NCT disc
- Copies of the appropriate insurance cover for the bus to be supplied to the Students Union annually
- Only those buses/coach companies selected and listed by the Students Union are to be used by clubs/societies
- Where a bus/coach is requested which is not on the list, permission must be sought from the Student Union/Sports Officer/Student Activities Officer e.g. travel abroad.

## **2.5 HIRING OF VENUES FOR CLUB/SOCIETY ACTIVITIES**

If a venue (external to University) is to be used by the club/society for its own activities or for events, the Student Activities Officer/Sports Officer must be consulted. A risk assessment must be carried out to ensure the facilities are safe and suitable.

Where a club/society uses the facilities of a service provider (e.g. windsurfing school, dive centre, outdoor pursuits centre) or

equipment belonging to a service provider, insurance covers must be clarified. The activity must be approved by the Student Union or University insurers.

**2.6 TRIPS ORGANISED IN IRELAND (one day and longer) where club/society members may be involved in potentially hazardous activities**

Club/society officers must lodge contact details in the Student Union Office and email them to Student Activities Officer/Sports Officer and Safety Officer before setting out on a trip, giving the destination and estimated time of return. In the event of a problem arising the designated person should be instructed to contact the appropriate authorities and the SU. (ICE = IN CASE OF EMERGENCY (ICE) mobile phones can be used to contact the University/Security/Health & Safety Office.

**2.7 TRIPS ABROAD**

Trips abroad require planning. Any proposed trips must be notified in writing to Student Activities Officer or Sports Officer. The Health & Safety Office must be given prior notice, minimum two weeks. The names of all trip participants, their next of kin and contact addresses and numbers must be provided to the Student Activities Officer/Sports Officer and Health & Safety Office. (Clarification on insurance should always be sought). In the event of an emergency/accident (ICE) the mobile phone can be programmed to contact University/Security/Health & Safety Office.

## **2.8 CLUB/SOCIETY EQUIPMENT**

Some clubs/societies may be in possession of equipment which will be used by Club/Society members. Depending on the risks associated with the clubs/societies activities and the nature of the equipment it may be necessary or mandatory to carry out safety inspections of the equipment to ensure that it is safe to use.

This may be a simple exercise involving a visual inspection of the equipment or it may require formal testing to ensure that it is safe to use. Statutory inspections may be required in some cases.

Where practicable, a simple check list can be used to record what checks are carried out and any faults must be recorded. Suitable procedures must be put in place to have all the faults corrected before the equipment is put back into use.

Where a club or society is hiring in equipment for use on campus where there is a high potential risk of an injury/accident, the club/society officers must first obtain permission from the Student Activities Officer and the Safety Office. A copy of the vendors insurance certificate must be sent to the Student Activities Officer and the Safety Office. Activities of this nature can only proceed if the event is given clearance by the Student Union or University insurers, through the Safety Office.

Club/Society equipment or equipment belonging to the University must not be loaned to third parties. A club/society member must not borrow equipment for use by third parties even if the club/society member is present or in the group using the equipment.

## Section 3

Guidance on:

- 3.1 Club Activities
- 3.2 Fire Safety
- 3.3 Safe Use of Electricity
- 3.4 Manual Handling
- 3.5 Emergency Plan for all buildings, fire, bomb, threat of gas lead in a building
- 3.6 Suspicious letters/packages – Action to be taken
- 3.7 Bomb Threat – Action to be taken
- 3.8 Cash Security/Robbery
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- 3.11 Accident/Incident Report Form
- 3.12 Fire Safety Declaration of Compliance
- 3.13 Equipment Check Form
- 3.14 Risk Assessment Form
- 3.15 Hazard Control Assessment Form

### APPENDICES

- Appendix A List of Clubs and Societies (Risk Rating)
- Appendix B Off Campus Activity Form

### **3.1 CLUB ACTIVITY (Insert Details)**

### **3.2 FIRE SAFETY**

The University has a fire management program in place which caters for the maintenance and inspection of fire alarms, fire extinguishers, emergency lighting, fire doors, fire exits, fire hydrants, assembly points and the like. All club/society members must comply with the University fire procedures and evacuate the premises immediately in the event of a fire alarm.

When organizing an activity the following must be considered:

- Ensure the fire exits are kept clear,
- Do not block the fire exit routes,
- Don't over crowd a room,
- Do not bring in flammable liquids or materials,
- Adhere to no smoking regulations,
- Remove any waste before/after the event is finished,
- Report any defects in the room or building to security.

### **3.3 SAFE USE OF ELECTRICITY**

Electricity has the potential to cause electric shock, fire and explosion if improperly used or interfered with by inexperienced people.

Club members are not permitted to carry out repairs, modifications to electrical panels/sockets, switches or any other form of electrical equipment on Campus. In the event of an emergency, or power outage, the person in charge should contact the Powerhouse or Security and advise them of the power failure. Where electrical work is required or extra power sources are needed, contact the Powerhouse who will address the extra resources.

There are a number of risks associated with electrical equipment.

- If you damage electrical equipment, for example, a cable, maybe bare and live wires may be exposed.
- A piece of equipment may be wrongly connected up so that outside metal parts will become live.
- Even equipment which does not have a mains power supply itself can become dangerous. For example, some audio systems have loudspeakers with terminals at dangerous voltages.
- Electrical equipment that overheats can cause fire.

#### ***Precautions***

- Maintenance, inspection and repair should only be carried out by someone who is suitably qualified.
- Do not rely on other people's equipment being in a safe condition or properly connected. Check before you use it.
- Do not connect or use incompatible items of equipment.
- Use a residual current device (RCD) on the power supply to instruments, audio equipment and any other equipment which club/society members use. If the RCD trips it is a sign that there is a fault that could be dangerous. Do not ignore the warning. Have it checked and get the fault fixed by a competent person.
- All portable appliances must be inspected and tested at least one per year.

### **3.4 MANUAL HANDLING**

Some Clubs/Societies may be involved in the moving of equipment for the purpose of carrying out trips.

In some cases this may involve the lifting, pulling down, pushing and pulling of equipment/loads.

Members are advised that they can participate in manual handling training courses which will identify the hazards and the associated risk of back injury when carrying out such tasks.

Club/Society Presidents are invited to discuss the issues of manual handling with the Safety Officer who will advise them as to whether training is necessary.

However each member involved in lifting/pulling equipment must take care not to cause a back injury to themselves or by omission cause an injury to another club/society member.

### **3.5 FIRE/EMERGENCY EVACUATION PLAN**

Fire/Emergency evacuation drills are held at least twice a year. The Health & Safety Office is responsible for organising and co-ordinating this activity.

The procedures, which must be followed in an emergency evacuation, are as follows: -

- **ON DISCOVERING A FIRE, GAS LEAK, OR OTHER LIFE THREATENING EVENT:**

1. Notify Security at 01-7083929 (24 hour service).
2. Raise the alarm and have the building cleared in accordance with the agreed procedures.
3. Attempt to deal with the fire or other dangerous event only if there is no personal danger in doing so.
4. On being notified, the switchboard operator must immediately notify the external emergency services.

- **ON HEARING THE ALARM:**

1. Switch off all equipment (if possible and safe to do so).
2. Commence the phased evacuation of the premises. Direct all persons to leave the building by nearest fire exit.
3. Close doors as you leave to reduce the spread of fire.
4. Do not run.
5. Do not use lifts.
6. Do not delay.
7. Assemble at the designated "assembly points". See Fire Assembly Map.
8. If first aid is required trained employees should administer it, where possible.
9. Alert, where needed, the Medical Centre.

### **3.6 SUSPICIOUS LETTERS/PACKAGES – Action to be taken.**

Packages and letter bombs are a common method to spread fear or gain publicity. Improvised Explosive Devices (IED) can come in a variety of shapes and sizes. It is not necessary to open an envelope or package in any particular way to ignite an IED. It may be triggered by any attempt, however slight, to open the outer cover.

#### **Action to be taken if a suspicious package is received, is partly opened or its contents removed;**

- If the sender's name and address are given, they should be contacted and asked to confirm the despatch of the letter or package concerned and to validate its contents.

#### **If such information is not available then;**

- Do not move the suspect device. Keep it in the same position when found. If in your possession lay the item down carefully on the nearest flat surface.
- Make no attempt to open the envelope or package.
- Do not smoke in the vicinity.
- Do not use transmitters (security radios) within a range of 300 metres.
- Do not place the item in water. Water is a conductor of electricity and it may cause the device to explode. If the device contains particular chemicals water may cause ignition.
- Leave the room closing the door behind you and if possible lock it. Prevent other persons from entering the room.
- Alert other employees in the vicinity of the suspect device. Evacuate the area and inform Security (01-7083929) and the Gardai.

### 3.7 BOMB THREAT – Action to be taken

The alert of bomb threat may arise from a number of sources, such as a phone call, a letter, indirectly from the Gardai or the media. There is also the possibility of the accidental discovery of a suspicious device prior to a warning being received.

- All bomb threats/suspicious devices should be treated as bona fide as the consequences and risks are too great to regard them as hoaxes.
- A person receiving a bomb threat should remain calm, note the time of receiving the call and endeavour to keep the caller talking as long as possible, noting everything said, accent, vocabulary/expressions used, their state of mind, background noises.
- Elicit as much information as possible from the caller, on the following points;
  1. The building or site to be bombed
  2. The exact location of the bomb
  3. The type of bomb
  4. The type of explosives used
  5. What does the bomb look like
  6. When was the bomb placed in situ and what time is it expected to explode
  7. Who placed the bomb and the motive for doing so
  8. The caller's name and their current location.

*Note; the form for recording this information is attached.*

- When the caller hangs up inform the Security Staff (01-7083929), The Head of Security and the Gardai.
- Should a threat by letter be received, further handling should be avoided as it may provide excellent document-type evidence.
- The Head of Security and Security Staff will evaluate the information provided and determine an effective response.
- If it is decided to evacuate, it should take place as quickly as possible in a controlled way, ensuring that those being evacuated are directed to the exits leading away from the suspect area. All individuals should be cleared to a distance of 300 metre from the suspect area and at this distance should have protection.

- Where time permits (half an hour) and it is decided to search the area nominated, such a search should be planned and co-ordinated. It should be orderly, thorough and all areas should be systematically checked to ensure that no area is overlooked. The number of searchers should be limited but should include people who are familiar with the area specified and who could quickly spot any unusual conditions or foreign objects not normally in the space.
- Searches should always assume that any suspicious object found is imminently dangerous. They should not touch it or disturb it or move any objects near it. The guidelines for dealing with a suspicious package should be set in train.

***In All Circumstances Personal Safety is Paramount***

## GUIDELINES TO TELEPHONISTS

**It is important on receipt of a bomb threat that the telephonist does not panic. So as to reduce confusion and assist appropriate authorities, every effort should be made to obtain and record the information as outlined below.**

1. Note the exact time of the call. Start \_\_\_\_\_ Finish \_\_\_\_\_
  
2. Note the exact words of the threat - particularly the location of the bomb and when it is going to explode.  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Ask:
  - a. Where is the bomb now?  
\_\_\_\_\_
  - b. What does it look like?  
\_\_\_\_\_
  - c. When is it going to explode?  
\_\_\_\_\_
  - d. Who planted it?  
\_\_\_\_\_
  - e. Why was it planted?  
\_\_\_\_\_
  
4. Note whether the voice is male or female.  
\_\_\_\_\_
  
5. Note the accent of the caller.  
\_\_\_\_\_  
i.e. Dublin, Country, Northern Ireland, Foreign.
  
6. Note whether the caller sounds intoxicated.  
\_\_\_\_\_
  
7. Note any background noises - traffic, music, voices, etc.  
\_\_\_\_\_
  
1. Note if the voice is familiar - Who?  
\_\_\_\_\_
  
9. Note the time the caller hung-up. \_\_\_\_\_
  
10. Other comments.  
\_\_\_\_\_

Notify Security and Gardai immediately on receipt of a call.

### **3.8 CASH SECURITY/ROBBERY- Guidelines**

#### ***Security of Cash***

Careless handling of cash and insufficient attention to security precautions increases the likelihood of armed raids and personal attacks. In order to assist in the prevention of such incidents the following guidelines must be adhered to at all times;

- Retain only sufficient cash in cash registers/offices to service your business. Surplus cash should be downloaded and stored elsewhere, preferably a safe.
- Lodge frequently - do not allow large amounts of cash to accumulate.
- Never display or count large amounts of cash within public view.
- When counting large amount of cash ensure that doors are locked and secure.
- Hide the keys to cabinets or safes at locations where they are not readily found.
- When leaving offices where cash is retained, even for a very brief period, ensure that the cash is locked in a secure place and that the office doors are locked and secure.
- Where provided, alarm systems must be set each evening at the end of business.
- The holders of access cards and codes must not pass them on or loan them to any other person.
- All visitors, including cash couriers, must be identified before being admitted to cash holding areas.
- Do not publicly discuss the cash holding business or lodgement procedures of the University.
- All suspicious activities in the vicinity of cash holding centres should be promptly reported to the security staff.
- Routine cash lodgements to banks etc. should be varied. Develop unpredictable patterns, including personnel making lodgements, vehicles used, baggage used.
- If suspicious activity is noted in the course of making a lodgement abort the operation, go to a secure location and alert Security and the Gardai.

#### ***In the event of a Raid;***

In the event of a raid no action should be taken which might jeopardize the safety of yourself or others. Bearing this in mind and acknowledging the trauma of a raid situation the following guidelines should be adopted;

- Keep calm and concentrate. Do not make the raider(s) more nervous than s/he already is.
- Obey – do only what you are asked to do, nothing more and nothing less.
- Observe- note details of the raider nearest to you, height, general appearance, build hair, eyes, dress, accent, words spoken any unusual features such as tattoos, flesh wounds, logos on garments, if not wearing gloves, note items touched etc. Determine the number of raiders. Where possible get the registration number of vehicles used, make and colour. As soon as possible write these details down, sign and date the document and retain it in your possession until handed to the Gardai.
- If a demand note is used, where possible retain it for the Gardai. Do not unduly handle it as it may provide valuable forensic evidence.
- If on the telephone when the raid occurs, get a warning out if it is safe to do so.
- Panic buttons must only be used during a raid where their use does not intensify an increased risk. If the alarm cannot be activated during the raid it should be activated immediately afterwards if safe to do so.
- Preserve the scene following the departure of the raiders. Do not touch anything pending the arrival of the Gardai.
- Attend to colleagues worst affected by the incident.
- Be mindful after the event of the state of health of colleagues as there can be delayed reactions to these incidents.

### **3.9 GAS LEAKS**

#### **IF YOU SMELL GAS:**

1. Do not use naked lights.
2. Do not switch the lights or any other electrical equipment on or off, use phones or radios.
3. Check whether the gas is coming from a pilot or burner:-
  - If from pilot or burner, turn off the burner.
  - If from elsewhere, turn off the gas supply to the area.
4. Open doors and windows and leave them open until the leak has stopped and any build-up of gas has dispersed.
5. If, necessary evacuate the building immediately.
6. Report the leak immediately to your Head of Department or Supervisor/Security.
7. Do not turn the gas back on until the fault has been traced and repaired by a competent gas service technician.
8. If gas continues to escape after the supply has been isolated at the meter, contact the switchboard. The switchboard operator must contact Bord Gais immediately.
9. BORD GAS EMERGENCY PHONE NO: 1850205050.

### **3.10 POWER OUTAGE**

In the event of a power outage all University Buildings must be cleared within 5 minutes. The emergency lighting systems are only designed to provide lighting for a limited period to aid safe egress and to provide lighting for the emergency services.

The standby generator, located in the power house, can only provide a limited output and will be utilised to provide power to essential buildings and services.

### 3.11

## Accident - Incident Report

All incidents resulting in personal injury, a dangerous occurrence, damage to property or a near miss which could have resulted in injury must be reported within 24 hours, by completing this form and returning it to the University Safety Office.

**Report Completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Date of incident	Time	Campus	Exact Location

Name of Injured party \_\_\_\_\_

Occupation \_\_\_\_\_

Address \_\_\_\_\_

Staff/Student/Other

\_\_\_\_\_

Details \_\_\_\_\_

\_\_\_\_\_

Facility \_\_\_\_\_

Describe the nature and extent of injuries suffered.

First Aid Treatment Y/N?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Referred to Doctor Y/N?

Describe the circumstances and nature of the accident/incident.

Doctors Name & Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What was the person doing at the time of the incident Work/

Taken to Hospital Y/N?

Other Activity, Describe: \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_

Hospital \_\_\_\_\_

\_\_\_\_\_

Admitted or Discharged after Treatment.

What protective clothing was worn at the time of the incident?

Witness to incident? Y/N

\_\_\_\_\_

Name \_\_\_\_\_

Was any machinery or vehicle involved? Give Details:

Phone \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Comments or additional information

Reported By: \_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_

\_\_\_\_\_

Department/Address \_\_\_\_\_

**Office Use only**

Classification	Action	Reported Ins./ HSA	Acknowledged	Date Recorded
F/A T/L Other				

### 3.12 Fire Safety Declaration of Compliance

I declare on behalf of \_\_\_\_\_ that the venue is in compliance with Fire Safety in Places of Assembly (Ease of Escape) Regulations, 1985 and with the Code of Practice for the Management of Fire Safety in Places of Assembly. Numbers entering the premises will be controlled by the venue management.

\_\_\_\_\_  
Manager or authorized person

Date \_\_/\_\_/\_\_

Copy and number of Certificate  
Date of issue:  
Location:

**3.13 Equipment Check Form** (to be completed for equipment that may pose a health and safety risk if in poor condition, e.g. boats, trailers, protective equipment, harnesses etc)

**Club/Society:** \_\_\_\_\_  
\_\_\_\_\_

**Officer carrying out check:** \_\_\_\_\_

**Date check carried out:** \_\_\_\_\_

Tick box if item is satisfactory (for each type of equipment there may be several items e.g.

Equipment description	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14

**Corrective actions required**

**Action taken**

Signed \_\_\_\_\_

Date actions completed \_\_\_/\_\_\_/\_\_\_

*If items are unsafe or pose a risk to health and safety please take them out of circulation and clearly mark on them that they are not to be used.*

A copy of this checklist must be sent to xxxxxxxxxxxxxxxxxxxxxxxxx.

### 3.14 SPORTS CLUB/SOCIETY RISK ASSESSMENT FORM

<b>Club/Society</b>		<b>Date Completed</b>	
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<b>Activity</b>	NORMAL CLUB/SOCIETY ACTIVITY / TOUR	<b>Aimed At</b>	COMPLETE BEGINNERS / BEGINNERS / INTERMEDIATE / ADVANCED
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<b>Club Assessor</b>		<b>Position</b>	
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Any areas that score 3 or over indicate an identified hazard

core 1-5	Group	Leader(s)	Equipment	Transport	First Aid *see below	Weather	Accommodation	Affected
<b>1</b>	Group at appropriate competency at and above level of activity	Leaders qualified at or above appropriate level for activity	No equipment or protective clothing required	Activity on site or local, no transport requirements for participants	First Aid available. Access to emergency support. Persons qualified at appropriate level	Change in weather will have no adverse effect on the group	No overnight stay	The staff/ employees at the venue
<b>2</b>	Highly experienced participants undertaking activity at a high level of performance. Participants are aware of risks involved and trained to deal with foreseeable problems	Leaders experienced in leadership role at or above level of activity	Minimal equipment or protective clothing required to undertake activity. Required for comfort or peace of mind.	Use of hired coach or public transport	First Aid not available. Access to emergency support. Persons qualified at appropriate level	Change in weather will have minimal effect on activity	Accommodation in Hotel, B&B, staffed Hostel or Private Residence	The public who are watching the event/ fixture
<b>3</b>	Group with appropriate competency to attempt level of activity with suitable leadership, but not necessarily practical experience	Leaders experienced and competent as a participant at level of activity. No leadership experience at this level	Some equipment or protective clothing required by participants. No training required for use, equipment failure may cause minor injury	Local or regional movement or participants or large/heavy items using self driven vehicles	First Aid available. Access to Emergency support. No, or insufficient persons qualified at appropriate level	Change in weather could cause problems if the group is not adequately prepared with training or equipment	Bunkhouse or recognized Campsite/self catering accommodation	The opposing team (if a sports team)
<b>4</b>	Group with some competency in activity. Some awareness of risks involved.	Leaders with some experience of activity but not at this level. No leadership experience	Complex, delicate or extensive equipment or protective clothing required for some or all of participants. Training on use of equipment required. Some reliance on equipment where failure may cause some injury.	National movement of participants Using self drive vehicles or including over night stay	First Aid not available. No access to Emergency support. Persons qualified at appropriate level OR First Aid not available Access to Emergency support. No, or insufficient persons qualified at appropriate level	Change in weather could rapidly lead to serious problems if the group is not adequately experienced or equipped	Overnight camping in wilderness area. Use of Mountain Hut or Refuge. Access to communication and/or shelter	Members of your club/ society who are participating in this trip/event
<b>5</b>	Absolute Novices with no or little experience of the activity at any level	No experience of activity as a participant or leader	Complex, delicate or extensive equipment and/or protective clothing required for all participants. Extensive training on use of equipment required. Direct reliance on equipment, failure is likely to cause serious injury	Transportation of heavy or large items and many people, use of minibuses and trailers or traveling abroad	First Aid not available. Persons not qualified at appropriate level. With or without access to Emergency support	Change in weather could have very serious repercussions for the group	Overnight camping in wilderness area. No access to communication or shelter	



## APPENDIX A

### LIST OF CLUBS & SOCIETIES AND RISK RATING

#### CLUBS

##### High Risk

Archery	Outdoor Pursuits Club
Equestrian	Rowing
Fencing	Ski Club
MUCK	Surf Club

##### Medium Risk

Badminton	Ladies Football
Basketball	Ladies Soccer
Boxing	Mens Football
Camogie	Mens Soccer
Hockey	Rugby
Hurling	Self-Defence
Judo	Swimming & Waterpolo
Karate	Trampolining
Kickboxing	Volleyball
King Fu & Tai Chi	

##### Low Risk

Golf	
Snooker	

*Aikido, Athletics, Paintball, Yoga, Go Karting?*

#### SOCIETIES

##### Medium Risk

Drama Society	
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##### Low Risk

Alt Music	GLB	Ogra Fianna Fail
Amnesty	Global Awareness	Ogra Shinn Fein
Anarchist Soc	Cospel Choir	Omega
Astro2	History	Philosophy Society
Biology	International	Pioneers
Cards	Juggling Society	Playdo
Cuallacht Choimchille	John Paul II	Pro-Life
Chakras	Labour Youth	Psychology
Chemistry	Legion of Mary	Sociology Society
Christian Union	Literary & Debating	Socialists
Comedy	Maths	Students for Choice
Composers	Mature Students	Suas
Dance	Maynooth Mission Outreach	SVP
Deukuma	Media	Trad Music

Drama	Mikado	YCS
French	Minds	YFG
Friends of Raphaels	Mundo Latino	Young Greens
Games	Electronic Music	Youth 2000
Geography	Fashion	Underground
Jazz	Music	
Jamming		

This list is not exhaustive and Clubs/Societies should contact the Health & Safety Office to seek advice and arrange to participate in a first aid course.

**OFF CAMPUS ACTIVITY FORM**