



Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

Atlantic Technological University Sligo

Estates Office

Functional Area Safety Statement

Revised 18th January 2023

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

*This document applies to the operations of the Estate's office functional
area.*

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Revision

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1.0 INTRODUCTION

- 1.1 Atlantic Technological University Sligo is committed to providing a safe place of work for all of its employees and to providing a safe environment for students in which to carry out their studies and associated activities. The University is also committed to ensuring that, in so far as is reasonably practicable, its actions and activities do not have a negative impact on the safety of any third parties.
- 1.2 In compliance with the Atlantic Technological University Sligo Framework Safety Statement, the Estates Office has prepared its own Functional Area Safety Statement (8), documenting hazards, risks, risk control protective and preventative measures and resources for ensuring a safe and healthy work environment within the Estates areas of responsibility.
- 1.3 This Safety Statement is designed to fulfil the requirements of Section 20 of the Safety, Health and Welfare at Work Act (No. 10 of 2005) which requires all employers to prepare a Safety Statement.
- 1.4 This Safety Statement when read in conjunction with the University's Framework Safety Statement, other Functional Area Safety Statements and relevant risk assessments outlines how the health and safety of staff, students and visitors to Atlantic Technological University Sligo will be safeguarded.
- 1.5 This Safety Statement will be updated as necessary in light of new legislation, staff feedback, University structural changes and practical experience. In addition, the Safety Statement will be reviewed annually.
- 1.6 This Safety Statement is available to Atlantic Technological University Sligo Management and to all employees, contractors and visitors of the Estates Office.
- 1.7 If this document or part of it needs to be explained please contact, Noel Mc Loughlin Facility Manager or line management within the Estates office.


2.0 DOCUMENT SCOPE

- 2.1 This document applies to the operations of the Estates Office Functional Area which are not covered by the Finance and Corporate Services Functional Safety Statement (5) and Framework Safety Statement.
- 2.2 The Framework Safety Statement sets out a full list of current Functional Area Safety Statements.

3.0 GENERAL STATEMENT OF POLICY WITHIN THE ESTATES OFFICE FUNCTIONAL AREA

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

Signed on behalf of the Estates Functional Area, IT Sligo



Noel McLoughlin, Facilities Manager.

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4.0 ESTATES OFFICE FUNCTIONAL AREA DESCRIPTION

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

5.0 HEALTH AND SAFETY MANAGEMENT STRUCTURE, RESPONSIBILITIES & CONTACT DETAILS

5.1 Facilities Manager Responsibilities

In accordance with the University's Framework Safety Statement, the Facilities Manager is responsible, insofar as is reasonably practical, for the following:

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

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

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

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

5.2 Estates Office Safety Representatives

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

The Estates Office Safety Representatives are Laurence Moran and Pat Devaney.

5.3 Staff Consultation:

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

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

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

An employee, while at work, shall:-

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

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

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

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

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

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

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

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

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

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In addition to the above legal requirements all employees are required to immediately report to the estates office any accident resulting in loss or injury and any incident that could have resulted in loss or injury. The injured party is also required to co-operate in the investigation of the incident and the completion of the Accident Report Form.

5.5 Health & Safety Resources

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

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

5.6 Contact Details

Title	Name	Contact Details
Security	Secure-All Security	Extension 888 or 087 6379470
Security (24hr Central Office)	Brendan Knox	086 8037356
Facilities Manager	Noel Mc Loughlin	07191 55738 / 087 3559520 Noel.mcloughlin@atu.ie
Buildings Officer	Peter Byrne	071 9155412 / 087 2072910 peter.byrne@atu.ie
Buildings Services Supervisor	Jon Evans	071 9155370 / 087 6852140 jonathan.evans@atu.ie
Estates Administrator	Caroline Coen	071 9155109 caroline.coen@atu.ie
Housekeeping Supervisor	Connie Callaghan	087 6406981
Grounds Person	Pat Devaney	087 2866697
Fire Alarm Maintenance	Brendan Byron (Coleman Electronic)	09672858
Fire Alarm Maintenance	Brendan McNeela (ADT)	086 2503239
Lifts Maintenance	West of Ireland Lifts	098 66001
Fire Extinguisher Maintenance	Gladeon Safety Systems	048 71360500
Emergency Plumbing	F&J Walsh	087 2237347
Emergency Electrical	Michael Leonard	087 2568026
Emergency Sewerage	Jason Gilligan	087 6300498
Emergency Gas LPG	Flogas	041 9831041
Emergency Electrical Network	ESB	1850 372999
Health & Safety	ATU Sligo Health & Safety Office	087 996 1875 healthandsafety.sligo@atu.ie
Emergency Services	Police/Fire/Ambulance	112 or 999

6.0. HEALTH AND SAFETY TRAINING

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

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

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

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

6.1 Specific Health and Safety Training

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

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

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

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

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

7.0. RISK ASSESSMENT

7.1 Risk Assessment Methodology

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

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

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

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

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

7.2 Definitions

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

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

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

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

7.3 Risk Control & Assessment

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

In selecting controls the following hierarchy is adopted:-

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

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

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

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

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

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

The **Risk Assessment Matrix** below is used to assess the residual risk posed by any hazard by linking the probability of an adverse occurrence with the severity of injury or material loss (the hazard effect) resultant from that occurrence having regard to the control measures currently in place:

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

7.4 Actions Required

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

7.5 Register of Risk Assessments

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

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

8.0 SAFE WORK PRACTICES

8.1 Safe Work Practice Sheets

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

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

8.2 Permit to Work System

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

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

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

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

8.3 Construction Projects

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

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

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

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

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

8.4 Out of Hours Work/Lone Working

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

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

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

Term Time (Approximately 38 weeks):

Main Campus, Buildings K & L and Clarion 8 Building
Mondays to Thursdays 8.30am to 10.00pm
Fridays and Saturdays 8.30am to 6.00pm
Sundays Closed

Non-Term Time (Approximately 14 weeks):

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

All Buildings are closed on Bank and Public Holidays.

9.0 CAMPUS EMERGENCIES

9.1 Fire and Emergency Evacuation Procedures

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

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

Hand Held Extinguishers:

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

Campus Fire safety and Life Systems:

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

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

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

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

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

9.2 Gas Leak

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

Only authorised personnel may work on gas safety systems.

9.3 Spillage of a Chemical Agent

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

- a) **Some chemicals require specialist responses. Where chemicals were not purchased or the responsibility of the Estates Office e.g. laboratory chemicals spillages should be immediately reported to the faculty and clean-up should not be attempted by Estates staff without appropriate supervision. The immediate response should be to secure the area, erect warning signs, open windows if possible and report the spillage.**
- b) In the event that a chemical is spilled or is discovered to have leaked then all persons should be verbally requested to leave the affected area immediately.
- c) Where possible windows should be opened but all doors should be kept closed.
- d) If the spilled material is flammable all possible sources of ignition, including electrical appliances should be turned off if safe to do so.
- e) The Material Safety Data Sheet (MSDS) for the chemical concerned should be consulted before dealing with the spillage and the information contained therein utilised to ensure a safe clean-up response.
- f) For large spills (>10 litres/kgs) the Estates Office should be informed immediately.
- g) In the event that the spillage is deemed safe to deal with a spill kit should be utilised.
- h) Suitable personal protective equipment should be donned by the persons dealing with the spillage. At the very least safety glasses, gloves and a lab coat should be worn. All spills must be attended by at least two persons.
- i) The source of the leak should be ascertained and if possible and safe to do so closed or sealed. Any damaged containers should be removed and repackaged if possible.
- j) In the event of liquid spills adsorbent pads or vermiculite should be spread over the spilled material until it is covered. If necessary, absorbent booms should be used to prevent the spillage spreading further.
- k) The spilled material along with the absorbent material should be collected and placed into the bag / container provided with the spill kit.

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- l) In the event of the spillage of a solid material the material should be collected using a dustpan and brush and placed into the bag / container provided with the spill kit.
- m) All wastes and all contaminated items generated by spillages must be disposed of in a suitable manner.
- n) When dealing with spillages the inhalation of large amounts of vapour or air borne contaminants should be avoided. In the event that a large amount of material is spilled then specialist assistance may be required. Respiratory protection may be required when dealing with large spillages. Persons must note that non air fed respiratory protection is not a substitute for decreased ambient oxygen levels.

9.4 Chemical Agent Exposure

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

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

Inhalation

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

Skin contact

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

Eye Contact

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

Ingestion

- a) Refer to the specific MSDS. Always seek medical advice.
- b) For further information contact the Poisons Information Centre. **Telephone 01 837 9964 or 01 809 2566.**

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- c) If seeking medical advice after a chemical exposure ensure that the patient has in their possession a copy of the relevant MSDS.

9.5 Bomb Threat

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

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

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

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

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

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

9.6 Knife/Gun Attack

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

- a) Take **shelter** in a in a secure area or room with access to a telephone and/or computer and seek further information via security on (888/087 6379470) or the emergency services on (112/999).
- b) Remain **shut** in this location keeping quiet and unseen with door locked and blinds closed until advised that the incident is over or requested to leave by either Security or the Gardaí.

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- c) Unless instructed to do otherwise remain indoors and **listen** for further instructions.

9.7 Vehicle Rampage on Campus

In the event of such an incident take shelter in a secure pedestrian area or building and contact security on (888/087 6379470) or the emergency services on (112/999). Do not approach vehicle or driver responsible for the incident and only approach casualties if and when safe to do so.

9.8 Contacting the Emergency Services

In the event of an emergency Security should be contacted immediately on extension 888 or mobile 087 6379470 who will contact the appropriate emergency service and ensure that they are met upon their arrival on campus and escorted to the correct location. Only in exceptional circumstances or where security cannot be contacted should the Emergency Service be contacted directly on the Emergency Line (112/999).

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

10.0 FIRST AID GUIDELINES

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

- a) Contact a trained First Aider
- b) Contact the college medical staff, 07191 55205.

If they are unavailable:

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

Personal Injury

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

- a) Contact the nearest trained first aider, University nurse or in the event that a first aider cannot be contacted then then contact your line manager.
- b) If the emergency services are required, then the 24hr Emergency Line should be contacted (112/999) and the request made.
- c) All personal injury or near miss incidents must be reported as soon as is practical using the Accident Report Form available from the Estates Office or Health & Safety Office.

First Aid Boxes

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

APPENDIX I *

SCHEDULE OF RISK ASSESSMENTS

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

Completed Risk Assessments available separately at Addendum (I).

APPENDIX II ***SCHEDULE OF SAFE WORK PRACTICE SHEETS**

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

All SWPS available separately at Addendum (II)



Estates Office

APPENDIX III

CONTRACTOR INDUCTION LEAFLET

Introduction

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

Contractor Induction

All contractors wishing to carry out works on Campus must attend the Contractor Induction Course prior to commencing work. The induction will address specific campus safety requirements under a number of headings: -

- Estates Office Operation & Personnel.
- Campus Orientation, Particular Hazards, Parking & Emergency Procedures
- Permit to Work System
- Emergency Procedures

The Estates Office

The Estates Office is responsible for the capital works programme and for providing various services to the University including maintenance of premises and grounds, security, cleaning and portering.

Contact names of relevant personnel are as follows: -

General Enquiries	Administration	071 9305109
Noel Mc Loughlin	Estates Manger	087 3559520
Peter Byrne	Buildings Officer	071 9305412
Jon Evans	Buildings Services Supervisor	071 9305370
Connie Callaghan	Senior Housekeeper	087 6406981
Pat Devaney	Groundsman	087 2866697
Emergency	Contract Security	087 6379470

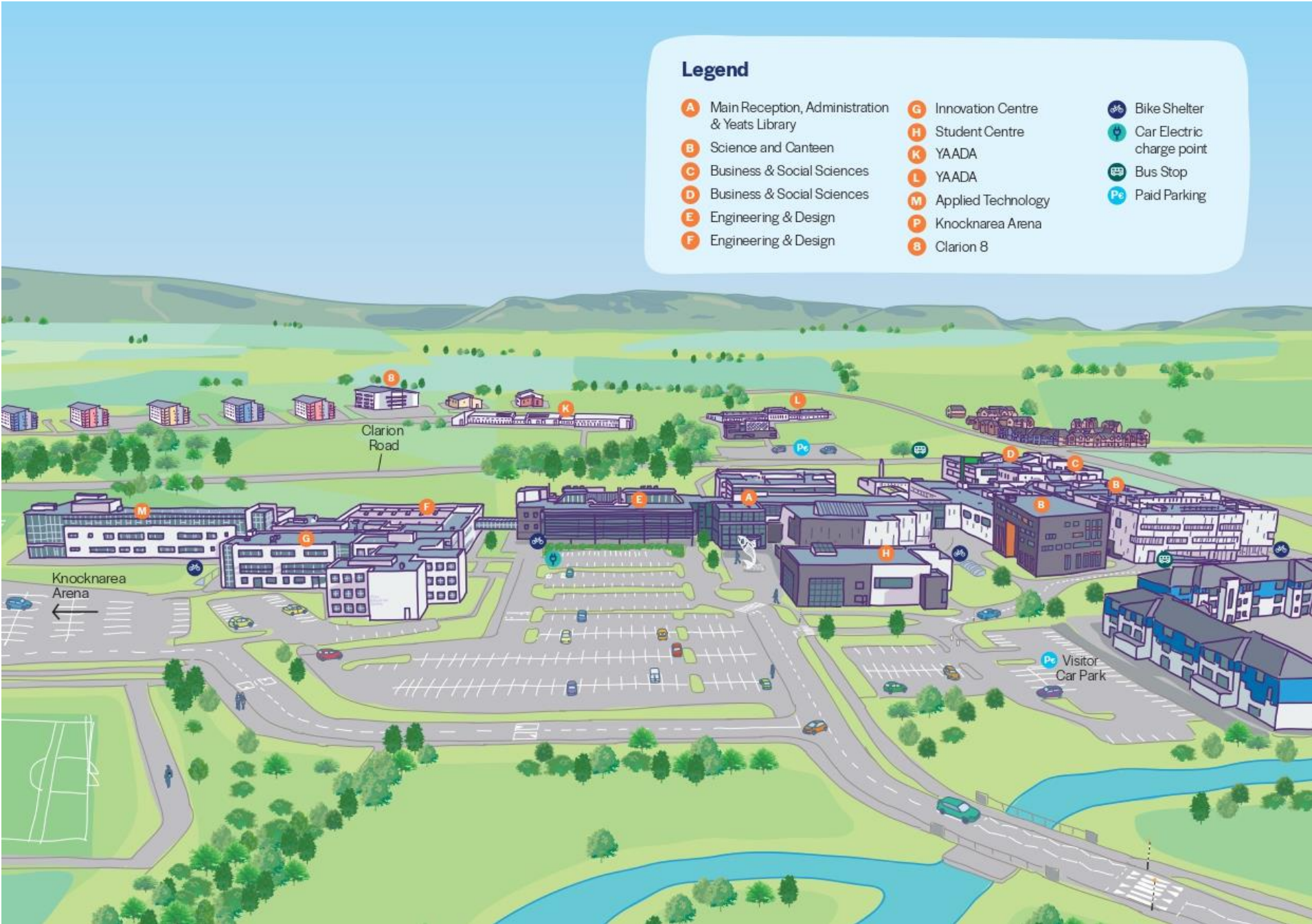
Estates Office Safety Statement

The Estates Office has written a Safety Statement describing the safety programme for workplace health and safety within the Estates Office functional Area. This statement is available to all contractors engaged in work at the University. Contact the Estates Office on 071 930 5109 for further details.

Atlantic Technological University - Sligo

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

Campus layout:





Addendum III:- Contractor Induction

Building Ref	Building Title
A	Main Reception, Administration and Yeats Library
B	Science and Canteen
C	Business and Social Services
D	Business and Social Services
E	Engineering & Design
F	Engineering & Design
G	Innovation Centre
H	Student Centre
K	YAADA
L	YAADA
M	Applied Technology
P	Knocknarea Arena
S	Sundry Out Buildings
8	Clarion 8

Hazardous Areas

The following buildings contain laboratories and/or workshops that may store flammable or toxic chemicals, compressed gases or other particularly hazardous materials or equipment:

B	Science and Canteen	Main Campus
E	Engineering & Design	Main Campus
F	Engineering & Design	Main Campus
G	Business Innovation Centre	Main Campus
K	YAADA	North Campus
L	YAADA	North Campus
M	Applied Technology	Main Campus
S	Sundry Out Buildings	Main Campus

Particular care should be taken when working in these buildings.

Note: Lone working in laboratories or workshops is not permitted.

Car Parking

Parking is not permitted on the University roadways or pedestrian walkways.

Contractors who need access to the pedestrian and other restricted areas must apply under the Permit to Work System. Approval to park Discs will be issued from the Estates Office. A contractor who is given authorisation to park on pedestrian or other restricted areas must obey the following instructions:

- Notify Security on arrival
- Security will give access to the required area
- The authorisation to park disc must be clearly displayed together with a contact number for the driver in the event of an emergency

The driver of the vehicle must not leave the campus.

Accident / Emergency Procedure

- In the event of an accident/emergency, contact Security on 087 6379470 for assistance.
- First Aid assistance is available during office hours.
- All accidents or near misses must be reported to the Estates office using the Accident report Form.

On Causing / Discovering a Fire

- Break nearest BGU (Break Glass Unit) to evacuate the building
- Use fire extinguisher if confident and trained in safe use
- Leave the building by nearest exit
- Call security on ext. 087 637 9470 from a safe location
- Proceed to designated Assembly Point.
- Do not re-enter the building until the all clear is given.

PERMIT TO WORK SYSTEM

The University Permit to Work System is a formal written procedure used to control the activities of all external Contractors. It is also applicable to the University employees, who may be involved in particularly hazardous tasks such as hot works or work in confined spaces.

The Estates Office will provide training in the Permit to Work System to all contractors and relevant employees. Prior to carrying out any works on campus the Contractor must obtain and complete a written Permit to Work (PTW) from the Estates Office. The appropriate personnel on the Estates Office contact list, Approver, must sign this.

Before a contractor is permitted to commence work confirmation in writing must be received that the Contractor is in possession of a current Health & Safety Statement relevant to the work being undertaken together with the required public liability and employers liability insurances

All permit requests should be forwarded to: caroline.coen@atu.ie

N.B. Other than in exceptional circumstances or in the case of an emergency, two working days' notice is required to process the supporting documentation.

Schedule of Permits

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

General Work Order (GWO)

- A GWO is any instruction issued to a Contractor on foot of a works contract, quotation or when a maintenance contract is in place for an agreed preventive or other maintenance schedule, (including replacement of consumable items) to carry out construction work outside of a designated and defined construction site.
- The Contractor must carry out a risk assessment for all of the work included in a GWO and complete the PTW (A) for approval by the Estates Office Approver.
- The Contractor shall comply with all statutory regulations pertaining to their operations. The Contractor shall be responsible for the safety and welfare of their employees and shall comply with all current Safety, Health and Welfare legislation and all regulations made under such legislation, in so far as they relate to the works. The Contractor shall submit upon request a copy of their

current Safety Statement. Such request will not acknowledge its value or otherwise infer compliance with regard to statutory regulations.

(A) Permit to Work (PTW)

- A PTW must be prepared by the Contractor to cover all works and all other tasks included on a GWO.
- The PTW shall identify which other permits will be required to be completed in connection with carrying out the works as identified in the GWO.
- The PTW shall include **Lock Out/Tag Out (LO/TO)** safety measures to be adopted to ensure that access to hazards that have the potential to cause harm to personnel or damage to equipment are isolated and access to the switch(s) are locked and tagged out
- The PTW must be signed and dated by the person undertaking the work.
- The PTW will be issued when the Contractor and Approver from the Estates Office finalise the details of the work to be carried out.
- The PTW must be returned with the contractor advice note when all work is completed.
- The Approved Person will close the permit.
- A permit to work will only be issued on receipt of a completed Method Statement where this is considered necessary.

(B) Hot Works Permit (HWP)

- A HWP is an additional control required when tasks require the application of open flames, this includes but is not limited to Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch Applied Roofing, Floor Covering etc.
- HWP must be renewed daily.

(C) Out of Hours Permit (OHP)

The ATU Sligo opening hours are as follows: -

Term Time (Approximately 38 weeks):

Main Campus, Buildings K & L and Clarion 8 Building:

Monday to Thursday	8.30am to 10.00pm
Fridays and Saturdays	8.30am to 6.00pm
Sundays	Closed

Non-Term Time (Approximately 14 weeks):

Main Campus, Buildings K & L and Clarion 8 Building:

Monday to Friday	8.30am to 6.00pm
Saturdays and Sundays	Closed

All Buildings are closed on Bank and Public Holidays.

- An OHP is required when it is proposed to undertake works outside of these hours.

The Estates Office must be advised in advance of all out of hours and weekend works using OHP. Security will provide access out of hours upon receipt of an approved OHP and contractors shall sign in and out with security during out of hours' time. Only in exceptional cases will keys be issued to contractors by the Estates Office.

(D) Permit to Dig (PTD)

- A PTD is an additional control required when tasks require the excavations to be undertaken including trenches, general reduced level digs or opening up below ground level.

(E) Confined Space Permit (CSP)

- A CSP will be required when it is proposed to carry out works in a confined space/restricted working area.
- Confined Space refers to any place, including any vessel, tank, container, pit, bund, chamber, cellar or any other similar space which, by virtue of its enclosed nature, creates conditions that give rise to a likelihood of an accident, harm or injury of such a nature as to require emergency action due to:-

The presence or reasonable foreseeable presence of:

- flammable or explosive atmospheres
 - harmful gas, fume or vapour
 - excess of oxygen
 - lack or reasonably foreseeable lack of oxygen
 - excessively high temperature
 - free flowing or increasing level of liquid
- See more at: http://www.hsa.ie/eng/Topics/Confined_Spaces/#cs

(F) Roof Access Permit (RAP)

- A RAP is required when any works are being carried out which requires access to a roof or part thereof.

Method Statements

A method statement where identified as being required under a PTW shall set out the hazards and implications for staff/students and other University activities, of the work to be done and precautions to be taken to eliminate/minimise these risks. It should constitute a proper assessment of the risks and identify appropriate safety procedures to be adopted in minimising identified risks. A method statement does not, in of itself, make the job safe, as it is dependent for its effectiveness on the competence/experience of the personnel concerned in carrying out the work as specified/proposed. It is the Contractor's responsibility to prepare a comprehensive Method Statement and ensure only suitably competent and experienced personnel are tasked to undertake the work.

Safe-Pass Course

All contractors working on campus must have completed a "Safe-Pass" Course.

Addendum III:- Contractor Induction



(A) PERMIT TO WORK (Outside of Hoarding Line)		PTW Ref No:
Note: No works are permitted outside the hoarding line of a designated construction site on campus until a permit to work has been completed and issued by the Estates office. The work must only be carried out within the specified area and in accordance with the provisions of this permit.		
Name of Contractor:	Permit Request Date: ____/____/____	
Contact Name:	Contact Phone No:	
	Email Address:	
PROPOSED WORK AREA		
Describe work area or mark and attach on a plan:		
Proposed commencement time & date:		Number of Operatives:
Proposed completion time & date:		
WORK PERMIT DETAILS		Delete as appropriate
1) Has/is a method statement been provided/required:		Yes/No/NA
2) Does the Contractor have a current H&S statement relevant to the proposed works:		Yes/No
3) Is the Contractor's Public & Employers Liability Insurance policies up to date for the period of the works:		Yes/No
4) Is a Hot Works Permit (HWP) required:		Yes/No
5) Is an Out of Hours Permit (OHP) required:		Yes/No
6) Is a Permit to Dig Permit (PTD) required:		Yes/No
7) Is a Confined Space Permit (CSP) required:		Yes/No
8) Is a Roof Access Permit (RAP) required:		Yes/No
9) Is a Parking Disc (PD) required to park in restricted areas such as roadways or pedestrian walkways:		Yes/No
10) Any particular precautions connected with Mechanical Installations:		
11) Any particular precautions connected with Electrical Installations:		
12) Any particular precautions connected with Gas Service Installations:		
13) Other issues/precautions:		
I have read and understand the Estates Office Safety Statement and associated Contractor Induction Leaflet. I further understand the Method Statement (where provided) in connection with this PTW and will comply with all of the requirements set out therein and will take all of the necessary precautions in connection with the works as described.		
PERMIT APPROVAL		
Contractor Signature:	Print Contact Name:	Date
Approver Signature:	Print Approver Name:	Date
Permit Cancelled by:	Date:	

Addendum III:- Contractor Induction



(B) HOT WORKS PERMIT (HWP)		HWP Ref No:
This HWP is requested in connection with Permit to Work (PTW) Ref:		
A Hot Works Permit is required for any operation involving open flames or producing heat / sparks. This includes Brazing, Cutting, Grinding, Soldering, Torch Applied Roofing and Welding.		
Contractor's Name:	HWP Request Date:	
Contact Name:	Contact Phone No:	
	Email Address:	
Location where Hot Works to be carried out:		
Description of Hot Works to be undertaken:		
Hot Works start time & date:		
Hot Work completion time & date:		
REQUIRED HOT WORKS PRECAUTIONS DETAILS		Delete as appropriate
1. General Precautions		
1.1 Has the area of the works been examined?	Yes / No	
1.2 Are there combustible liquids, vapours, dust or gases in the vicinity of the works?	Yes / No	
1.3 Floor within 15m swept clean of combustible materials and/or protected as appropriate.	Yes / No / NA	
1.4 Combustible materials within 15m to be removed or suitably protected.	Yes / No / NA	
1.5 All wall and floor openings within 15m covered with sheets of non-combustible material.	Yes / No / NA	
1.6 Work will be undertaken by and under supervision of trained personnel.	Yes / No	
1.7 A fire extinguisher will be retained at the work area for the duration of the hot works.	Yes / No	
1.8 Person undertaking the hot work know how/where to activate the fire alarm system.	Yes / No	
1.9 Will smoke detectors or other aspects of the fire detection system require to be isolated.	Yes / No	
1.10 The Estates office will be notified at the commencement and on completion of the work.	Yes / No	
2. Work on roofs, walls or Ceilings		
2.1 Does the associated with composite roof or wall claddings panels?	Yes / No	
2.2 When work is above floor level, non-combustible curtains or sheets suspended beneath the work to collect the sparks.	Yes / No / NA	
3. Work on enclosed equipment (tanks, containers etc)		
3.1 Equipment cleaned of all combustible substances.	Yes / No / NA	
3.2 Tanks, containers and the like free of flammable vapours.	Yes / No / NA	
4. Fire watch		
4.1 The contractor shall be in attendance for one hour after completion of the work, or any scheduled stop thereto, to inspect the work area and all adjacent areas to which sparks and heat may have spread and ensure that there are no smouldering fires.	Yes / No	
4.2 Where the fire detection system has been temporarily isolated/disarmed as noted at (1.10) above a fire watch will be maintained until same has been fully reinstated.	Yes / No	
I confirm that adequate safe systems of work will be maintained and that all of the required precautions noted in the above checklist will be undertaken. I further confirm that all aspects of the fire detection system temporarily isolated as noted at (1.9) will be reinstated upon completion of the works.		
PERMIT APPROVAL		
Contractor Signature:	Print Contact Name:	Date:
Approver Signature:	Print Approver Name:	Date:
Permit Cancelled by:	Date:	

Addendum III:- Contractor Induction



(C) OUT OF HOURS PERMIT (OHP)		OHP Ref No:
This OHP is requested in connection with Permit to Work (PTW) Ref:		
An out of Hours Permit is required for any operation required to be undertaken outside of the University opening hours as follows:		
Term Time:		
Main Campus, Buildings K & L and Clarion 8 Building:		
Monday to Thursday	8.30am to 10.00pm	
Fridays and Saturdays	8.30am to 6.00pm	
Sundays	Closed	
Non-Term Time:		
Main Campus, Buildings K & L and Clarion 8 Building:		
Monday to Friday	8.30am to 6.00pm	
Saturdays and Sundays	Closed	
All Buildings are closed on Bank and Public Holidays.		
Contractor's Name:	OHP Request Date:	
Contact Name:	Contact Phone No:	
	Email Address:	
Location where Out of Works to be undertaken:		
Description of Out of Hours Works to be undertaken:		
Number of operatives requiring out of hours access:		
Out of Hours Works commencement time & date:		
Out of Hours completion time & date:		
REQUIRED PRECAUTIONS DETAILS		Delete as appropriate
1. General Precautions		
1.11 Safe systems of work are in place and will be implemented.		Yes / No
1.12 Copy of this permit to be presented to security when signing in.		Yes / No
2. Are other permits required in connection with the proposed works?		
2.1 Hot Works Permit (HWP) required:		Yes / No
2.2 Permit to Dig Permit (PTD) required:		Yes / No
2.3 Confined Space Permit (CSP) required:		Yes / No
2.4 Roof Access Permit (RAP) required:		Yes / No
3. Other Precautions to be taken: Specify additional precautions to be taken, and limitations on work, work equipment, work materials, etc.:		Yes / No / NA
I confirm that adequate safe systems of work will be maintained and that all of the required precautions noted in the above checklist will be undertaken. I further confirm that all operatives will sign in with Security at commencement of out of hours works and sign out on completion.		
PERMIT APPROVAL		
Contractor Signature:	Print Contact Name:	Date:
Approver Signature:	Print Approver Name:	Date:
Permit Cancelled by:	Date:	

Addendum III:- Contractor Induction



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(D) PERMIT TO DIG (PTD)		PTD Ref No:
This PTD is requested in connection with Permit to Work (PTW) Ref:		
A Permit to Dig is required for any excavation(s) to be undertaken within the boundaries of the University campus. For the purposes of this permit system an excavation is defined as any dig of more than 300mm below the existing surface level, whether carried out by hand or by mechanical means.		
Contractor's Name:	PTD Request Date:	
Contact Name:	Contact Phone No:	
	Email Address:	
Location where Excavations to be undertaken:		
Description of Excavation Works to be undertaken:		
Excavation works commencement time & date:		
Excavation works completion time & date:		
REQUIRED PRECAUTIONS DETAILS		Delete as appropriate
1. General Precautions		
1.1 Safe systems of work are in place and will be implemented.		Yes / No
1.2 Does the dig involve deep excavations i.e. greater than 1.25m?		Yes / No
1.3 Have the proposed dig location(s) been scanned for presence of existing services?		Yes / No
1.4 Have underground services been established in the location of the excavation(s)?		Yes / No
1.5 Are there any overhead lines in the vicinity of the excavations?		Yes / No
1.6 Will secure hoardings, barriers, guardrails, toe boards be provided as required?		Yes / No
2. Other Precautions to be taken: Specify additional precautions to be taken, and limitations on work, work equipment, work materials, etc.		Yes / No / NA
I confirm that adequate safe systems of work will be maintained and that all of the required precautions noted in the above checklist will be undertaken.		
PERMIT APPROVAL		
Contractor Signature:	Print Contact Name:	Date:
Approver Signature:	Print Approver Name:	Date:
Permit Cancelled by:		Date:

Addendum III:- Contractor Induction



(E) CONFINED SPACE PERMIT (CSP)		CSP Ref No:
This CSP is requested in connection with Permit to Work (PTW) Ref:		
<p>A Confined Space Permit is required for work to be carried out in any place, including any vessel, tank, container, pit, bund, chamber, cellar or any other similar space which, by virtue of its enclosed nature, creates conditions that give rise to a likelihood of an accident, harm or injury of such a nature as to require emergency action due to the presence or reasonable foreseeable presence of:</p> <ul style="list-style-type: none"> - flammable or explosive atmospheres - harmful gas, fume or vapour - free flowing solid or an increasing level of liquid - excess of oxygen - excessively high temperature - the lack or reasonably foreseeable lack of oxygen <p>For additional information refer: http://www.hsa.ie/eng/Topics/Confined_Spaces/#</p>		
Contractor's Name:	CSP Request Date:	
Contact Name:	Contact Phone No:	
	Email Address:	
Location where excavations to be undertaken:		
Description of Confined Space Works to be undertaken:		
Confined space commencement time & date:		
Confined space completion time & date:		
REQUIRED PRECAUTIONS DETAILS		Delete as appropriate
1. General Precautions		
1.7 Safe systems of work are in place and will be implemented.	Yes / No	
2. Specific Precautions		
2.1 Testing of Atmosphere: Confirm testing of atmosphere in space(s) will be carried out and results submitted to Estates Office prior to works commencing.	Yes / No	
2.2 Isolation from Hazardous Substances: Confirm that space will be securely isolated from all sources of ingress of dangerous fumes, liquids, water, steam, materials etc whilst works are being undertaken.	Yes / No	
2.3 Cleaning, Purging and Ventilation: Confirm that space will be purged of all dangerous fumes, liquids, water, steam, materials etc. prior to works commencing.	Yes / No	
2.4 Isolation from Energy Sources: Confirm that space will be securely isolated from all energy sources including electrical power, mechanical power, heat etc.	Yes / No	
2.5 Hot Work: Separate HWP to be provided	Yes / No	
3. Other Precautions to be taken: Specify additional precautions to be taken, and limitations on work, work equipment, work materials, etc.:	Yes / No / NA	
<p>Competent person responsible for overseeing work: I have read and understood this permit and will undertake to work in accordance with the conditions and precautions specified.</p>		
PERMIT APPROVAL		
Contractor Signature:	Print Contact Name:	Date:
Approver Signature:	Print Approver Name:	Date:
Permit Cancelled by:	Date:	

Addendum III:- Contractor Induction



(F) ROOF ACCESS PERMIT (RAP)		RAP Ref No:
This RAP is requested in connection with Permit to Work (PTW) Ref:		
A Roof Access Permit is required for access to all roofs of buildings on campus.		
Contractor's Name:	RAP Request Date:	
Contact Name:	Contact Phone No:	
	Email Address:	
Location where roof access required:		
Description of roof works to be undertaken:		
Number of operatives requiring roof access:		
Roof works commencement time & date:		
Roof works completion time & date:		
REQUIRED PRECAUTIONS DETAILS		Delete as appropriate
1. General Precautions		
1.13 Safe systems of work are in place and will be implemented.		Yes / No
1.14 Copy of this permit to be presented to security when roof access required.		Yes / No
2. Are other permits required in connection with the proposed roof works?		
2.1 Hot Works Permit (HWP) required:		Yes / No
2.2 Confined Space Permit (CSP) required:		Yes / No
3.0 Specific Precautions Required		
3.1 Will mobile access equipment be required or used?		Yes / No
3.2 Will independent scaffolding be required or used?		Yes / No
3.3 Will fixed or mobile scaffold towers be required or used?		Yes / No
3.4 Will ladders be used or required?		Yes / No
3.5 Are works being undertaken outside of the perimeter roof barrier system?		Yes / No
3.6 Will the existing roof fall arrest system be required for the safe undertaking of the works?		Yes / No
3.7 Have all operatives operating equipment including fall arrest equipment, mobile access equipment, scaffolding, ladders etc. been trained in their use?		Yes / No
3.8 Is there a danger of materials or objects falling or being blown off the roof?		Yes / No
3.9 Is an exclusion zone required at ground level from the overheads works area?		Yes / No
4. Other Precautions to be taken: Specify additional precautions to be taken, and limitations on work, work equipment, work materials, etc.		Yes / No / NA
I confirm that adequate safe systems of work will be maintained and that all of the required precautions noted in the above checklist will be undertaken. I further confirm that nominated person will contact Security for access to roof, sign in at commencement of works and sign out on completion.		
PERMIT APPROVAL		
Contractor Signature:	Print Contact Name:	Date:
Approver Signature:	Print Approver Name:	Date:
Permit Cancelled by:	Date:	