

# **Graduate Entry Medical School**

## **Departmental Safety Statement**

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

## Table of Contents

1.0	Introduction.....	3
2.0	Graduate Entry Medical School and Emergency Contacts.....	4
3.0	Responsibilities.....	5
3.1	Head of School.....	5
3.2	Academic Staff / Clinical and Anatomical Skills Tutors .....	5
3.3	Technical Staff .....	5
3.4	Administrative Staff .....	6
3.5	Students .....	6
3.6	Tutors and Visitors .....	6
4.0	Arrangements for Safe Working.....	7
4.1	Training .....	7
4.2	Occupational First Aid .....	7
4.3	Accidents and Near Misses .....	7
4.4	Equipment .....	8
4.5	Consultation and Communication .....	8
5.0	Hazard Identification, Risk Assessment and Safety Inspections .....	9
5.1	Risk Assessment for pregnant students on Clinical Placement.....	9
5.2	Research Laboratory .....	9
6.0	Hazards and Control Measures .....	10
6.1	Fire .....	10
6.2	Housekeeping .....	12
6.3	Manual Handling.....	12
6.4	Visual Display Unit (VDU) Workstations .....	13
6.6	Photocopiers and Laser Printers.....	15
6.5	Sharps (e.g. scissors, needles, lancets, scalpels etc.).....	16
6.6	Working with body fluids, including blood and blood products.....	17
	Appendix 1 - Clinical and Anatomical Skills Laboratory Rules .....	18
	Appendix 2 - PBL Room Rules .....	19
	Appendix 3 – Accident Report Form (most recent version available from the Health and Safety Section of the UL Human Resources webpage) .....	20
	University Accident Report Form.....	20
	Appendix 4 – University Dangerous Occurrence Form (most recent version available from the Health and Safety Section of the UL Human Resources webpage).....	23
	Appendix 5 – Clinical Skills Education Unit Health and Safety Guidelines.....	24
	Appendix 6 – Clinical Academic Liaison (CAL) Building, Dooradoyle .....	25
1.0	Introduction .....	25
2.0	Responsibilities .....	25
3.0	Hazards and Control Measures .....	25
3.1	Fire and Evacuation.....	25
3.2	Security.....	27
	Appendix 7 – Risk Assessment Sheet.....	28

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

## **1.0 Introduction**

This Safety Statement is designed to address the particular arrangements for safe working practices in the Graduate Entry Medical School on the University of Limerick Campus and in the School's associated buildings on or near the affiliated Clinical Sites.

It should be read in conjunction with the University of Limerick Safety Statement, which sets out the duties and responsibilities of staff and students, as well as general policies on arrangements for safety within the University. The Safety Statement is available through Departmental and Divisional Offices and via the Health and Safety website.

It is of the utmost importance that everyone observes safety precautions. Ensuring the safety of others at work is equally as important as the avoidance of injury. Safety precautions are in place, not only for the prevention of accidents but the reduction of injury in the event of an accident.

Emergency procedures for the School on campus are set out in the University's Emergency Plan. Each associated building's Emergency Procedure will be outlined in the Appendices at the end of this document.

Prof Michael Larvin  
Head of School  
Graduate Entry Medical School

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

## 2.0 Graduate Entry Medical School and Emergency Contacts

Position	Name	Extension Number
Head of School with overall responsibility for safety	Michael Larvin	2695
Accidents must be reported to:	Michael Larvin	2695
School Safety Representative	Margaret Toomey	3748
First Aiders	Margaret Toomey	3748
	Hilda Fogarty	4711
Evacuation Stewards	UL - Margaret Toomey	3748
	UL – Michelle Murnane	3756
	UL – Laoise Hogan	4851
	UL – Ailish Hannigan	2313
	UL – Anne Murphy	4983
	UL – Elizabeth Guihen	4701
	UL – Jeffrey Lennon	4920
	UL – Hilda Fogarty	4711
	CAL – Michelle Ahern	4956
	CAL – Mary O’ Connell	4954
University Safety Officer	Philip Thornton	2239
Safety Representative for GEMS Building	Margaret Toomey	3748
Medical Centre CM061 – CM065	Medical Centre Staff	2534 / 2132
University’s Emergency Number	For Medical Assistance <b>or</b> Ambulance Service	3333

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

### **3.0 Responsibilities**

#### **3.1 Head of School**

The Head of School is responsible, so far as is reasonably practicable, for all aspects of health and safety in the work of the Graduate Entry Medical School. Refer to Section 3, Organisation and Arrangements for Safety, of the University Safety Statement for a comprehensive listing of responsibilities.

#### **3.2 Academic Staff / Clinical and Anatomical Skills Tutors**

In addition to the responsibilities set out on the University Safety Statement, academic staff members and clinical and anatomical skills tutors are responsible for the following:

- ⤴ Developing, delivering and evaluating teaching sessions
- ⤴ Explaining the relevant safety information to students at the commencement of a laboratory session
- ⤴ Ensuring safe conduct during teaching sessions
- ⤴ Ensuring that appropriate action is taken in the event of an accident

#### **3.3 Technical Staff**

Technical Staff are responsible for maintaining a safe working environment within the all teaching spaces and for ensuring that good safety practices are in place. Technical staff are also responsible for the following:

- ⤴ Maintaining First Aid equipment
- ⤴ Inspecting and maintaining equipment and furniture to ensure that it is safe to use
- ⤴ Ensuring that dangerous situations, equipment and/ or building defects are reported immediately
- ⤴ Ensuring the safe and timely disposal of clinical waste
- ⤴ Informing and training relevant personnel on the procedures for proper handling and clean up of biological agents

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

### **3.4 Administrative Staff**

Administrative staff are responsible for

- ⤴ Maintaining office space, in particular communal office areas, in a clean and tidy manner.
- ⤴ Reporting broken or defective office equipment/ furniture to technical staff.

### **3.5 Students**

Students are expected to adopt a responsible attitude towards safety and should familiarise themselves with the location of emergency exits in each of the teaching areas.

Students are required to follow the instructions of staff at all times and must comply with the Laboratory and PBL room rules (see Appendices 1 and 2), a copy of which is available in each Laboratory area and each PBL room. Students must also familiarise themselves with this Safety Statement, which is available under the 'Information for Current Students' site on the GEMS website. Hard copies are also available in each of the Anatomical and Clinical Skills labs or from the Technical Staff.

Students must report defects in equipment, which may be a source of danger to themselves or others, to a staff member immediately.

### **3.6 Tutors and Visitors**

Tutors and visitors will be made aware of this Safety Statement and must familiarise themselves with the sections relevant to them.

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

## **4.0 Arrangements for Safe Working**

### **4.1 Training**

Safety training will be provided for staff as necessary. The training needs of the department are determined by the School Safety Advisor in conjunction with the Safety Officer. Relevant staff will receive training in the following:

- ⌘ Evacuation Stewarding
- ⌘ Fire Fighting
- ⌘ Manual Handling
- ⌘ VDU Workstation Assessment
- ⌘ Office Safety

Records of course content, trainer and trainee details are maintained by the Safety Officer. Refresher training courses will be provided as required.

### **4.2 Occupational First Aid and AED**

First Aid kits, if required, are available in clinical skills laboratory, in the research lab, at the Porter's desk in the foyer, in the GEMS Main Office and from the Chief Technical Officer.

The AED is located on the ground floor near the Porter's desk.

### **4.3 Accidents and Near Misses**

All accidents and near misses (incidents that could have lead to a serious injury) that occur in the Graduate Entry Medical School must be reported to the Head of School. The Head of School must ensure that an Accident Report Form or a Dangerous Occurrence Form (see Appendices 3 and 4) is completed, copies of which must be sent to the Safety Officer and the Buildings and Estates Department.

In the event of an accident occurring during a teaching session, the following procedure should apply:

- ⌘ The injured person must only be moved if absolutely necessary and if it is safe to do so.
- ⌘ First aid should be administered if necessary.

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

- ⤴ The Student Medical Centre should be informed and the supervising staff member should accompany the injured person to the medical centre.
- ⤴ In the event of serious injury, arrangements should be made for direct transport to hospital.
- ⤴ The Head of School and Chief Technical Officer must be informed of the details of the accident.
- ⤴ An Accident Report Form (Appendix 3) must be completed by the supervising staff member, in consultation with the Chief Technical Officer. Copies of the form are given to the Head of School, the University Safety Officer and the Buildings and Estates Department.
- ⤴ The reason for the accident is examined and reviewed and preventative measures put in place, as appropriate.

#### **4.4 Equipment**

Equipment used in the school includes clinical skills equipment (simulators and manikins), anatomical models, computers, photocopiers, printers and other office equipment. Manufacturers' instructions must always be referred to for proper use of equipment.

Technical staff are responsible for carrying out visual inspections on all laboratory equipment and models on an annual basis and for ensuring maintenance and servicing are carried out and recorded when required. Technical staff will also ensure that the AV equipment in all teaching spaces is maintained in proper working order. Administration staff are responsible for the maintenance of communal office equipment. All staff must report damaged or broken equipment and furniture, which will be taken out of circulation until repaired or disposed of.

Students will not be permitted to use any piece of equipment during a Self Directed Learning (SDL) session unless adequate instruction on its use has already been provided in a supervised Clinical Skills teaching session.

#### **4.5 Consultation and Communication**

If staff members feel that there are unsafe practices or unsafe equipment in operation in the department, they are encouraged to bring this to the attention of the Head of School. Staff in each university building have nominated/elected a person to act as a Safety Representative. Safety Representatives meet on a regular basis to review safety performance and to make recommendations to the University management. The purpose of this consultation is to promote and develop measures to ensure the safety, health and welfare of all employees and in determining the effectiveness of such measures.



GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

This document will be reviewed on an annual basis or more frequently, should work practices changes or new equipment introduced. Staff and the Safety Representative will be consulted on any changes to be made.

## **5.0 Hazard Identification, Risk Assessment and Safety Inspections**

The Head of School or a designated member of staff should undertake risk assessments in all areas under departmental control. The annual risk assessment is recorded on the University's Risk Assessment Form (see Appendix 6). A hazard is anything that can cause harm and a risk is the possibility that a person will be harmed by the hazard. Hazards are assessed and the risks identified are classified as follows:

High – probability of fatality, serious injury or significant loss

Medium – possibility of minor injury to a small number of people

Low – injury or material loss unlikely though conceivable

An important feature of preventing hazards to health is the frequent assessment of systems and procedures relating to their identification. Risk assessments will be reviewed annually or more often if necessary and revised to reflect changing conditions within the department.

The Head of School must carry out an annual safety inspection to monitor the effectiveness of his/her department's safety programme.

### **5.1 Risk Assessment for pregnant students on Clinical Placement**

Should a student on clinical placement find out that she is pregnant, she should inform her supervisor immediately so that a risk assessment can be carried out. The risk assessment must be carried out in consultation with the student, the student's supervisor and the GEMS Safety Representative. The procedure for carrying out the risk assessment is detailed in the Procedure for Pregnant Students on Clinical Placement (Document No.GEMSD0003.1).

### **5.2 Research Laboratory**

Information about the activities and risks associated with the Research Laboratory on the Third Floor of the GEMS Building is dealt with separately in the Research Laboratory Safety Statement

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

## **6.0 Hazards and Control Measures**

### **6.1 Fire**

#### **Control Measures:**

- ⚡ Fire extinguishers are in place and are serviced regularly. Under no circumstances must they be moved from their positions.
- ⚡ Training is available in the use of fire extinguishers.
- ⚡ Cardboard boxes and other combustible wastes must not be allowed to accumulate in storage areas.
- ⚡ Smoking is prohibited in all University buildings

#### **In the event of a fire:**

- ⚡ Raise the alarm by breaking the nearest available break glass point.
- ⚡ Phone extension 3333 and the appropriate emergency service will then be contacted immediately. Alternatively, dial 999 on an external line to call the fire brigade.
- ⚡ If the fire is small and contained faculty/staff should consider using the nearest appropriate appliance provided, ensuring that the extinguisher is compatible with the fire e.g. do not use water on electrical or flammable liquid fires.
- ⚡ **IMPORTANT** : Under no circumstances should students tackle the fire.

#### **On hearing a continuous alarm evacuate the building in the following manner:**

- ⚡ WALK briskly (do not run) to the nearest exit point.
- ⚡ Do NOT delay to pick up personal belongings. This could hinder evacuation of the building and put not only your own life, but also the lives of others, in danger.
- ⚡ Disconnect all electrical appliances.
- ⚡ Close all doors behind you (where practical).
- ⚡ Do not use lifts. In the event of an emergency, electrical connections to lifts are disconnected.
- ⚡ **DO NOT RESTRICT EGRESS BY CONGREGATING IN THE STAIRWELLS.**

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

- ⤴ Assemble at the nearest assembly point - Assembly Point 22, outside the Quigley Residences, is the designated assembly point for the GEMS Building. It is important to assemble at this assembly point, following the routes clearly marked, to avoid congestion and to allow unhindered access to the emergency services.
- ⤴ During the evacuation and on arrival at the designated assembly points it is essential to follow the stewards' instructions as they endeavour to keep adjacent areas clear.
- ⤴ Do NOT re-enter the buildings until authorised by the assembly point steward.
- ⤴ To relieve congestion on re-entering the building, it is important to use the same route by which you entered.

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

## 6.2 Housekeeping

**Risk:** Slips, trips and falls

**Risk Classification:** Low – Medium

### Control Measures:

- ⚡ It is the responsibility of all staff to keep their work areas as tidy as possible.
- ⚡ Items allocated to a specific storage area and must be kept in that area. All equipment must be cleared away after use.
- ⚡ Passageways must be kept clear at all times. Keep aisles, stairs and walkways clear of obstacles.
- ⚡ Any spillages must be cleaned up immediately and appropriate signage put in place.
- ⚡ Avoid carrying loads that hinder sight.
- ⚡ Shut cabinet drawers and secure loose carpeting.

## 6.3 Manual Handling

**Risk:** Back and Limb Injury

**Risk Classification:** Low – Medium

### Control Measures:

Manual handling should be avoided if possible. Trolleys are available for the transport of heavy items.

Staff should seek assistance where possible, when moving heavy items.

Staff will be provided with manual handling training where manual handling is a regular part of their job.

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

#### **6.4 Visual Display Unit (VDU) Workstations**

**Risks:** Upper limb pain and discomfort  
Temporary fatigue or soreness of the limbs  
Cramp  
Ongoing pain in the muscles or nerves  
Chronic soft tissue disorders  
Eye strain

**Risk Classification:** Low

The University recognizes that only a small proportion of people using VDU equipment suffer health problems as a result, but because there are so many users this can be a significant number. In most cases the problems do not arise directly from the VDU's themselves, but from the way they are used. The University believes that problems can be avoided altogether by good workplace and job design and by the way the equipment and workstation is used.

The General Application Regulations apply to employees who are habitual users of display screens. The University will comply with requirements of the General Application Regulations 2007.

#### **Control measures:**

- ⤴ The University shall purchase and provide appropriate equipment (hardware) and processing systems (software) and a working environment suitable for display screen work.
- ⤴ Each workstation will be risk assessed and appropriate steps taken to reduce risks (see VDU Workstation Checklist in Appendix 3 of the University of Limerick Safety Statement).
- ⤴ Offices will be maintained at a comfortable temperature and humidity and the lighting arranged to avoid screen glare.
- ⤴ The University will provide information, instruction and training to employees in relation to the risks associated with VDU work and how these risks are minimised.
- ⤴ Users of VDU equipment should have activities arranged so as to provide regular breaks from screen/keyboard work.
- ⤴ The University will offer eye and eyesight tests to employees:
  - ⤴ Prior to commencing work,
  - ⤴ At regular intervals thereafter
  - ⤴ Or as required.
- ⤴ Where an employee is found to require corrective lenses (or an alteration of existing lenses) for VDU work, the basic cost will be borne by the University

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

(excluding employee PRSI entitlements). If other than the basic frames are requested by the employee all additional costs resulting from this must be borne by the user. If the Optician determines that the employee for normal day-to-day use requires spectacles, the University will not cover the costs of these and the employee must make their own arrangements for the supply of these and will be responsible for the full cost.

- ^ All users are requested to report to their supervisor or manager in the event of any problem with their display screen work, defects in environment or equipment, or personal health status which could affect their ability to work safely and in comfort.

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

## 6.6 Photocopiers and Laser Printers

**Risks:** As outlined below

**Risk Classification:** Low

Toner is an extremely fine powder, which in itself is not classed as a substance hazardous to health, but any dust in substantial concentration is, as it may cause respiratory tract irritation resulting in coughing and sneezing.

Ozone is produced as a result of the high voltage electrical discharges inside the photocopier or laser printer. Ozone, O<sub>3</sub>, a form of oxygen, is a highly reactive, unstable, colourless gas with a distinctive odour which, at room temperature, decomposes rapidly to oxygen. Ozone levels produced by photocopiers are well below occupational exposure limits.

The lamps in photocopiers emit light in both the visible and ultraviolet ranges. In general, the ultraviolet light does not pass beyond the glass plate in which the original is placed.

Laser printers have a series of interlocking safety devices that prevent operator exposure to the laser beam.

### Control Measures:

- ⚠ Careful consideration should be given to the location of photocopiers in relation to employee work areas to prevent unnecessary stress from the heat or noise of the machine.
- ⚠ Photocopiers and laser printers should be sited in well-ventilated areas. High volume copiers should ideally be sited in a dedicated room.
- ⚠ Copiers and printers should not be positioned in corridors where they may cause an obstruction of an emergency exit route.
- ⚠ Persons who suffer from asthma, bronchitis, etc should avoid changing toner cartridges.
- ⚠ Vacuum up any spilt toner, rather than brush off, to avoid raising a dust cloud. The remainder should be removed using a damp cloth rinsed in cold water. Hot water should be avoided as it may cause the toner to partially melt and become sticky.
- ⚠ Operator exposure to visible light is minimal and is well below the permissible exposure level. Nevertheless, as an additional safety measure, keep the cover closed whilst copying. Should the cover have to remain partially open e.g. to copy a book, look away from the light source.

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

## **6.5 Sharps (e.g. scissors, needles, lancets, scalpels etc.)**

**Risk:** Laceration or needle stick injury

**Risk Classification:** Low

### **Control Measures:**

- ⚡ All sharp instruments must be handled with care.
- ⚡ Sharps must be discarded into the sharps bins provided. Under no circumstances must sharps be disposed of by any other means.
- ⚡ Sharps bins must not be overfilled (see instructions on the bin).
- ⚡ Sharp instruments must never be placed into pockets of clothing.
- ⚡ Needles must never be re-sheathed.
- ⚡ Students will be made aware of the risks associated with using sharp instruments prior to the relevant clinical skills sessions via the Clinical Skills Education Unit Health and Safety Guidelines, a copy of which is available in each laboratory area (see Appendix 5).

### **In the event of a needle stick injury:**

- ⚡ Wash the area thoroughly with anti-microbial hand wash and warm water.
- ⚡ Encourage the wound to bleed.
- ⚡ Report the incident to the staff member in charge, who must then complete an Accident Report or Dangerous Occurrence form.
- ⚡ First aid appropriate to the injury must be administered.
- ⚡ Refer all injuries to the Student Medical Centre. A member of staff should accompany the injured person to the Medical Centre.
- ⚡ All relevant details regarding the incident must be presented to the Medical Centre staff.



GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

## **6.6 Working with body fluids, including blood and blood products**

**Risk:** Contractible Diseases

**Risk Classification:** Low

### **Control Measures:**

- ⚠ All abrasions or cuts to the skin must be covered with a suitable occlusive dressing.
- ⚠ Appropriate Personal Protective Equipment (PPE) must be worn at all times.
- ⚠ Students will be made aware of the risks involved in working with body fluids prior to the relevant clinical skills sessions via the Clinical Skills Education Unit Health and Safety Guidelines, a copy of which is available in each laboratory area (see Appendix 5). All students in the Graduate Entry Medical School are obliged to receive a full range of vaccinations. Clinical Skills Staff at risk to exposure must receive Hepatitis B vaccination.

### **In the event of skin contamination with body fluids:**

- ⚠ Remove contaminated clothing immediately.
- ⚠ Wash exposed area vigorously with anti-microbial solution and water.
- ⚠ Contact the Student Medical Centre if necessary.

### **In the event of a spill of body fluids:**

- ⚠ Cordon off and prohibit access to the spill area.
- ⚠ Put on the appropriate PPE (disposable gloves, goggles, protective coat).
- ⚠ Using paper towels, mop up as much of the spill as possible, placing the contaminated paper towels in the biohazard bag provided.
- ⚠ Pour a 1:10 mixture of bleach and water on the contaminated area and leave for 20 minutes. The bleach solution can be obtained by contacting a member of the technical staff.
- ⚠ Wipe up the area and dispose of the cleaning materials in the biohazard bag.
- ⚠ Spray the area with the bleach and allow to air dry.
- ⚠ Inspect the spill area closely to make sure that the clean-up process is complete.

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

## **Appendix 1 - Clinical and Anatomical Skills Laboratory Rules**

Students are expected to comply with these rules when in the Clinical Skills Laboratory

- ❖ Students must familiarise themselves with fire exits and ensure that all exits remain free of clutter at all times
- ❖ Work in the Clinical Skill Laboratory is only allowed under appropriate supervision or at authorised times
- ❖ All equipment and facilities must be booked following the instructions set out in the SDL Booking Procedure (available online).
- ❖ The labs must be left in a clean and tidy state following each SDL session
- ❖ Please keep noise to a minimum during SDL sessions so as not to disturb other teaching /SDL sessions that may also be occurring at the same time. Failure to do this may result in expulsion from the lab.
- ❖ Equipment, models and medical consumables must not be removed from the lab under any circumstances
- ❖ Defective or broken equipment should be reported to the Chief Technical Officer
- ❖ Heavy models and equipment are indicated with a red sticker. Students must not attempt to move these items at any time
- ❖ Eating, drinking and smoking in the laboratory are strictly prohibited
- ❖ Clinical waste only (no general waste) to be placed in clinical waste bags and sharps bins
- ❖ Care must be taken when using sharp objects (i.e. needles, sutures, scalpels etc.). All sharps must be placed in the yellow sharps bins for disposal. First Aid boxes are available in the laboratory if required.
- ❖ All accidents, incidents and near misses must be reported immediately to the faculty/ staff member in charge

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

## Appendix 2 - PBL Room Rules

Students are expected to comply with these rules when in the PBL Rooms

- ❖ Students must ensure that all exits remain free of clutter at all times.
- ❖ **Each PBL room must be left in a clean and tidy state at the end of every session, ready for the next users.**
- ❖ Perishable items must **never** be left in the PBL rooms.
- ❖ White board markers only (not permanent markers) must be used on the white boards.
- ❖ **Under no circumstances** must equipment be removed from the PBL rooms.
- ❖ Missing, defective or broken equipment should be reported to the Chief Technical Officer immediately.
- ❖ Please ensure that the LCD TVs and/ or projectors are turned off at the end of the PBL session.

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

**Appendix 3 – Accident Report Form** (most recent version available from the Health and Safety Section of the UL Human Resources webpage)

UNIVERSITY of LIMERICK

**University Accident Report Form**

- (i) Name of person involved in accident: \_\_\_\_\_
- (ii) Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_
- (iii) Occupation: \_\_\_\_\_
- (iv) Employed at the University of Limerick: Yes: ☐ No: ☐  
 Put an 'x' in the appropriate box
- (v) If an employee of the University please state Department: \_\_\_\_\_  
 \_\_\_\_\_
- (vi) If no, please elaborate: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- (vii) Particulars of accident:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- (viii) Place: \_\_\_\_\_
- (ix) Time: \_\_\_\_\_ Date: \_\_\_\_\_
- (x) Witnesses: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Witness: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Record names, addresses and phone numbers of other witnesses overleaf

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

(xi) When and to whom was the accident initially reported:\_\_\_\_\_

\_\_\_\_\_

(xii) Particulars of accident: circumstances under which it occurred:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

use additional pages if necessary

(xiii) Details of injury:

Indicate type of injury (put an 'x' in one box only)

- |  |  |
|--|--|
| <input type="checkbox"/> Bruising, contusion               | <input type="checkbox"/> Suffocation, asphyxiation   |
| <input type="checkbox"/> Concussion                        | <input type="checkbox"/> Gassing                     |
| <input type="checkbox"/> Internal injuries                 | <input type="checkbox"/> Drowning                    |
| <input type="checkbox"/> Open wound                        | <input type="checkbox"/> Poisoning                   |
| <input type="checkbox"/> Abrasion, graze                   | <input type="checkbox"/> Infection                   |
| <input type="checkbox"/> Amputation                        | <input type="checkbox"/> Burns, scalds and frostbite |
| <input type="checkbox"/> Open fracture (i.e. bone exposed) | <input type="checkbox"/> Effects of radiation        |
| <input type="checkbox"/> Closed fracture                   | <input type="checkbox"/> Electrical injury           |
| <input type="checkbox"/> Dislocation                       | <input type="checkbox"/> Injury not ascertained      |
| <input type="checkbox"/> Sprain, torn ligaments            | <input type="checkbox"/> Other, please specify_____  |

(xiv) Indicate part of body most seriously injured (put an 'x' in one box only)

- |   |   |
|---|---|
| <input type="checkbox"/> Head, except eyes          | <input type="checkbox"/> Fingers, one or more         |
| <input type="checkbox"/> Eyes                       | <input type="checkbox"/> Hip joint, thigh, knee cap   |
| <input type="checkbox"/> Neck                       | <input type="checkbox"/> Knee joint, lower leg, ankle |
| <input type="checkbox"/> Back, spine                | <input type="checkbox"/> Foot                         |
| <input type="checkbox"/> Chest                      | <input type="checkbox"/> Toes, one or more            |
| <input type="checkbox"/> Abdomen                    | <input type="checkbox"/> Extensive parts of the body  |
| <input type="checkbox"/> Shoulder, upper arm, elbow | <input type="checkbox"/> Multiple injuries            |
| <input type="checkbox"/> Lower arm, wrist, hand     | <input type="checkbox"/> Other, Please specify_____   |

(xv) Consequences of the accident

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

Fatal	<input type="checkbox"/>	Date of resumption of work if	Anticipated absence if not back
Non Fatal	<input type="checkbox"/>	back	4-7 days <input type="checkbox"/>
		Year      Month      Day	8-14 days <input type="checkbox"/>
		_____	More than 14 days <input type="checkbox"/>

(xvi) Treatment\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(xvii) Doctors report and recommendation\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(xviii) Steps taken to prevent reoccurrence of this type of accident:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of person completing report: \_\_\_\_\_

Date:\_\_\_\_\_

Print name and job title:\_\_\_\_\_

Signature of Head of Department:\_\_\_\_\_

Date:\_\_\_\_\_

Print name:\_\_\_\_\_

(Copies of the completed University Accident Report are to be sent to the Safety Officer and the Buildings Department)

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

**Appendix 4 – University Dangerous Occurrence Form** (most recent version available from the Health and Safety Section of the UL Human Resources webpage)

## UNIVERSITY DANGEROUS OCCURRENCE FORM

1. Location where incident took place (room no. building or area):\_\_\_\_\_

---



---

2. Type of work being undertaken at the time of the incident:\_\_\_\_\_

---

3. Circumstances of the incident (description and cause):\_\_\_\_\_

---



---



---



---



---



---

4. Steps taken to prevent a reoccurrence of this type of incident:\_\_\_\_\_

---



---

Signature of person completing report:\_\_\_\_\_Date:\_\_\_\_\_

Print name and job title:\_\_\_\_\_

Signature of Head of Department:\_\_\_\_\_Date:\_\_\_\_\_

Print name\_\_\_\_\_

(Copies of the completed University Accident Report are to be sent to the Safety Officer and the Buildings Department)

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

## **Appendix 5 – Clinical Skills Education Unit Health and Safety Guidelines**

**All human blood and body fluids are to be treated as potential sources of infection.** Staff and students must adhere rigorously to the specific requirements of the placement institution and the following precautions in order to minimise any exposure.

### **Avoid needle-stick or sharps injury:**

Sharps must be handled with extreme caution. Percutaneous injury with sharps is the most common mode of blood borne pathogen transmission in health institutions.

Avoid re-capping needles! Dispose of sharps safely into an approved sharps container.

### **Avoid contact with blood and other body fluids:**

Wear disposable gloves whenever contact with blood or other body fluids is envisaged. If there is a risk of splashing or spraying blood or body fluids, wear safety glasses, goggles or face shield. Wear protective gowns, preferably closed at the front.

### **Wash hands with water and soap or antiseptic:**

before and after patient contact

immediately that they are contaminated with blood or other body fluids

whenever gloves are removed

before eating, drinking, or leaving the facility.

### **Decontaminate surfaces after procedures.**

**Dispose of contaminated linen and waste (swabs, gloves etc) according to established safe clinical practice.**

**Report exposure incidents immediately to your tutor or the Chief Technical Officer so that the risk of disease transmission can be assessed.**



GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

## **Appendix 6 – Clinical Academic Liaison (CAL) Building, Dooradoyle**

### **1.0 Introduction**

The Clinical Academic Liaison (CAL) Building in Dooradoyle is an administrative and teaching space for use by GEMS faculty, staff and students based at the Mid Western Regional Hospital in Dooradoyle, Limerick. Faculty, staff and students based in the CAL Building are expected to adhere to the safety guidelines outlined in the GEMS Safety Statement and in the University of Limerick Safety Statement, copies of which are available in the CAL Building.

### **2.0 Responsibilities**

GEMS faculty and staff are responsible for ensuring that the office and canteen spaces are kept clean and tidy and free from hazards. Broken or defective equipment or furniture must be reported to the GEMS Safety Representative immediately so that measures to repair/ replace the equipment/ furniture can be taken. Should staff identify any potential hazards, they must notify the Safety Representative so that a risk assessment can be carried out and control measures put in place.

### **3.0 Hazards and Control Measures**

The hazards in the CAL Building will be similar to those outlined in Section 6.0 of the GEMS Safety Code of Practice and staff and students should follow the control measures outlined for each of the hazards identified. Additional hazards or modifications to existing hazards are outlined below.

#### **3.1 Fire and Evacuation**

##### **Control Measures:**

- ⤴ Fire extinguishers are in place and are serviced regularly. Under no circumstances must they be moved from their positions.
- ⤴ Training is available in the use of fire extinguishers.
- ⤴ Cardboard boxes and other combustible wastes must not be allowed to accumulate in storage areas.
- ⤴ Smoking is prohibited in all University buildings

##### **What to do on the discovery of a fire:**

1. Raise the alarm by breaking the nearest available break glass point.

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

2. Phone extension 3333 and the appropriate emergency service will then be contacted immediately. Alternatively, dial 999 on an external line to call the fire brigade.

3. If the fire is small and contained faculty/staff should consider using the nearest appropriate appliance provided, ensuring that the extinguisher is compatible with the fire e.g. do not use water on electrical or flammable liquid fires.

**IMPORTANT:** Under no circumstances should students tackle the fire.

**What to do on hearing a continuous alarm:**

Evacuate the building in the following manner:

1. WALK (do not run) to the nearest exit point briskly.
2. Do NOT delay to pick up personal belongings. This could hinder evacuation of the building and put not only your own life in danger but also the lives of others.
3. Disconnect all electrical appliances (where practical)
4. Close all doors behind you (where practical).
5. DO NOT RESTRICT EGRESS (way out, exit) BY CONGREGATING IN THE STAIRWELL.
6. Assemble outside the building, following the instructions of the evacuation steward. It is important to assemble at the designated assembly point to avoid congestion and to allow unhindered access to the emergency services.
7. During the evacuation and at the assembly point it is essential to follow the stewards' instructions as they endeavour to keep adjacent areas clear.
8. Do NOT re-enter the buildings until authorised by the assembly point steward.

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

## 3.2 Security

### Control Measures

- ⤴ Only staff have keys for the front door of the building. No students will be allowed access to the building unless a member of staff is present.
- ⤴ Should a Faculty member grant permission to students to enter the CAL Building outside normal student access hours, it is the responsibility of the Faculty member to ensure that all students leave the building and that the building is made secure after the students leave.
- ⤴ Access to all areas will be controlled by swipe card. Staff have access to all areas, including the office and canteen area using their UL Staff card.
- ⤴ Where possible, administrative staff will endeavor to ensure that two staff members are present at all times. Acknowledging that this may not always be practical, there is a function on the alarm system whereby the alarm can be set should only one person be in the building at any one time. There is also a panic function on the alarm whereby entering '0' after the code will raise the alarm.

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

## Appendix 7 – Risk Assessment Sheet

### UNIVERSITY of LIMERICK RISK ASSESSMENT SHEET

LOCATION (Room No.): Clinical and Anatomical Skills Laboratories, PBL Rooms ,      PERSON-IN-CHARGE: Prof Michael Larvin  
Office Areas and CAL Building

DIVN / DEPT: Graduate Entry Medical School      LOCATION SAFETY CLASSIFICATION (if relevant): \_\_\_\_\_      Sheet no.1 of 4

ASSESSMENT UNDERTAKEN BY: Margaret Toomey

ASSESSMENT DATE: May 2014

ASSESSMENT REVIEW DATE: May 2015 (SO-Rev1-May 99)

REF.	LIST SIGNIFICANT HAZARDS & RISKS HERE:	PERSONS AT RISK:	EXISTING CONTROLS	*RISK CLASS:	FURTHER CONTROLS REQUIRED:	PERSONS RESPONSIBLE:	TARGET COMPLETION DATE:
	Location – Clinical Skills Laboratory Hazard – Sharps Usage and Disposal Risk – Sharps Related Injury	Clinical Skills Staff  Students  Cleaning Staff	Students will be instructed on the proper use and disposal of sharps prior to laboratory sessions.  Students will be supervised while using sharps for the first time. All students must complete a Health and Safety	Low	Waste disposal procedure on GEMS Website. Students made aware of this by Sulis announcement/email.  Failure to follow the correct waste disposal procedures will result in the removal of lab	Clinical Skills Faculty and Staff  Clinical Skills Tutors	Ongoing monitoring required.

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

			<p>Exam prior to using the Lab areas unsupervised.</p> <p>Students will be notified of the risks involved with using sharp objects in the CSEU Health and Safety Guidelines and in the Laboratory Rules which are available in the Clinical Skills Laboratory.</p> <p>Sharps bins are provided for sharps disposal.</p> <p>A First Aid box is available in each laboratory.</p>		access for SDL. Imposing this penalty has proven successful in highlighting the risks associated with incorrect waste disposal.		
	<p>Location – Clinical Skills Laboratory</p> <p>Hazard – Movement of Heavy Equipment</p> <p>Risk – Back Injury when</p>	<p>Clinical Skills Staff</p> <p>Students</p>	Manual handling training will be provided to all staff involved in the movement of heavy equipment.	Low - Medium	Heavy equipment/models will be indicated as such with a red sticker. Students will be advised against moving or lifting any such equipment/	Clinical Skills Staff	September 2008

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

	Moving Equipment		Two people are required to lift heavy equipment at all times.  Trolleys are available for the transport of equipment where necessary.		models on the Laboratory Rules which are available in each of the Clinical and Anatomical Skills Laboratory areas.		
	Location – Store rooms and main office area Hazard – Storage of Equipment / Consumables on High Shelving Risk – Injury due to stretching, lifting and falling objects	Clinical Skills Staff  Office staff	A non-slip kick stool is provided for access to high shelving where required.  Lighter items will be stored on higher shelves to minimize the risk of injury due to falling objects.	Low - medium		Clinical Skills Staff  Office Staff	September 2008
	Location – Store Rooms Hazard – Storage of medical consumables (e.g. needles, syringes etc.) Risk - Theft	Clinical Skills Staff	All consumables to be kept locked away at all times.  Consumables will only be made available to students for scheduled laboratory and SDL	Low		Clinical Skills Staff	September 2008

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

			sessions. Access to storage areas is limited to core Clinical Skills Staff.				
	Location – GEMS2-032 Hazard – Photocopier Risk – Exposure to toner dust, noise, heat, UV radiation, ozone and intense light	Office Staff	Photocopier has a designated room.	Low		All Staff	September 2012
	Location – GEMS2-032 Hazard – Laminator Risk – Headaches caused by exposure to fumes	Office staff	When possible the laminator will be used in a non-occupied and well-ventilated room so as to minimise exposure.	Low		Office Staff	February 2012
	Location – PBL rooms, clinical and anatomical skills labs, CAL Teaching area. Hazard – Folding tables	Technical staff  Office staff	Tables should always be moved by two persons  Extra care should be taken when folding the tables so as to	Low		Technical staff  Office staff	March 2011

GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

	Risk – Injury due to moving and folding tables	Students	avoid catching fingers in the table legs.			Students	
	Location – Research Laboratory Hazards – Various Risks - Various	Faculty Research staff Technical staff	The risks associated with the Research area are dealt with separately in the Research Safety Statement				
	Location – 1 <sup>st</sup> and 3 <sup>rd</sup> Floors Hazards – Weak legs on chairs Risks – Injury due to chair collapsing	Potentially all building users	Damaged chairs taken out of circulation and replaced with suitable alternative. Replacement legs fixed to existing chairs.	Low		CTO, B&E	Complete in August 2013
	Location – 2 <sup>nd</sup> Floor Hazard – Exit route for patients in event of medical emergency during clinical exams Risks – Inability to move a	Patients recruited for exams  Potentially any	Low risk patients to be recruited for Clinical exams.  Emergency services to be present for Year 3 clinical exams	Low-Medium	Situation to be reviewed by GEMS Staff and Faculty.	Head of Dept.,  CTO,  Faculty	March 2014



GEMSD0002.5	Primary Responsibility: Chief Technical Officer
Departmental Safety Statement	Approved by: Head of School

	patient from the building in the event of medical emergency	building user	Defibrillator installed in foyer of building and training on its use to be provided				January 2014
	<p>Location: GEMS Building</p> <p>Hazard: Out-of-hours access (evenings from 18.00-22.00 and weekends from 09.00-18.00)</p> <p>Risks: Access to the building by non-authorised personnel</p>	<p>All personnel accessing the building outside of normal working hours</p>	<p>Security presence in place outside of normal working hours</p> <p>Building accessible out-of-hours by swipe access to GEMS staff and students only</p> <p>Signage erected to prevent building users unlocking the main door outside of normal working hours</p>	Medium	Situation to be monitored continuously	<p>Head of Dept.</p> <p>CTO</p> <p>Buildings and Estates</p>	On-going

**\*RISK CLASS**

High (H)

Medium (M)

Low (L)

(After existing controls and before further controls):-

(Probability of fatality, serious injury or significant loss, possibility of minor injury to a number of people.)

(Unlikely possibility of fatality, serious injury or significant material loss, possibility of minor injury to a small number of people.)

(Injury or material loss unlikely though conceivable means)