

FIRST AID

Occupational First Aiders: Trained occupational first aiders and first aid equipment are located throughout University buildings. A list of first aiders for each University School/College/Discipline is included in the local Safety Statement and should be displayed on all safety notice boards. These personnel should be contacted in the event of an injury or other first aid situation.

First Aid Equipment: First aid equipment is provided throughout the campus, in central areas including main offices. First aid equipment is for emergency medical use, and damaging or interfering with it is legally prohibited.



HEALTH UNIT(Ext. 2604/direct line 492604)

The Student Services Health Unit is based in Áras na Mac Léinn (First Floor). It caters for both the general and emergency medical care of students.

SMOKING

For health and fire safety reasons, smoking is **prohibited** in all parts of NUI Galway buildings. This is legally required under the **Public Health (Tobacco) Acts 2002-2004.**



Whether you study or work in a classroom, laboratory, office or workshop, it is important that you are aware of the hazards and safety arrangements for your working environment.
Find out about these arrangements now!



Below are some of the Emergency Phone Numbers you may need over the year. Cut out and keep for use if/when an emergency arises.

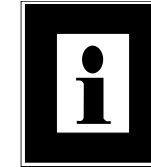
| | | | |
|-----------------------------------|--------|--------------------------------|--------|
| Security (emergency) | 3333* | Student Health Unit | 2604* |
| Hospital | 524222 | - direct Line | 492604 |
| Samaritans | 561222 | Student Counselling | 492484 |
| Health & Safety Office | 2678* | Personal Contact Number | _____ |

* Internal University Lines

Leagan Gaeilge ar lean



Safety Essentials for Students



Safety is Everyone's Responsibility

National University of Ireland, Galway wishes to ensure that your time as a student in Galway is a safe and healthy one. This document summarises essential information which all students are required to know and observe (see University Safety Statement for more details). Additional safety information for students is available in University laboratory manuals, fieldwork guides, etc. Those taking part in recreational activities must also comply with the relevant safety policies and procedures.

Students are obliged not to "intentionally, recklessly or without reasonable cause interfere with or misuse" anything provided for health and safety purposes, e.g. fire extinguishers, first aid kits etc.

Safety, Health & Welfare at Work Act 2005.

All students must also comply with the University Code of Conduct. Available from the Admissions Office ext. 3444

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ACCIDENTS/INCIDENTS

In the event of any accident/injury, report it to the person in charge of the class or to another staff member. In the event of a fire, medical or other emergency, **alert University Security ext. 3333** or if urgent contact the local emergency services, (i.e. fire brigade, hospital, police) using the 999/112 system. As soon as possible after the event, all accidents and dangerous occurrences must be reported on the official form to the **University's**

Safety Office for legal/preventive purposes (**ext. 2678**).

FIRE SAFETY

In the event of a fire

1. Raise the alarm by operating the nearest fire alarm call point.
2. Call the Fire Brigade using the **999/112** emergency telephone system. (On internal University phones dial **9** first to get an outside line).
3. Extinguish the fire **if** possible using the equipment provided.
4. **Do not** take risks.

In the event of a fire alarm sounding

The **continuous ringing** of the fire alarm indicates a fire emergency in the **area you are in** - proceed as follows:

1. Evacuate the building by the nearest exit route and proceed to the fire assembly point.
2. Close all doors after you.
3. **Do not** use lifts.
4. **Do not** re-enter the building.

The **intermittent ringing** of the Fire Alarm indicates a fire emergency in an **adjacent area** - proceed as follows:

1. Investigate the source of the alarm.
2. **Do not** take risks.
3. **Do not** use lifts.
4. Prepare to evacuate the building.

Check local fire notices for information.

Take some time to familiarise yourself with the locations of:

- 1 the exit route(s)
- 2 the fire alarm call point(s)
- 3 the nearest 999/112 phone(s)
- 4 the nearest fire equipment
- 5 the fire assembly point(s)

**FOR ALL OF THE UNIVERSITY AREAS YOU
WORK/STUDY IN.
You never know when you may need them.**

GENERAL CODES FOR SAFETY

Any potential hazards(s) within University Buildings/Grounds must be immediately reported to the University Staff member in charge or the Safety Office.

- **Access and Escape:** Corridors and stairways provide safe circulation and emergency escape routes. They must be kept clear of obstruction at all times. Do not block corridors or stairways. Bicycles, etc., causing an obstruction may be removed by Security Staff.

- **Cycling:** Many student accidents are associated with cycling. Ensure:-

- your bicycle is well lit, front and rear;
- you cycle in compliance with road markings;
- your cycling is not a danger to pedestrians;
- you wear a cycling helmet, bright clothing and hi-vis jacket/belt.

- **Fire Drills and Doors:** Fire drills and other trial evacuations are undertaken to familiarise all personnel with emergency procedures. You are **legally obliged** to participate in these drills, and should respond quickly and safely, in line with University fire safety procedures. Smoke or fire doors must not be wedged open or obstructed in any way. All doors must be unlocked or easily opened e.g. panic bolts, when a room/building is occupied.

- **Handling and Lifting:** Many injuries are caused by incorrect handling techniques or attempting to handle loads which are too heavy for the capacity of the person involved. Make sure you know the correct way to lift, and if the load is too heavy **Get Help**.

- **Late Working and General Safety:** Never work late in the University alone, especially where equipment or operations may be hazardous. In all cases, students must get prior-approval from the Head of School/College/Discipline, at a minimum work in pairs (buddy system) and be familiar with fire and other relevant out-of-hours emergency procedures. Always take personal security precautions. **NUI Galway is a Campus Watch University**

- **Personal Protective Equipment:** Where the hazards of any procedure/operation undertaken by students require personal protective equipment or clothing, it must be used correctly, in line with University guidelines e.g. eye-protection must be worn when chemical or machine hazards to the eye(s) exist. Damaged or defective equipment must be reported/replaced by the person responsible for its provision. Also clothing/accessories, which are likely to be a hazard, must not be worn in University.

- **Computer Work:** If you work regularly on a computer or similar equipment, use these basic precautions to minimise discomfort:-

- ❑ take regular breaks/changes in activity;
- ❑ adopt a good posture and adjust the chair if possible to support your back;
- ❑ if possible arrange the equipment to avoid awkward positions e.g. the screen should be slightly below eye-level to minimise neck/shoulder discomfort and be free from glare.