

# Health and safety responsibilities for Unit Heads

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Integrated Risk Solutions





# LEGAL DUTIES & RESPONSIBILITIES



# **Safety, Health and Welfare at Work Act 2005 + NUI Galway Safety Management Structure**

- **NUI Galway's safety management system operates on a devolved management structure to enable compliance with the 2005 Act.**
- **Under this Act and the NUI Galway Safety Statement, the University President and Governing Body have ultimate responsibility for safety and Heads of Unit are in turn responsible for safety within their Unit.**



# FIRE AND EMERGENCIES



# Fire

- **Fire is the single biggest issue with the ability to cause the most harm to the largest number of your staff and students in the shortest period of time**
- **It also has the ability to halt all activities in the Unit for a significant period**



- **Ensure there is a written plan in place for fire evacuation.**
  - **Personal emergency evacuation plan for persons with mobility issues.**
  - **Make sure everyone is aware of the plan**



# Fire drills

- **Buildings & Estates organise the drills**
  - If you haven't had a drill each year request one via **Buildings & Estates Helpdesk**
- **Units should review their drills using the checklist.**
- **H&S Office keep a list of the fire drills on the website.**



# Unit Fire Drill/Emergency Review Form

<b>Unit:</b>
<b>Building:</b>
<b>Date of drill:</b>
<b>Time of drill:</b>
<b>Duration:</b>
<b>If more than 5 minutes was there any reason(s) for this delay?</b>
<b>Number of Fire Marshals who took part in drill:</b>
<b>Was this sufficient?</b>
<b>Did all Fire Marshals have hi-vis vests?</b>
<b>Were all areas of the Unit/Building checked?</b>
<b>Were there any personnel who did not evacuate the Unit/Building?</b>
<b>12. Was the fire alarm audible in all areas?</b>





# Unit Fire Drill/Emergency Review Form

**13. Were all internal fire doors functioning?**

If not specify issue:

**14. Were all fire exit doors functioning?**

If not specify issue:

**Were any exit routes or stairwells used to store equipment/materials?**

**Were there any obstructions on exit routes?**

**Were there any difficulties reported by the Unit Fire Marshals?**

**Remedial actions required:**

**Any other comments:**



# Unit Fire Drill/Emergency Review Form

- **Signed off by Head & Safety Coordinator or Fire Marshal**
- **Buildings & Estates action items e.g. questions 12 to 14 should be logged on PEMAC by the Unit's Buildings Liaison.**



# Unit Fire Drill/Emergency Review Form

- **All other action items should be addressed by the Unit.**
- **This completed Unit Fire Drill/Emergency Review form should be held by the Unit as part of their Unit safety management record.**



# Fire

- **Risk assessments must take into account how/where fire could occur and there must be controls in place to prevent the outbreak of fire.**



# Potential sources of fire

- **Faulty electrical equipment**
- **Poorly stored flammable chemicals**
- **Poorly stored oxidisers**
- **Use of portable fan heaters**
- **Use of naked flames or other ignition sources near flammable atmospheres**
- **Mobile phone chargers**



# Emergencies

- **Ensure there are written plans for chemical and biological agents spillage**
- **Make sure staff & students are aware of them**



- **Ensure there are enough first aiders in your Unit or ready access to first aiders.**
- **Ensure there are first aid kits**
- **Make sure every one knows they must report accidents and near misses & to whom they must report.**
- **Ensure accidents are investigated and corrective action taken!**

