Functional Area Annual Safety Report for the

***Year 2022 (& 2023 Action Plan)***

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## ****Foreword****

**The 2022 ASR format is per that utilised for the past three years.** Key KPI topic questions for the managing and conducting occupational health & safety are based on: (a) the European Safety Agency model which focuses upon outputs and targets, (b) adherence to internal governance controls and fundamental SHWW legislative requirements applying and (c) all-Ireland safety awards criteria.

Based on GB annual reports, ULT and Governing Body have agreed expenditure is required on premises improvements and identified resource needs for the operational aspects of occupational health & safety at both the FA and University level over the period 2018 – 2022. This will include e-H&S systems in the fullness of time. The current FA ASR format was a first step towards that.

FA senior heads (HoF[[1]](#footnote-1)) should ensure that all HoS, HoDs and managers in their area fully cooperate with the requirements in a timely manner and that their FA and School risk register adequately reflects and scores their occ. H&S risks. The associated management controls should be consistently applied and should accurately refer to the risk level and risk category. The content of the initial FA feedback as issued in Q3 of 2022 for early dissemination to Schools/Departments, should also be reflected both in the FA risk registers and actions taken/planned by the FA for each of its Schools/Departments. Your early action in Q1 2023 on open issues and actions arising from this process is an imperative.

The prevention of accidents and ill health is a shared responsibility and necessitates ongoing vigilance, anticipation, co-operation, operation of essential systems and adherence to minimum standards set down in legislation and regulatory guidance. Records and documentation are a key pre-requisite of this. Safety performance and a proactive culture is a daily activity for all and is not a once-a-year activity. Each and every member of staff have safety duties and a duty to co-operate with their employer. The prime responsibility rests with the executives and PIs within each FA, School, and Department. Every staff member and manager must look after their own areas and activities[[2]](#footnote-2).

EC safety regulation and insurance cover/risk management criteria applies to us all and exist to ensure, a comprehensive proactive approach is taken to the prevention of accidents and ill health at work at source and as an integral daily management activity. The purpose of this is multifaceted: so that the University is adequately protected and can obtain affordable insurance, to reduce the impact on the economy and the health service and to primarily facilitate our community to go about their activities and career in a productive but safe and appropriate manner. This is to allow all concerned to have a pleasant and safe workplace and return home safe and well each day and to reach retirement without occupational induced conditions. **Each HoF should note that the required out-turn standard for the managing & conducting of OH&S in their area is 80%+ in the benchmarking report.**

The co-operation of all concerned is requested and required by Governing Body. The time and effort required is appreciated and necessary to give GB and ULT the oversight that they require. The date for the return of one fully complete 2022 FA ASR report & HoF assurance is on or **before April 14th, 2023**. The following document is the required overall FA return format. Please utilise same with each School/Dept. to obtain the necessary data and assurances. A spread sheet is available and should be used for the KPI elements of this report. Please arrange to initiate the Annual Safety Report and 2023 Action Plan with each of your school and business unit heads before the University breaks for the 2022 Christmas recess. **Please arrange for this return to be completed by a management grade in your area.**

Nora Geary

Corporate Secretary

January 2023

## Introductory note on the key management responsibilities

**arising from the Safety Health and Welfare at Work Act 2005, which came into effect in September 2005 & which were further extended by Regulations enacted in 2007.**

The attention of each Vice President, Head of College, Director \ Head of Administrative Function, Dean, Head of School \ Department \ Centre and each Manager, Principal Investigator and Supervisor is drawn to the University Safety Policy (renewed) October 2021 and the fact; that

* there is a legal requirement to “manage and conduct” all work activities, at Department, School, College, and University level, in such a way as to ensure, *as far as is reasonably practicable*, the safety, health and welfare at work of employees
* Arising from the above legislation, safety is a key responsibility of all of the aforementioned.
* there is a legal requirement to
	1. Assist the employer to discharge their duties
	2. Prevent *as far as reasonably practicable*, accidents and ill health from occurring at the places of work under your control
	3. Conduct risk assessments and minimise risks at local level
	4. Implement Departmental Safety Statements and all Health & Safety legislation applying to departmental areas of activities
	5. Train staff on recruitment and transfer. Provide adequate supervision
	6. Actively inform and consult with staff on health and safety risks within departments and on hazards associated with new technology, new research, new workplaces, and work practices
	7. Maintain Departmental Safety Statements “valid and up to date” (for the current work of the College\ School\ Department and all places of work), and
	8. Re-evaluate Department Safety Statements and risk assessments, where significant work \ research changes occur.
	9. Make provision for fire prevention \ evacuation and emergencies which may arise from departmental activities
	10. Report accidents and dangerous occurrences and take action on the lessons arising from same
	11. Ensure that all places of work, work equipment and systems of work are, *as far as reasonably practicable*, suitable for purpose and the safety of persons engaged in the work.

Additionally, there is a requirement *in so* *far as is reasonably practicable*, to protect students\* and other persons from risks that may arise from the work being carried on at UCC and inform them about relevant risks with which they may come into contact. (This is in addition to the normal duty of care obligations of the University and its Colleges, Schools & Departments).

Each employee is legally required to co-operate with their employer, attend necessary safety training that the department may specify and assist the University to comply with its statutory obligations.

All of the above are statutory requirements of the Safety Health and Welfare at Work Act 2005, and subordinate regulations.

*Footnote: Report Focus: (a) Implementation of University Safety Policy \ the Departmental Safety Statement, (b) SHWW Act 2005 Requirements*

*\* U/G & P/G Students pursuing a course of study at a University are not considered to be employees of the Institution per Regulation 2(5) SHWW Act 2005*

*Line Management are the employer’s representative \ agent at local level in terms of all day-to-day operations and policy**matters*

*Academic and student service units are responsible for the safety of students under their care (AFARP) – common law duties.*

## University Safety Policy





## ****Overview of Submission Requirements****

|  |  |  |
| --- | --- | --- |
| **Section Number** | **Heading** | **Document Type/Location** |
| Section A – Parts 1 and 2 | Head of Function Assurance and Functional Area Return | Contained within this Microsoft Word Document |
| Section B | Functional Area KPI Self-Assessment Spreadsheet | Accompanying Microsoft Excel Spreadsheet |
| Section C | Functional Area/Departmental Profile | Contained within this Microsoft Word Document |
| Section D | Emergency Responders Overview & Accidents/Dangerous Occurrences Functional Area Metrics including staff training, risk assessments and training action plan | Contained within this Microsoft Word Document |
| Risk Reconciliation Workbook (*Departmental Level Only*) | Department Risk Reconciliation Workbook for each Department within the Functional Area | Accompanying Microsoft Excel Spreadsheet |
| Functional Area Risk Assessment Summary | Overview Statistics of Consolidated Department Risk Reconciliation Workbooks | Accompanying Microsoft Excel Spreadsheet |
| Training Needs Analysis | Functional Area Training Needs Analysis | Accompanying Microsoft Excel Spreadsheet |

The overall submission requirements are summarized above. All Sections listed above must be completed at a Functional Area\* level. The Risk Reconciliation Workbook requires completion at a Departmental/School level only and is for the purpose of assisting Heads of Functional Area in their completion of the Functional Area level Risk Assessment Summary.

\*For the purposes of the health & safety reporting and assessment herein, there are seventeen Functional Areas of the University as listed below:

* Functional Area of the President
* Functional Area of the Bursar & Chief Financial Officer
* Functional Area of the Corporate Secretary
* Functional Area of the Deputy President & Registrar
* Functional Area of the College of Arts, Celtic Studies & Social Sciences
* Functional Area of the College of Business & Law
* Functional Area of the College of Medicine & Health
* Functional Area of the College of Science, Engineering & Food Science
* Functional Area of the Vice President for Research & Innovation
* Functional Area of the Vice President for Learning & Teaching
* Functional Area of the Vice President for External Relations
* Functional Area of the Director of Buildings & Estates
* Functional Area of the Director of Human Resources
* Functional Area of the Director of IT Services
* Functional Area of the Director of Alumni & Development
* Functional Area of the Tyndall Institute
* Functional Area of the APC Microbiome Institute

## ****SECTION A**** – PART 1

# **Functional Area Annual Health and Safety [H&S] compliance assurance to the Governing Body of UCC for the Year 2022.**

In accordance with UCC Governing Body corporate governance assurance requirements, as the senior executive manager with overall responsibility for the Functional Area (FA) of…………………….………................., I wish to assure the President and the Governing Body of UCC that I, and all of the managers within my FA are actively managing and conducting occupational health and safety as an integral part of the operational management of this FA.

I am satisfied that the FA overall and all members of management therein:

1. Take due account of the H&S regulatory requirements and best practice, in all operational decisions.
2. Comply, in so far as reasonably practicable, with UCC H&S policies and implement the relevant fire and safety requirements that apply to our activities.
3. Implement an on-going programme of prioritised risk reduction, using the resources available to the FA.
4. Operate effective systems for accident and ill health prevention throughout the FA, via effective housekeeping, risk assessment of activities, maintenance and inspection of equipment, staff consultation and risk reduction in the design of facilities and purchase of equipment and materials.
5. I acknowledge staff completion of necessary H&S training as a vital element of accident and ill health prevention, and I am committed to implementation of an Action Plan which will meet the FA’s health & safety training obligations.
6. Risk assesses all activities, apply necessary controls, and keep risk assessments, department safety statements and other records up to date.
7. If applicable to the activities of the FA, operate the University Permit to Work procedures (Note [[3]](#footnote-3)).
8. If applicable to the activities undertaken by/on behalf of the FA, apply the provisions of Buildings & Estates SOP18 for the movement of Mobile Elevated Work Platforms (MEWPs) and high-risk vehicles at UCC.
9. Have promulgated UCC Safety Policy to all staff within the FA.

The annual safety report for the FA as an overall entity and a prioritised action plan for the coming year have been submitted in the required format to the President’s **deadline of April 14th, 2023.** A list of the FA’s constituent schools/departments/centres and an overview of key KPIs from the FA are attached.

Particular developments and initiatives in health & safety in the FA which I wish to highlight to Governing Body are described in the Appendix to this assurance statement.

Signed: ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of Function for the FA of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2023

**Appendix to Functional Area Compliance Assurance to Governing Body for 2022\***

|  |
| --- |
|  |

\*This section is included to facilitate a Head of Function highlighting to Governing Body, at an overview level, particular areas of improvement, new developments/initiatives of significance in health & safety for the Functional Area and/or key challenges in health & safety for the Functional Area. **Completion of this Appendix is optional at the discretion of the Head of the Functional Area.**

**SECTION A – PART 2**

Functional Area of …………………………………………………………………….

1. **FA Return: Top 5 Occ H&S or Fire safety risks within the FA are: (in risk order)**

|  |  |  |
| --- | --- | --- |
|  | Risk Item | Risk level (low/medium/high)\* |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

\*Categorisation of a risk level as low, medium, or high is an output of analysing the consequences of a given risk, the likelihood of the risk occurring, and the impact of the risk should it occur. Guidance on risk scoring generally is available in the University’s Risk Management Policy. Analysis of the significance of certain health & safety risks in the Functional Area is also available in the previous year’s benchmarking report for the Functional Area, as circulated to the Head of Function.

Note: These risks should be incorporated into the FA Risk Register. See note 2 below.

1. **FA Return: Top 5 Occ H&S risk reduction measures instituted within the FA in 2022, in relation to A above, were:**

|  |  |  |
| --- | --- | --- |
|  | Risk Item & Control applied | Residual risk remaining after introduction of the controls applied (low/medium/high) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

 Note: See note 2 below.

1. **FA Return: Top 5 Occ H&S risk reduction measures planned within the FA in 2023, in relation to A & B above, are:**

|  |  |  |
| --- | --- | --- |
|  | Risk Item & Control proposed | Anticipated residual risk remaining after application of additional controls in 2023 (low/medium/high) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

Note: See note 2 below.

Footnote

1. Controls in Sections B & C above must directly relate to the top 5 risks listed in the Functional Area in Section A above (those risks associated with the work activities at places of work).
2. For the purposes of a FA’s Risk Register, health & safety risks should be assessed using the impact and likelihood scoring contained in the [University’s Risk Management Policy](https://uccireland.sharepoint.com/%3Ab%3A/r/sites/OCLAPolicies/Shared%20Documents/Risk%20Management/Risk%20Management%20Policy%202020%20FINAL%20-%20Approved%20by%20GB%20201020.pdf?csf=1&web=1&e=KVLlWe) and such risks should be incorporated into functional area overall risk registers as appropriate.

## **SECTION B**

# **Functional Area Management & Leadership of Occ. H&S in UCC 2022/23**

This Section is contained in the separate Functional Area KPI Self-Assessment Excel Spreadsheet and is based on a European Safety Agency template.

**Functional Area Annual Safety Report for the**

**Year 2022 (& 2023 Action Plan)**

(As per University Corporate Policy):

**Note: The Functional Area (F.A.) Report must account for all Schools \ Depts. and ancillary Centres \ Units and Offices in one overall prioritised integrated report with full responses to each question.**

## ****SECTION C****

# **Functional Area (FA)/Departmental Safety Statements & Profile**

***Table 3.0 Preliminary Details***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***List School & Department breakdown for 2022*** | ***# Staff*** | ***# Staff (FTE)*** | ***Low/Normal or Mixed or Variable Risk Profile\**** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| ***List new work areas & activities & new Schools/Departments in 2022*** | ***# Staff*** | ***# Staff (FTE)*** | ***Low/Normal or Mixed or Variable Risk Profile*** | ***Date Commenced*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***\*” Low/normal” refers to areas/units which have a low health & safety risk profile (e.g., exclusively office-based areas/units). “Variable” refers to areas/units having variable levels of health & safety risk (e.g., areas which include provision of maintenance services or areas which encompass laboratory work). “Mixed” refers to areas/units which are predominantly “low/normal” but which also have some component sub-units within the same area/unit which are categorised as “variable”.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Are all School/Department Safety Statements and RAs up to date & relevant to include:*** | ***YES*** | ***NO/PART.***  | ***Detail if not*** |
| ***(a) Current names of Departments*** |  |  |  |
| ***(b) Names of personnel with duties for managing & conducting H&S, roles, and mgmt. responsibilities\*\**** |  |  |  |
| ***(c) All current places of work and activities*** |  |  |  |

**\*\**Identified individuals with management responsibilities should match the Functional Area organisation chart submitted by the Functional Area to the Office of Corporate and Legal Affairs in 2020. Changes to such organisation chart/management structure (if any) for the Functional Area should be notified to the Office of Corporate and Legal Affairs***

## **SECTION D**

# **1. Functional Area (F.A.) Emergency Responders Overview**

**NB: Please ensure all tables are completed in this section. Do not refer to other sections of the report.**

***Table D1.0 Responder Coverage***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **List all UCC and non UCC buildings occupied (in full or in part) by School/Dept. staff as of 31st Dec 2022 with the approx. # of staff in each sub area.** | **Building location/ address** | **Floor levels occupied by staff** | **# of staff (approx.)** | **Date of Fire Drill****2022** | **Name of Fire Marshal(s) covering each area****(List)** | **Name of First Aider(s) covering each****area****(List)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Note: All areas should be covered. Gaps must be addressed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List Schools/Depts. within the FA with ZERO Emergency Responder cover in 2022 for the following (over):** | **No trained Fire Marshal**  | **No trained Occupational First Aider (or nominated SRN/MD)** | **No trained Chemical Spill Responders (insert n/a if chemical spill responders are not required in the FA)** | **Action Required****(Y/N)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***Table D1.1***

***Table D1.2 Departmental Emergency Responders (Supporting FA Details) at 31st Dec 2022***

|  |
| --- |
| **Note:** only list Occupational First Aiders that held a valid current Occupational First Aid Certificate on **31st Dec 2022**. (2-year validity rule, only certs held\refreshed from 2020-2021 are valid.) (Nominated First Aiders are Medical Doctors or SRNs who have undertaken AED\CPR training.)  |
| **Departmental Emergency Responder Name** | **Primary Dept.** | **Premises and floors covered** | **Trained First Aider (Y/N)** | **Trained Fire Marshal (Y/N)** | **Trained Chemical Spill Responder****(Y/N)** | **Date of most recent training** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

##

***Table D1.3 Shared Emergency Responder Arrangements***

|  |
| --- |
| **Provider/recipient of Emergency Responder Cover with other UCC Dept./areas** |
| **Emergency Responder Name & Dept.** | **Primary location/address of Emergency Responder** | **Dept. location/address of area also covered** | **First Aider Cover****(Y/N)** | **Fire Marshal Cover****(Y/N)** | **Chemical Spill Responder Cover****(Y/N)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Table D1.4 Biological Risks/Agents Risk Assessment (First Aider)***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Action Required****(Y/N)** |
| **Do the Department Safety Statements have a current up to date listings of all persons with Emergency Responder roles and Risk Assessments for work with Biological Risks? (which include biological risks associated with First Aid)**  |  |  |  |
| **Have they been offered a Hep B vaccination, if yes did they accept or decline?** |  |  |  |

***Table D1.5 Action Plan for Emergency Response***

|  |
| --- |
| **Action Plan for Section D:** |
| **Please set out actions to ensure that all School/Dept. areas in your FA are adequately covered for the above as of Quarter 1 in 2023** | **Proposed priority completion date for 2023** |
| **Q1** | **Q2** | **Q3** | **Q4** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# **2. Functional Area (F.A.) Accident/Incidents/Dangerous Occurrences during 2022**

***Table D2.0***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Please confirm the following for all units across the FA**  | YES | NO |
| (a) | Were there any accidents or dangerous occurrences in 2022 involving Dept. personnel/vehicles or at Dept. controlled facilities? (give #) |  |  |
| (b) | Were they all reported in a timely fashion by School/Dept. management to the University Health & Safety Office and OCLA insurance? |  |  |
| (c) | Were corrective actions required? |  |  |
| (d) | Have corrective actions been applied by the Department(s) in question.? |  |  |

***Table D2.1***

|  |
| --- |
| **Provide details for answers given Section D2.0** |
| 1. Include details of Department location, persons Department, accident locus
 |
| 1. Give dates
 |
| 1. Give details of corrective actions
 |
| 1. Give details of completions dates or proposed completions dates and reason if still not closed out.
 |

# **3. Key FA Metrics (2022 update)**

***Table D3.0 Staff Training***

*Please note all below to be supported by an updated FA Excel electronic Health & Safety Training Matrix file format which is as forwarded to each Head of Functional Area.* – **See TNA requirements below. Utilise the TNA to extract these metrics. *(Note: All staff must receive training.) Note: please provide evidence for any/all external training.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Please confirm the following for all units across the FA in conjunction with the Training Matrix.** | YES | NO | Note: |
|  | Have all current staff completed core occupational health & safety training? (Manual Handling, online visual display unit course) |  |  | **Training completion dates must correlate with FA TNA spreadsheet.** |
|  | Have all current staff completed core emergency training? (Fire Extinguisher, Fire Drill, E-Learning Fire Safety) |  |  |
|  | Have **relevant** staff completed other risk specific training relevant to their work? |  |  |
|  | Have **all** managerial & supervisory staff & primary investigators completed H&S management training? (Managing H&S, RA) |  |  |

|  |  |  |
| --- | --- | --- |
| (e) | **WHAT % OF STAFF ATTENDED ANY H&S TRAINING IN the 3 YEAR PERIOD (2020-2022)*****Note:*** *Include annual staff attendance at fire drills. Staff have a legal obligation to attend necessary health and safety training. Local Management must arrange for their staff to receive relevant health and safety training at recruitment \ work commencement and upon transfer (legal requirement).* Health and Safety management training is required for all departmental management including Heads of Dept. and Heads of Functional Area. (Mandatory item). | % |
| (f) | **WHAT % OF YOUR TRAINING PLAN AS CONTAINED IN YOUR 2021 RETURN WAS ACHIEVED IN 2022?** | % |
| (g) | **PLANNED TRAINING FOR 2023:** Per Functional Area Staff Health and Safety Training Plan for 2023 in Section D.4 below **Note**: Statutory obligations for staff training arises under SHWW legislation and University Safety Policy. | Total # of staff to be trained |

***Training Needs Analysis Spreadsheet Requirements***

1. **COMPLETED FA TRAINING MATRIX \ NEEDS ANALYSIS:** (Attendance Dates must be listed in the TNA e- Excel workbook)

Functional Area Health & Safety Training Matrix \ Needs Analysis. Detail each member of staff by name, staff id numbers (if available), job function and Department, **update for current staff & current Dept./unit names.** List the H&S training which each member of staff completed up to 31st December 2022. Provide supporting information to confirm courses undertaken directly by the FA/Depts. (i.e., courses not organised by the Health & Safety Office). List the health and safety training which the F.A. has identified that each member of staff needs to complete, with regard to their function and job hazards \ risks.

1. **List** the current Dept., Staff & Mgmt. with **no** current H&S training completions **& target date** for rectifying same which the FA intends to arrange by Department and **for each member of staff to complete in 2023** having regard to D.3.0 (a) – (d) above.
2. Identify new staff. Identify staff who have retired / departed/ transferred. Please add Staff Id numbers (where available) to facilitate staff training allocation/ co-relations.

***Table D3.1 Departmental Safety Management***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes | No | Supporting details | Actions required Y/N |
| Has the management of each School/Dept. completed a safety tour & housekeeping review of their department within the last 6- 12 months? (at least 6-monthly for variable risk areas) |  |  | **Provide dates** |  |

##

***Table D3.2 Risk Assessments\* (Provide metrics for)***

|  |  |
| --- | --- |
| **RAs completed for Dept. work activities and places of work** | **Quantity**  |
| 1. Total number of RAs that were **updated** after yearly review in 2022
 |  |
| 1. Total number of RAs completed during 2022 for **existing work activities & places of work, equipment, and processes**.
 |  |
| 1. Total number of RAs completed during 2022 - **for new activities and new places of work or equipment or processes**
 |  |
| 1. Updated total number of RAs now completed in the FA (as of 31st Dec 2022) – provide supporting School and Department summary (\*)
 |  |
| 1. **Total number of RAs yet to do** **as of Quarter 1 of 2023** - provide supporting School and Department details (\*)
 |  |

**Note: provide updated 2022 Risk Assessment summary for FA and breakdown by units to support.**

***Table D3.3 FA Permits to work***

|  |  |  |
| --- | --- | --- |
| ***Total number of Permits to work issued (2022)*** |  **#** |  **Description/Nature and Department** |
|  |  |  |

***Table D.3.4 FA Biological Research/Laser Safety***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please confirm the following for relevant areas across the FA as of 31st Dec 2022** | (#)YES(Insert n/a if not relevant to the FA) | (#)NO/PART.  | Supporting Details\* and identified gaps | Actions required(Y/N) |
| Have all PI’s conducting Biological Research registered their work (Class 2, 3, &4 risks) directly with the H.S.A per requirements arising under the SHWW Biological Agents Regulations (current edition)?  |  |  | List: name, dept., reg. date & type |  |
| Have all PI’s who operate, or who intend working, with Class 3 or 4 LASERS, registered their work and lab directly with the UCC LASER Safety Advisor Prof A. Ruth? |  |  |  |  |

***Table D3.5 Functional Area Non completion (Provide metrics for)***

|  |  |  |  |
| --- | --- | --- | --- |
| # of staff with NO H&S Training Completion History as of 31st December 2022 |  2022 **#**  | **Details** |  2021 #  |
| # of Depts. within Functional Area with NO RAs completed as of 31st December 2022 |  2022 **#** | **Details** |  2021 # |
| # of Depts. within Functional Area with NO H&S Training Completion History as of 31st Dec 2022 |  2022 **#** | **Details** |  2021 # |

***Table D3.6 Functional Area Unresolved Risks***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Unresolved H&S Risks as of 31st December 2022*** |  **#** |  **Details and actions currently taken (including avoidance)** |  **Current Risk** **Rating Level (based on RA)** |
| 1. Premises/Facilities related
 |  |  |  |
| 1. Dept. systems of work, equipment, or processes.
 |  |  |  |

**Note: List depts with work suspended due to unresolved H&S risks/absence of necessary risk control measures.**

# **4. Summary of Identified Functional Area Staff Health & Safety Training Action Requirements for 2023 (ex. Annual Safety Report 2022) \***

**Foreword: \*This must be brought forward as a summary from the Functional Area Training Needs Analysis Matrix compiled separately for every staff member within the FA.**

Name of Functional Area or School/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Staff (within the FA or School/Department): \_\_\_\_\_\_\_\_\_\_\_

No. of Depts. \ Centres\ Units (within the FA): \_\_\_\_\_\_\_\_\_

1. **– 2022 Completions**

No. of FA health & safety training completions achieved in 2022 (\*)

**Breakdown:** Management\_\_\_\_\_ Academic\_\_\_\_\_\_ Admin \_\_\_\_\_ Technical \_\_\_\_\_\_\_Other staff \_\_\_\_\_

NOTE: “Management” for the purposes of health & safety training categorisation refers to individuals with responsibility for managing health & safety and may include individuals who do not have the title “manager” or equivalent but who do have responsibility for overseeing health & safety in an area/unit or activity.

No. of FA health & safety training completions achieved in 2022 or prior year when organised directly by the FA (separately to the H&S Office) **NB**: **Please** **provide supporting information** on a separate page.

Name of course & provider:

Course Title: Duration: Date: No. of Attendees:

1. **– 2023 Planned Completions**

|  |  |
| --- | --- |
| **Name of Training Course**  | **Overall No. of FA staff who require training in 2023** |
| **Management Courses:** |  |
| Managing Health & Safety for Heads of Function & Department Management (1day) |  |
| Control of Manual Handling & Fire Risks for Heads of Function & Department Management (supplementary course to the 1 day course above) |  |
| **Core Courses:** |  |
| Workstation Ergonomics VDU – online course |  |
| UCC Bespoke Fire Safety – online course |  |
| Manual Handling – Initial |  |
| Manual Handling – Refresher (completed within 3 years of initial training course) |  |
| Occupational First Aid Certificate  |  |
| Occupational First Aid Refresher (to be completed within 2years to date of the certificate) |  |
| Fire Marshal  |  |
| Use of Fire Extinguisher |  |
| **Lab \ Chemical Related Courses** |  |
| Specify each course (i.e., Chemical Spill Response etc.)-- |  |
| **Other \ Specific courses** |  |
| General Risk Assessment & Risk ControlsAny \ other courses (general risk based etc. – please specify |  |
| **OVERALL TOTAL FOR 2023:** |  |
| **2022 Training Profile: Management \_\_\_\_ Academic\_\_\_\_\_\_ Admin\_\_\_\_\_ Technical \_\_\_\_Other\_\_\_\_** |

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head of Functional Area DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2023

Functional Areas may book staff into the Health & Safety Office scheduled courses as normally advertised or contact the Health & Safety Office at Ext: 2997 or healthandsafety@ucc.ie to make other arrangements.

# **Notes on completion/Final Checklist.**

* Answer all questions
* Account for all Schools, Departments, Institutes, Centres and Units in ASR return.
* Account for new entities and changes of names (School/Dept. etc.)
* Account for staff who have transferred from/to other Depts. or who have left UCC or retired etc.
* Attach updated **2022** FA Training needs analysis. Please only send back an Excel file. **Do not send a PDF file**. Account for all staff, staff IDs and Depts.
* Attach completed 1-page FA Training Needs Analysis Summary & provide supporting detail (FA direct training)
* Account for all training undertaken by the FA (all sources)
* Ensure all first aiders, fire marshals and chemical spill responders listed had valid training completions for the **2022** year.
* Attach an updated **2022** FA Risk Reconciliation Summary Sheet. Account for all Schools & Depts and provide their risk type breakdown.
* Ensure updated (**2022**) FA and Department RR summary pages include Department name, date, and all H&S risks applicable.
* Attach HoF Management and Leadership of Occ. H&S self-assessment **2022** (This should reflect content of the **2023** FA ASR & answers to questions therein)
* Pay particular attention to FA and School/Depts. outputs and achievements that can be directly supported (give concise evidence supporting same)
* Ensure Section A, B & D are signed by current HoF (not a Deputy) before returning.

**To Return.**

* **One consolidated ASR return** per FA (This document fully completed & supporting Microsoft Excel spreadsheets as detailed in the overview of submission requirements on page 5 above). Please do not provide individual school/unit reports.
* Return electronically to shared server **\\nas.ucc.ie\Groups\Health and Safety Returns** by **14th April 2023** and email healthandsafety@ucc.ie to confirm when a complete FA return has been submitted.
* No hard copies of the report are required.
* Depts info not submitted cannot be accepted at a later date.
1. Acronyms: FA-Functional Area, HoF-Head of Functional Area, HoS-Head of School, and HoD-Head of Department [↑](#footnote-ref-1)
2. UCC 2022 Guide to Managing Health & Safety for managers is attached. [↑](#footnote-ref-2)
3. At UCC, Permit to Work controls apply to contractor physical work activities; to high works executed by UCC FA direct staff; to the movement of MEWPs and high-risk vehicles including high bodied trailers vehicles (including skip deliveries) [↑](#footnote-ref-3)