

Health and Safety Information

Accidents and Emergencies

It is extremely important that any accident or injury is immediately reported to a member of staff in order to facilitate prompt medical attention. In the absence of a member of staff in the vicinity of the incident, Reception should be notified, Security may also be contacted at +353 1 4160034.

Evacuation and Fire Alarm Response

All College buildings are equipped with fire alarm systems and fire extinguishers. The fire alarms will be activated and the buildings evacuated if a fire or other incident occurs which endangers persons inside the buildings. As stated in the College's Safety Statement whenever a fire alarm is activated you are required to evacuate the building, go to your nearest assembly point and do not return to the building until the all clear is given by a Fire Marshall or designated member of Staff. If you discover a fire or other incident which endangers the people inside a building, raise the alarm by breaking the nearest available break glass point and then follow the evacuation procedures. Do not attempt to tackle a fire. Please co-operate with all instructions from a Fire Marshall or designated member of Staff. Please note: Fire drills are conducted from time to time. As with actual fire alarms, fire drills require immediate evacuation of the building and outdoor assembly. Please make yourself aware of your nearest means of escape.

Property and Equipment

You must not intentionally or recklessly interfere with or misuse any equipment etc. provided for the safety, health or welfare of students and staff. Should you become aware of any defect in equipment, or of property, place of work or system of work, which might endanger safety, health or welfare you are requested to report this to a member of staff.

Police

Ireland's national police service is called the Garda Síochána, officers are called Gardaí or 'Guards'. Full details of national and local Garda Stations can be found at www.garda.ie

Reporting Incidents

If you are a victim of crime, you should report it to the Gardaí as soon as possible after the incident has taken place. There are two ways to report incidents:

(i) You can dial 999/112 free of charge from any landline phone in the country and this will put you in contact with the Emergency Services (Gardaí, Fire Department, Ambulance etc.).

Please note: These numbers should only be used in emergency. It is a criminal offence to make prank calls to the emergency services.

(ii) You can visit your local Garda Station and complete an Incident Report Form. The Incident Report Form is also available online at: www.garda.ie. A pre-completed form will speed up the reporting of an incident.

When reporting an incident, the following information will help with any subsequent investigation:

- Your personal details, i.e. name, address and telephone number(s).
- The victim's details (if other than yourself), i.e. name, address, and telephone number(s).
- The incident details, i.e. location/day/date/time of the incident.
- A brief description about the incident including details of the occurrence, any description of the culprit if known, i.e. clothes, physical appearance, or any distinguishing features like a tattoo or scar.
- List of property stolen or damaged, in the case of a burglary.
- Any further information that you think will aid the Gardaí with their enquiries.
- If your vehicle has been stolen, the following information should be provided:
 - Registration number
 - Make and model of the vehicle
 - Distinguishing features i.e. colour, any modifications etc.

What to do in Case of Emergency

In an emergency you can dial 999/112 free of charge from any landline phone in the country and this will put you in contact with the emergency services (Gardaí, Fire Department, Ambulance etc.). There are a number of Health and Safety/First Aid courses available in each area that teach First Aid skills such as how to treat minor wounds, how to support a person who has been in a serious accident etc. More information on First Aid is available on www.safetyireland.com.

Legal Matters

From time to time you may require legal advice regarding an issue that neither your friends nor City Colleges can help you with. You may be facing discrimination from an employer, abuse from a neighbour etc., and you may want to seek legal advice. There are free legal advice centres around Dublin staffed by professional lawyers who work to ensure that everyone has access to legal guidance, regardless of their financial circumstances. The Free Legal Advice Centre (FLAC) is one such organisation. Information on this organisation can be found on their website: www.flac.ie. Another useful resource is the network of Citizens Information Centres. Contact details are available online at www.citizensinformation.ie.

Health Information

Opening Hours Monday to Friday Mornings: Drop-In Facility Available from 09.30am - 11.30am Afternoons: Patients seen by appointment only.

Cost EU/EEA students who have a European Health Insurance Card can benefit from free medical care. Non-EU students: €45 per visit (You are required to show your student card)

The main Dublin Hospitals are as follows:

St. James's Hospital James's Street, Dublin 1 Tel: 01 410 3000

Tallaght Hospital Tallaght, Dublin 24 Tel: 01 414 2000

Beaumont Hospital Beaumont Road, Dublin 9 Tel: 01 809 3000

Mater Hospital Eccles Street, Dublin 7 Tel: 01 803 2000

Pharmacies/Chemists

Pharmacies/Chemists are generally open from 09:00 to 18:00 Monday to Saturday. Some have late-night opening hours and are also open on Sundays and these are usually located in the city centre or in busy districts such as Rathmines and Harold's Cross.

Pharmacies/Chemists stock a wide range of prescription and non-prescription medicines. The staff can advise you as to which is the most suitable for your condition or whether you should consult a doctor. In addition, most pharmacies sell first-aid, sun and skin care products, toiletry items and contraceptives.

Dental Care

Dental care is not covered under the College's Medical Insurance Plan. Dental treatment is very expensive in Ireland. The economical option is to visit the Dublin Dental Hospital, where you can receive treatment at a reduced price from trainee dentists under supervision.

Dublin Dental Hospital

Lincoln Place Dublin 2 Tel: 01 612 7200 E-mail: info@dental.tcd.ie

Optical Care

Optical care is not covered under your student Medical Insurance Plan so you should shop around for the best value. Some Opticians offer student rates, e.g. discounted eye examinations at certain times of the week. Glasses and contact lenses are expensive in Ireland so if you are in need of optical care, it might be wiser to wait until your next visit to your home country and avail of these services there instead.

Safety on Campus

This booklet has been produced by the Garda Síochána (Irish Police Force)

An Garda Síochána Information Sheet



Stay Safe on Campus

Your Personal Safety

- ◆ Avoid situations, where you are travelling alone at night time.
- ◆ When travelling on foot, use busy routes and well lit walkways.
- ◆ Don't display obvious valuables – jewellery, handbags etc. unless completely necessary.
- ◆ Always take care when using ATM's.
- ◆ When socialising, don't leave an opened drink unattended, even for short periods.
- ◆ Don't leave property unattended in libraries, lecture theatres, restaurants or changing rooms.
- ◆ If you think you are being followed, go to the nearest place where there are other people, and contact the Gardaí.
- ◆ If you are assaulted, help is available to you from the Gardaí 24 hours a day.
- ◆ Remember, no mobile phone credit is needed to make 999/112 emergency calls.

Security of Your Accommodation

- ◆ Lock your front/back doors at all times. If leaving, check that all windows are locked.
- ◆ Take care when letting in callers – ask for identification if in doubt.
- ◆ Take special care of valuables, including laptops, iPods and mobile phones.
- ◆ Always lock outside doors.
- ◆ Use your door chain.
- ◆ If you receive strange or abusive phone calls, contact the Gardaí / Campus Security.

Security of Your Bicycle, Car or Motorcycle

- ◆ When you purchase a bicycle, make sure you keep a receipt showing ID details.
- ◆ Secure your bicycle by using a good quality locking device.
- ◆ Leave your bicycle, car or motorcycle in an area which is supervised or where it can be seen.
- ◆ Don't leave valuables in your car. If you must, then keep them out of sight in the boot.
- ◆ Don't leave personal documents – driving licences, insurance certificates etc. in your car.
- ◆ Consider fitting a good quality alarm and/or immobiliser as well as a chain/padlock.
- ◆ Don't pick up hitch-hikers.
- ◆ Secure parking for motorcycles can be difficult to find. 'U' shaped pieces of scaffolding pole embedded into concrete, and located in areas, which have good natural surveillance can be the answer to the motor cyclist's theft problem.

The National Age Card

- ◆ Remember that you can apply for "The National Age Card" once you have reached 18 years of age.
- ◆ This is a state of the art identification card which provides you with the means to prove your age when requested
- ◆ The card can be applied for through your local Garda station.
- ◆ Check it out on www.agecard.ie.
- ◆ Your local Garda station will also be able to give you details.

For additional safety and security advice see the *Campus Watch* booklet at www.garda.ie