

ACCESS & CIVIC ENGAGEMENT SERVICE (ACE)

SAFETY STATEMENT

2015



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CONTACT DETAILS FOR THE ACE SERVICE

Role	Name	Location	Email	Telephone Number
Head of the ACE Service	Julie Bernard	Grangegorman	julie.bernard@dit.ie	(01) 402 7601
Administrators	Dolores Hill/ Wendy Gannon	Grangegorman	dolores.hill@dit.ie wendy.gannon@dit.ie	(01) 402 7604 (02)(01) 4027613
Project Manager for Students Learning with Communities (SLWC)	Catherine Bates	Grangegorman	catherine.bates@dit.ie	(01) 402 7616
Project Manager for Computer Learning in Communities (CLiC)	Riona Fitzgerald	Grangegorman	riona.fitzgerald@dit.ie	(01) 402 7614
Access Officer	Grainne Burke	Grangegorman	Grainne.burke@dit.ie	(01) 4027606
Project Manager for Area-Based Childhood Programme	Mick Cowman	Grangegorman	mick.cowman@dit.ie	(02)4027626
Project Co-Ordinator for Access Foundation Programme	Bobby Maher	Mountjoy Square	bobby.maher@dit.ie	(01) 402 4222
ACE Service nominee to Student Services Health & Safety Team	Bobby Maher	Mountjoy Square	bobby.maher@dit.ie	(01) 402 4222
Local First-Aiders	Catherine Bates Grainne Burke Edel Kearney	Grangegorman	catherine.bates@dit.ie edel.kearney@dit.ie grainne.burke@dit.ie	(01) 402 7616 (01) 402 7605 (01) 402 7606

Please see the ACE Service website for a full listing of contacts – click [here](#)

EMERGENCY CONTACT NUMBERS

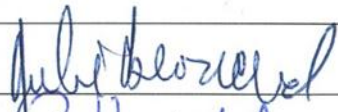

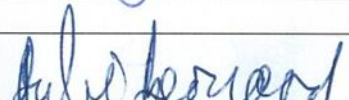
Emergency Services	112/999 (You may need to dial “0” for an outside line)
Hospital	<u>North City:</u> Mater Hospital Dublin 7 (01) 803 2000
Dublin City Council	(01) 222 22 22
Garda Síochána	<u>North City:</u> Bridewell, Chancery Street, Dublin 7 (01) 666 8200
Bord Gáis 24 hour emergency line	1850 20 50 50

ESB 24 hour emergency line	1850 372 999
Health and Safety Authority	1890 289 389
Samaritans	1850 60 90 90
Environmental Protection Agency	1890 33 55 99

CAMPUS CONTACT DETAILS

Front Desk/Reception:		
○ Grangegorman	TBC	TBC
○ Mountjoy Square	Porter on Duty	(01) 402 4100
Incident Controller	Porter on Duty	See above numbers for front desk
Building Services Supervisor:		
○ Grangegorman	TBC	TBC
○ Mountjoy Square	Derek Bowden	(01) 402 4381
Building Maintenance Manager:		
○ Grangegorman & Mountjoy Square	Terry Maher	(01) 402 4523
Occupational Health Officer	Rosie Cannon	(01) 402 4148 / 087 9809194
Health & Safety Officer	Edel Niland	(01) 402 4192 / 086 3891080
Student Health Centre	Receptionist	○ Northside (01) 402 3614 ○ Southside (01) 402 3051
Chaplain:		
○ Grangegorman	TBC	TBC
○ Mountjoy Square	Finbarr O'Leary	(01) 402 4308 / 4112
Employee Assistance Programme (EAP) Contact	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours/7 days a week/365 days a year)
Student Counsellor	Secretary	(01) 402 3352 / 086 0850543
Staff Safety Representative for Student Services	Herbie McClelland	(01) 402 3042

LIST OF PERSONS IDENTIFIED AS BEING RESPONSIBLE FOR HEALTH AND SAFETY TASKS

TASKS	RESPONSIBLE PERSON	SIGNATURE
Coordinating and ensuring records are maintained for training and provision of Personal Protective Equipment	N/A	
Ensuring a safety statement and risk assessments are carried out , updated and communicated	Julie Bernard	
Ensuring the upkeep of first-aid box and ordering first-aid supplies from Occupational Health Officer	ACE Health and Safety Representative (Bobby Maher 2015)	
Co-ordinating contractors activities and dealing with Buildings Office for Work Permits	N/A	
Updating the statutory registers and Safety Data Sheets	N/A	
Ensuring adequate personnel designated as fire marshals and first-aiders	Julie Bernard	

INTRODUCTION

Dublin Institute of Technology (DIT) is required under the provisions of the *Safety, Health and Welfare at Work Act 2005*, to have and bring to the attention of all employees, a statement of its policy, organisation and arrangements with respect to health, safety and welfare at work. The Act also embraces all of the activities at DIT and staff, students, visitors, contractors/service providers.

The fundamental aim of the *Safety, Health and Welfare at Work Act* is the prevention of accidents and illnesses at the place of work. Safety consultation procedures and the preparation of a safety statement and written risk assessment are key provisions of the Act.

This safety statement has been prepared in compliance with the Act and provides details of the specific hazards relevant to the Access & Civic Engagement Service (ACE) and the controls that have been implemented to adequately safeguard the activities. This safety statement should be read in conjunction with the DIT Framework Safety Statement which is available on the [health and safety website](#).

This document applies to all staff, students, visitors, contractors/service providers and campus users. It will be updated as necessary in the light of new legislation, staff feedback, changes and practical experience. In addition it will be reviewed annually.

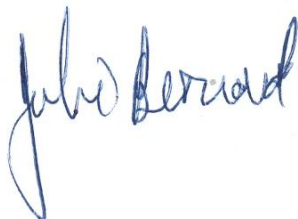
SAFETY POLICY & OBJECTIVE FOR THE ACE OFFICE

The DIT Access and Civic Engagement (ACE) Office supports and promotes the embedding of access and civic engagement into learning and teaching across DIT, as well as developing learning pathways and partnerships with communities and other education partners, and contributes to research and policy development in this area.

The ACE Office will ensure that:

- Work activities are managed and conducted in a manner that ensures the safety, health and welfare of our employees, students, community partners, visitors and contractors/service providers
- Our safety statement is maintained and updated and written risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually
- Identified protective and preventative measures are implemented and maintained
- Improper conduct likely to put an employee, student, community partner, visitor or contractor/service provider's safety and health at risk is prevented
- A safe place of work is provided on DIT sites that is adequately designed and maintained
- A safe means of access and egress is provided
- Safe plant and equipment are provided
- Safe systems of work are provided
- Risks to health from any article or substance are prevented
- Appropriate information, instruction, training and supervision are provided
- Where hazards cannot be eliminated suitable protective clothing and equipment are provided
- Emergency plans are prepared and revised
- Welfare facilities are provided and adequately maintained
- Competent personnel who can advise and assist in securing the safety, health and welfare of employees are employed when required

Signed: Julie Bernard, Head of the ACE Office



Date:

3/11/15

SCOPE OF SAFETY STATEMENT

The DIT Access and Civic Engagement (ACE) Office supports and promotes the embedding of access and civic engagement into learning and teaching across DIT, as well as developing learning pathways and partnerships with communities and other education partners, and contributes to research and policy development in this area.

In order to achieve these goals, ACE staff run and coordinate events, and also support staff in DIT Colleges and Schools, and colleagues in communities, to run and coordinate events. Responsibility for health and safety for these events varies depending on who has responsibility for co-ordinating the activity

- Where events are run and coordinated by DIT ACE Office staff, health and safety responsibility for those events lies with the ACE Office organising staff member(s)
- Where the events are coordinated by DIT ACE Office staff but delivered by other DIT staff, the health and safety responsibilities for those events will lie with the ACE organising staff member(s)
- Where the events are co-ordinated and delivered by other DIT staff or staff in communities or schools, the health and safety responsibilities for those events will lie with those staff and centres, even though the activities are supported by DIT ACE Office staff.

DIT ACE Office staff work closely with community partners (these can include underserved community organisations, charities, NGOs, DEIS schools, and statutory bodies working with underserved groups). These relationships mean that staff and participants/pupils from these organisations may regularly be in DIT premises, but their status is different from both visitors and contractors or service providers. DIT staff and students may also spend considerable time in the premises of these community partners, as part of the work of the DIT ACE Office. Where DIT staff and students are working/volunteering/learning outside of DIT, on community partner sites or in public areas, the DIT ACE Office is not responsible for their health and safety, even if the ACE Office is supporting this work, as we expect these organisations to have their own appropriate health and safety procedures in place.

The scope of our operations includes:

1. DIT Access to College Programme: This programme involves approximately 200 5th and 6th year secondary school students who take part in college taster events in each DIT college (including campus tours, lectures, workshops, access workshops) and supplementary maths tuition. Therefore the programme involves a lot of visitors each year to DIT who are children
2. Outreach activities targeting Access students for recruitment to DIT e.g. working with children in schools in Dublin and nationally, presentations in Further Education (FE) Colleges, mature students from FE Colleges attending taster events
3. Running DIT ACE events and awards – annual events and awards held in DIT or off-site
4. Setting up and attending meetings involving DIT staff and/or community partners and/or students and other stakeholders to plan collaborations
5. Interviewing participants for Access Foundation Programme
6. Coordination work supporting other staff and functions/Schools in DIT to embed civic engagement in their work
7. Teaching/training – delivery of content to students/staff in DIT (e.g. LTTC programmes)
8. Supporting delivery of ICT training in community centres and schools in SED communities

9. Maintenance and oversight of CLiC News website for primary children (and supporting DIT Journalism students to produce website content)
10. Coordination of networking/training events (such as SLWC summer school and winter workshop, Access Advisory, Joint Access Networks meetings)
11. Dissemination of knowledge – attendance at conference, publications, organising showcases of DIT ACE work etc.
12. Coordinating and hosting an Orientation Programme with approx. 300 new 1st year DIT Access Students and a team of approx. 30 student leaders, this is a weeklong event with students being both on and off site
13. Student social events, whereby the Access Service coordinate a meal for students to enhance the sociability and networking of Access Students
14. Interviewing tutors to provide academic support throughout the year for Access Students
15. Project officers delivering one-to-one and group work sessions with Access student
16. Delivering training to student leaders and peer mentors on site
17. Co-ordinating and delivering aspects of the Grangegorman Area-based Childhood Programme
18. In 2016, the ACE Office with the LTTC will host the international Living Knowledge conference

HISTORY OF LOCATION

Our staff offices and operations are located in the following areas: Park House, North Circular Road (until September 2014), then Rathdown House, Grangegorman. There are approximately 14 staff in the office (numbers may vary due to Jobbridge staff and students interning with us). Work also takes place in schools, other DIT campuses and communities, including the Ballymun Music Room.

SAFETY RESPONSIBILITIES

In accordance with the DIT Framework Safety Statement, the Head of the ACE Service, Julie Bernard, as part of her management function, is responsible for ensuring, so far as is reasonably practicable, the health and safety of persons working, studying or visiting in her area of responsibility. In particular she is responsible for the following:

1. To ensure a safety statement relevant to operations is prepared which complies with Section 20 of the Safety, Health and Welfare at Work Act.
2. To ensure that the safety statement is reviewed at least annually and that the DIT Senior Leadership Team (SLT) Health and Safety Sub-committee is notified that the review has been completed and is provided with any updated document which may result from such a review.
3. To ensure that all hazard types are identified and risks controlled.
4. To ensure that regular safety inspections/audits are carried out to monitor compliance with the safety statement and legal requirements and to ensure appropriate follow-up action is taken.
5. To assist with all investigations of all accidents to staff/students/community partners/visitors in their area of responsibility and to complete the Incident Report Form as appropriate.
6. To ensure that local emergency plans and first-aid procedures are implemented and that sufficient evacuation marshals and first-aid personnel are available.
7. To ensure that staff are appropriately trained to carry out their duties safely and to ensure the attendance of staff at designated training courses as appropriate.

All Institute Staff

All employees/staff have a duty to take responsibility for their own safety, health & welfare and for that of visitors and any other person who may be affected by their acts or omissions while at work.

Statutory Requirement

Chapter 2, Sections 13 & 14 of the Safety Health and Welfare at Work Act 2005 places a number of obligations on employees whilst at work as outlined in this section:

13.—(1) An employee shall, while at work—

- (a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,
- (b) ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,
- (c) if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,
- (d) co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,
- (e) not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,
- (f) attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,
- (g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,
- (h) report to his or her employer or to any other appropriate person, as soon as practicable—
 - (i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,
 - (ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
 - (iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.

(2) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under *subsection (1)(f)*.

14.—A person shall not intentionally, recklessly or without reasonable cause—

- (a) interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or
- (b) place at risk the safety, health or welfare of persons in connection with work activities

In addition, staff have the following responsibilities:

- To participate in and put into practice all training provided by DIT, to ensure compliance with safety, health & welfare legislation
- To co-operate with those responsible for health and safety

- To familiarise themselves with the contents of the safety statement, safety policies and procedures and Codes of Practice
- To assist in the preparation and updating of the ACE Service safety statement
- To assist and co-operate with periodic safety inspections/audits
- To assist in the completion of standard hazard identification control sheets and co-operate with the reporting and investigation of incidents
- To ensure that equipment is operated in a safe manner and good housekeeping standards are maintained at all times
- To promote safe work practices
- To ensure that all safety rules are communicated to students, contractors and visitors, other campus users
- To use equipment only if authorised and trained
- To ensure that any safety measures associated with new equipment is brought to the attention of the Head of the ACE Service, Julie Bernard, implemented, documented in the safety statement and communicated effectively
- To report to the Head of the ACE Service, Julie Bernard, any person abusing facilities or equipment
- To select and appoint a Safety Representative
- To notify the Health & Safety Officer of any perceived shortcomings in the safety arrangements

Students - as Service Users of ACE

Students have a legal responsibility not to endanger themselves or others by their acts or omissions. Thus they must:

- Take reasonable care of their own safety and the safety of others
- Co-operate fully with all safety rules and regulations issued by DIT
- Co-operate with those with responsibility for health and safety, whether in DIT or off-site – e.g. in community partner premises
- Not interfere or misuse any specified items of safety equipment or any safety device
- Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained
- Use personal protective equipment (PPE) as necessary. (Where PPE is required, students must provide their own)
- Not access or use laboratory/workshop facilities and equipment without the permission of their academic supervisor and where necessary the staff member in charge of these facilities
- Use equipment only if authorised and properly trained
- Report any incident, dangerous occurrence, defective equipment or potential safety hazard to the relevant Head of School/Function
- To participate in any safety training programmes facilitated by the Health and Safety Office

Contractors/Service Providers

The following responsibilities are allocated to contractors/service providers:

- All contractors/service providers will be expected to comply with the Institute's Policy for safety health and welfare and must ensure that their own safety statement is made available whilst work is being carried out. It is the Institutes policy that all contractor/service

providers have a safety statement in accordance with the *Safety, Health and Welfare at Work Act 2005*

- All work must be carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site. The contractor/service provider must have adequate insurance cover
- Contractors/service providers must not commence with any work on the premises or project site until the Contractor Safety Guidelines and other relevant safety procedures are read, understood and accepted (available from Buildings Office). They must complete the e-learning programme for contractors/service providers
- Contractors/service providers will take reasonable care of themselves and others who may be affected by their acts or omissions and will co-operate as appropriate with DIT employees as necessary
- Contractors/service providers must supply at tender stage a safety statement, relevant method statements, copies of their public and employers liability insurance and complete the Contractors Compliance Form CCF1 before a contract is awarded
- They will liaise with the local Building Maintenance Manager and obtain work permits as required
- Scaffolding and other access equipment used by contractor's/service provider's employees must be erected and maintained in accordance with current legislation and Codes of Practice
- All plant and equipment brought onto the site by contractors/service providers must be safe and in good working order, fitted with any necessary guards and safety devices and have all necessary certificates available for inspection
- All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. No power tools or electrical equipment of greater than 110 volts should be used outdoors. If it is necessary to use equipment operating from a 220-volt supply, a residual current device with a rated tripping current of 30mA and operation of 30m sec must be used
- Any injury sustained by a contractor's/service provider's employee must be reported immediately to the local Building Maintenance Manager
- Contractors/service providers must comply with any safety instructions given by DIT
- DIT may carry out safety inspections. Contractors/service providers informed of any hazards or defects identified during these inspections will be expected to take immediate action
- DIT must be notified of any material or substance brought onto the site which has health, fire or explosive risks. Such materials must be stored and used in accordance with current recommendations
- Contractors/service providers will be accountable for the maintenance of good housekeeping practices at all times within their respective areas of work
- Contractors/service providers are not allowed to use equipment owned by the ACE Service unless written permission is received from the Head of Function, Julie Bernard, and a competent person passes it as being safe

Visitors (a person other than an employee or contractor/service provider)

- Visitors may not be aware of the potential hazards associated with DIT and also may lack familiarity with the Institute's premises/facilities and are therefore a potential risk to themselves and others. All visitors must identify themselves and their purpose for being in DIT if requested by a DIT staff member. All visitors follow all DIT's safety procedures and policies
- Visitors must not enter any area where they do not have the authority to do so. Hazardous areas will be restricted

- They must not interfere with any of the Institutes property, equipment, materials or substances unless they have permission to do so from the person in charge
- They must not remain on the premises any longer than necessary and should return PPE on leaving
- In the event of an evacuation, they will be led to the Assembly Point by their DIT host
- A safety booklet and wallet card is available at front desk/reception area and on request
- The DIT Framework Safety Statement is available on the safety website www.dit.ie/safework
- DIT has a [Child Protection Policy](#) available on the DIT website

Community Partners

(people who collaborate with DIT staff and students regularly, who are from a range of underserved community contexts – e.g. DEIS school teachers, youth club leaders, charity/NGO/not for profit staff members and volunteers, statutory bodies staff who work with underserved groups)

- Community partners may not be aware of the potential hazards associated with DIT and also may lack familiarity with the Institute's premises/facilities and may therefore be a potential risk to themselves and others. All community partners must follow all DIT's safety procedures and policies. All community partners must identify themselves and their purpose for being in DIT if requested by a DIT staff member.
- Community partners must observe standard DIT precautions as indicated (e.g. avoid restricted/hazardous areas)
- They must only use the Institute's property, equipment, materials or substances as agreed with the person coordinating their collaboration with DIT (e.g. they may use DIT projectors for delivering presentations to students).
- They should return any PPE on leaving
- In the event of an evacuation, they will be led to the Assembly Point by their DIT host
- A safety booklet and wallet card is available at front desk/reception area and on request
- The DIT Framework Safety Statement is available on the safety website www.dit.ie/safework
- DIT has a [Child Protection Policy](#) available on the DIT website

DISCIPLINARY ACTION

Any member of staff/student who contravenes or fails to manage to work in accordance with current safety health and welfare legislation, the DIT Framework Safety Statement and codes of practice may be subject to the Institute's disciplinary procedures. The Buildings Officer will address any contraventions by contractors/service providers.

HEALTH AND SAFETY CONSULTATION

Employers are obliged under *The Safety, Health and Welfare at Work Act 2005*, to consult with and take account of any representations made by employees regarding health, safety and welfare. The ACE Service ensures that health and safety is an agenda item at manager meetings and relevant team meetings and ensures that working groups are appointed to deal with certain health and safety items if required.

A nominee from the ACE Service, Bobby Maher, sits on the Health and Safety Team for the Directorate of Student Services. This team meets periodically throughout the year every two months.

Consultation takes place when there is a change, update or modification to a particular work process, when new machines or processes are introduced or when new substances or materials are introduced. The Student Services Health and Safety Team has selected and appointed Safety Representatives. Details of current Safety Representatives may be found on the health and safety website (www.dit.ie/safework)

PROVISION OF INFORMATION

Staff are made aware of safety matters by the following means:

- Agenda item at ACE team meetings
- Desktop Emergency Response Flip charts
- Health & Safety notice boards
- Health & Safety Induction
- Health & Safety Training courses
- Signage:
 - Safety notice points
 - Emergency first-aid procedure signs
 - Emergency floor plans
 - Assembly point maps
 - Fire actions notices
- Emergency Response posters
- Safety wallet cards
- Website www.dit.ie/safework
- Announcements regarding emergency exits at large events
- Inductions are prepared and delivered by Occupational Health Officers where requested

Students are made aware of safety matters by the following means:

- Health & Safety notice boards
- Health & Safety Training courses
- Signage:
 - Safety notice points
 - Emergency first-aid procedure signs
 - Emergency floor plans
 - Assembly point maps
 - Fire actions notices
- Emergency Response posters
- Website www.dit.ie/safework
- Inductions are prepared and delivered by Occupational Health Officers where requested
- Announcements regarding emergency exits at large events

Community partners and others are made aware of safety matters by the following means:

- Health & Safety notice boards
- Signage:
 - Safety notice points
 - Emergency first-aid procedure signs
 - Emergency floor plans
 - Assembly point maps
 - Fire actions notices
- Website www.dit.ie/safework
- Announcements regarding emergency exits at large events
- Inductions are prepared and delivered by Occupational Health Officers where requested

HEALTH AND SAFETY RESOURCES

The ACE Service codes all budgetary spend on activities/spend pertaining to safety, health and welfare. Considerable resources are expended by the ACE Service in securing the health, safety and welfare of employees in terms of personnel, time, materials, equipment and the purchase of goods and services.

Where additional equipment, training etc. is required whether as a result of ongoing risk assessment or legislative change, resources will be allocated on a prioritised basis to meet the identified requirements.

The health and safety website hosts a reference library of videos, texts, literature and other publications on health and safety matters.

SAFE SYSTEMS OF WORK

It is the policy of DIT to ensure that employees are not asked to perform tasks outside their competence and capacity. Safe systems of work have been designed with this objective in mind. Management shall keep a watching brief on safety matters and where necessary adjust or alter systems of work to make them as safe as is reasonably practicable.

PROCUREMENT CONTROL

The purchasing of equipment, plant and substances is subject to the provisions of the *Safety, Health and Welfare at Work Act 2005* and associated regulations, thus all equipment, plant or substances will undergo risk assessment prior to acceptance into the Institute. The ACE Service follows all guidelines as per the Framework Safety Statement and ensures that a risk assessment is carried out before any equipment/machinery that might be used by a contractor/service provider is put into use when they are engaged by the service.

INSPECTION PROCEDURES

All locations of work will be periodically inspected by a representative from the Health & Safety Office accompanied by local management and the Safety Representative. The Head of the ACE Service, Julie Bernard, will ensure non-conformances identified are rectified and a log maintained.

Where in the opinion of the Health & Safety Officer or other competent officer, there is a risk of serious injury and immediate risk to individuals, he/she will have the authority to advise that the activity is stopped until adequate steps have been taken to eliminate risk or if possible reduced to an acceptable level. Where the risk cannot be reduced to an acceptable level and finance is not available, the Head of the ACE Service, Julie Bernard, shall ensure the activity is ceased.

In accordance with statutory requirements, certain examinations, testing and inspections are carried out on specific items. A list of those items, the frequency of inspection and the testing body is presented below.

Item	Location	Test Frequency	Test Company Details
PC's, Printers &	All DIT offices	As required	I.S. or third party service

Photocopiers			provider
PC's, Printers & Photocopiers in CLiC Community Centres	Currently 18 locations across inner-city Dublin	As required	CLiC Staff

TRAINING

Health and Safety training is a legal requirement specified by the Safety, Health and Welfare at Work Act, 2005. It is also Institute policy that all employees attend such health and safety training and assessment. Please see the Institute's Health and [Safety Training Policy for Staff](#).

Each employee will be made aware of emergency action plans and arrangements pertinent to their workplace as per section 11 of the 2005 Act at induction by completing the online Emergency Response Training (ERT) programme.

Health and safety training required for the ACE Service includes:

Mandatory Training:

- Emergency Response Training (ERT)
- Manual Handling
- Legal Update for Managers (for grades V and above)
- Child Protection

Specialist Training:

- Emergency First-aid (1 day)

EMERGENCY PLANNING AND RESPONSE

SERIOUS INCIDENT/EMERGENCY

- Dial 112/999 (You may need to dial "0" for an outside line)
- Contact DIT Health & Safety Officer - 086 3891080

REQUIRES FIRST-AID

- Seek local first-aider – See Contacts Page
- Injured unwell staff/students:
Occupational Health Officer:
Rosie Cannon 087 9809194
- Injured/Unwell Students:
Student Health Centres
Northside 01 4023614
Southside 01 4023051

If serious/after 5pm/in doubt, go directly to local A & E/local GP

REQUIRES FURTHER ATTENTION

- Staff members should attend their local GP
- Students should attend the Student Health Centre

- Structural safety matters - should be referred to the local Buildings Maintenance Manager
- Operational safety matters – should be documented on a Hazard Report Form and sent to the Health & Safety Office (www.dit.ie/safework)

FIRE & EVACUATION **ACE SERVICE**

INSTRUCTIONS ON DISCOVERING A FIRE

(all staff, students, visitors, contractors/service providers etc.)

- Activate the nearest fire alarm point
- Leave the building using the nearest exit route
- Disperse from the building and move away to place of safety
- Do not use the lift
- Do not re-enter the building until the “all clear” has been given

INSTRUCTIONS ON HEARING THE EVACUATION ALARM OR OTHER WARNING

(all staff, students, visitors, contractors/service providers, first-aiders etc.)

On hearing an alarm activation or other warning:

- Instruct staff and students to leave all areas including offices, classrooms, meeting rooms, sanitary facilities, common areas etc.
- All visitors should be escorted to safety by the person they are visiting
- Anyone in common areas or moving between areas, should immediately join the lines of people exiting
- Shut down equipment if safe to do so and time permits
- Close windows and doors to confine smoke/fire
- “Sweep search” the area (offices, meeting rooms, sanitary facilities, storage areas), and evacuate the building immediately by the nearest available exit. Marshals should then leave immediately via the nearest escape route
- If required, assist any individuals to evacuate the area*
- Form a single file on both sides of the corridor or stairway, leaving the centre passageway clear
- Do not delay or stop to collect personal belongings
- Do not use the lift
- If heavy smoke present, try to find another exit or crouch low to the floor
- All doors should be closed (not locked) by the last person in the line
- Report to the designated Assembly Point(s) for your building – click [here](#) for details
- All evacuation marshals/sweepers, Building Maintenance personnel, Heads of Function, first-aiders should assemble at the assembly point to check in, reporting to the Incident Controller details of any casualties or people needing assistance with evacuation. This information is then given by the Incident Controller to the Emergency Services.
- Do not return to the building until instructed to do so by the Incident Controller

* Separate personal emergency egress plans (PEEP) have been prepared for people with disabilities

When visiting a new premises/venue for the first time, please familiarise yourself with local fire/emergency arrangements and procedures.

YOU SHOULD FAMILIARISE YOURSELF WITH THE LOCATIONS OF THE FOLLOWING:

- Escape routes and emergency exits
- Fire alarm call points
- Fire extinguishers and blankets
- Assembly points

Please click [here](#) to access the Assembly Point maps and pictures for all DIT buildings

The ACE Service will ensure that sufficient marshals are appointed on an ongoing basis to provide an effective service. All staff of the ACE Service will act as evacuation marshals in accordance with local evacuation procedures in their respective areas.

Your Incident Controller is: **Porter on Duty**

General Rule of Thumb – all staff should act as “sweepers” in the event of an emergency, checking offices, meeting rooms, sanitary facilities and storage areas as they exit to ensure that as they exit everywhere has been cleared.

YOU SHOULD NOT PUT YOURSELF IN DANGER AT ANY TIME

FIRST-AID

- An emergency first-aid kit and automatic external defibrillator (AED) is available at the front desk/reception area
- A list of Institute staff who have completed training in first-aid/AED is available on the [health and safety website](#)

Members of staff trained in this area:

Catherine Bates Grainne Burke Edel Kearney	Grangegorman	catherine.bates@dit.ie edel.kearney@dit.ie grainne.burke@dit.ie	(01) 402 7616 (01) 402 7605 (01) 402 7606
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First-aid kits are located at the front desk of each building. Please report any used items to the designated person in charge who is responsible for monitoring the contents and ensuring their replacement.

Further Treatment / Incident Report Forms

- Staff may refer students to the Student Health Centre in DIT at 01 402 3614 / 402 3051 or contact the Emergency Services on 112 / 0999 if an incident is urgent
- Incident Report forms are available from the front desk and on the [health and safety website](#).

- An Occupational Health Officer Rosie Cannon is available at 087 9809194 weekdays 9:00am – 5:00 pm to deal with the occupational health, safety and welfare needs of all staff and students and to provide a back-up first-aid service

INCIDENT REPORTING AND INVESTIGATION

The Institute has a statutory duty to record all incidents and report certain types of incidents and dangerous occurrences to the Health and Safety Authority (HSA). Therefore all incidents resulting in personal injury, damage to property, dangerous occurrences or near miss e.g. must be reported immediately to your manager/supervisor.

The incident report form must be forwarded to the Health & Safety Officer within 24 hours of the incident occurring or as soon as possible. Incident report forms are available at the front desk/reception area and on the [health and safety website](#).

HAZARD REPORTING

DIT recognises the part that its staff/students/visitors and contractors/service providers have to play in the reporting of hazards in the workplace. There is a report form to formally identify and report hazards. If the hazard is a structural issue, it should be reported immediately to the local Building Maintenance Manager and if it is an operational safety issue, it should be reported to local management using the Institute's Hazard Report Form available on the [health and safety website](#). Hazards arising from construction activities at the new Grangegorman campus should be notified to the Grangegorman Development Agency (GDA) www.ggda.ie

MANAGEMENT OF CONTRACTORS/SERVICE PROVIDERS

All building and maintenance work undertaken by outside contractors/service providers on behalf of the ACE Service must be carried out under a Buildings Office Permit to Work.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is the policy of DIT to eliminate all hazards where reasonably practicable. DIT will assess what PPE appropriate to the task/work environment is required only as a last resort when further risk reduction is not feasible. There is normally no requirement for use of PPE by staff in the ACE Service. However if staff are required to enter the construction site during developments at Grangegorman, they must conform to the PPE requirements of the building contractor.

ERGONOMICS

All new equipment and machines, tools, work methods, work procedures and work stations should be assessed for ergonomic hazards prior to being brought into use. The Health & Safety Officer should be informed of the risk assessment process and will advise of competent people to assist with the risk assessment.

Staff should consider ergonomic standards when designing new workstations and layout of new offices. It is the responsibility of the Head of the ACE Service, Julie Bernard, to ensure that all information on ergonomic controls is communicated to employees and students via circulars, team

briefings or other means. She should also ensure that all problems identified are addressed and brought to the attention of the Health & Safety Officer.

WELFARE PROVISIONS

In accordance with legislation, Dublin Institute of Technology is committed to providing welfare facilities which are available to all staff which include the following:

- ✓ Adequate and suitable sanitary and washing and drying facilities with hot and cold running water maintained in a clean and hygienic condition
 - ✓ Adequate number of lavatories and washbasins with hot and cold running water
 - ✓ An adequate supply of potable drinking water at suitable points conveniently accessible to all employees, tested by the Buildings Office
 - ✓ Suitable facilities for sitting/other ergonomic support, in the case where work can be done in a seated position
 - ✓ Suitable and adequate facilities for boiling water and taking meals or reasonable access to other suitable and adequate facilities. All main campuses have staff common rooms and/or canteen facilities
 - ✓ Easily accessible rest rooms/areas with seats with backs
 - ✓ Adequate provision for drying wet or damp work clothes
 - ✓ Adequate ventilation, temperature and lighting
 - ✓ Fire detection and fire fighting equipment
 - ✓ Emergency routes and exits
 - ✓ Pedestrian and traffic management systems
 - ✓ Clean and well maintained interior walls, floors and traffic routes
 - ✓ Rest facilities for pregnant ladies or breastfeeding mothers
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- Everyone is obliged to care for these facilities and must not misuse them. All welfare provisions should be maintained in a clean safe condition
 - Arrangements for regular cleaning of premises and removal of waste should be made by the local Building Maintenance Manager. Arrangements for cleaning and waste disposal is outlined in the risk assessments below
 - Drinking water is available to all staff via water dispensers throughout DIT buildings

SENSITIVE WORK GROUPS

Protection of Children and Young Persons

In cases where children must be present on Institute premises and therefore affected by our acts/omissions, sufficient notification must be given to the Health & Safety Office by the DIT coordinating staff member, of the situation, so that an appropriate risk assessment may be carried out. When on DIT property, the parents/guardians/host representative charged with responsibility for bringing the child onsite, must be responsible for that child and ensure that at all times they are supervised and protected from activities, processes, equipment, machinery, chemical/biological agents etc. Where children are visitors to DIT (such as participants of the Access to College Programme) it is the responsibility of the co-ordinating staff member to carry out a risk assessment in collaboration with staff delivering activities and inform the group of health and safety procedures when they come into DIT (incorporated into risk assessments below). Where DIT students are working/volunteering/learning on external sites where there are children (eg in community

organisations/schools), the responsibility for the Health and Safety of the children (as well as the DIT students) lies primarily with the host organisation.

Coordinating staff members must ensure that all staff and/or students involved in an activity/event are familiar with the DIT Child Protection Policy.

Pregnant Post-Natal and Breastfeeding Employees/Students

The *Safety, Health and Welfare at Work (General Application) Regulations 2007*, places a duty on employers to assess the risks to determine any possible effects on new/expectant mothers resulting from any activity at the place of work.

- Each risk assessment will identify hazards in the workplace that could pose a health and safety risk to new and expectant mothers
- Where the assessment reveals a risk, then preventive or protective measures will be taken.
- Pregnant employees/students should advise the Health & Safety Office of their condition as soon as they are aware they are pregnant so that a confidential pregnancy risk assessment may be carried out
- On returning to work/college any new mothers who are breastfeeding and require facilities should contact the Health & Safety Office

LONE AND OUT OF HOURS ACCESS

DIT staff working in the Ballymun Music Room may work outside normal working hours to teach music. There is a minimum of two staff present during these hours.

WORK PLACEMENT

Work placement fact sheets are available for all host employers/organisations, DIT students and DIT mentors, and must be studied before arranging and undertaking any work placement.

SLWC staff may support academic staff to place their students with community organisations for their work placement module. The responsibility for the health and safety of these staff lies with the relevant School, not with SLWC.

The ACE Office may offer DIT students the opportunity to undertake work placement in the DIT ACE Office.

TRIPS/TRAVEL

All trips and travel proposals must have a risk assessment completed prior to the event.

Where SLWC staff support curriculum-based collaborations between academic staff, students and community partners, the responsibility for risk assessments for class trips to the community partner site or other relevant sites lies with the organising academic staff member.

STAFF/STUDENTS WITH DISABILITIES

Specific risk assessments will be completed to ensure that the health and safety needs of staff and students with permanent/temporary disabilities are taken into account. Preventative and proactive measures will be put in place following the risk assessment if specific hazards are identified. Personal emergency egress plans (PEEPs) will also be prepared if required. The Disability Liaison Officer will provide specialist and competent advice and liaise with the Health & Safety Officer, Occupational Health Officers, College Manager and Building Maintenance Manager. The onus is on visitors with a disability to notify staff at the front desk, who will assist in evacuation if required.

HEALTH SURVEILLANCE

Risk assessments will determine if health surveillance is required. Health Surveillance is made available to all staff appropriate to the health and safety risks present and facilitated by the Health & Safety Office. In certain circumstances, staff and students may be referred to our external Occupational Health Physician for a health assessment in relation to their work/studies to ensure that we can put in place any additional corrective action if required.

Eye tests are available for regular visual display unit users at the National Optometry Centre. Please familiarise yourself with the eye test policy which is available on the [health and safety website](#).

WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL

An employee/student must ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare or that of any other person. Contraventions will be dealt with as per DIT disciplinary procedures.

DIGNITY AT WORK ANTI BULLYING & HARASSMENT POLICY AND PROCEDURES

The Institute's Dignity at Work Anti Bullying & Harassment Policy and Procedures deals with complaints against members of staff in the workplace which also includes work associated events such as meetings, conferences and work related social events, whether on the premises or off site. Bullying or harassment of staff/students will not be tolerated. Please ensure that all staff are familiar with the relevant [policy/procedure](#).

STRESS

The risk assessment will identify any areas where stress is a hazard and controls will be implemented to eliminate this hazard. The Human Resources department should be consulted immediately if an issue regarding stress is highlighted. An Employee Assistance Programme (EAP) is available to all staff. Students should liaise with their tutors in relation to issues regarding stress. Tutors are appointed for groups of students. Students may also seek assistance from the Student Health Centre and Student Counselling Service.

AUDIT, REVIEW AND COMMUNICATION

The ACE Service ensures that periodic health and safety audits are completed and a review of their safety statement and documentation takes place. This will be approved by the DIT SLT Health and Safety Sub-Committee. All changes will be communicated to all staff, students, visitors and contractors/service providers. The most recent revision of the ACE Service safety statement will be available on the DIT safety website.

DOCUMENT CONTROL

This document is a controlled document and as such any updates, review and distribution will be in accordance with DIT's standards for such documents. Only controlled copies will be updated when required. The Head of the ACE Service, Julie Bernard, will issue new documents after appropriate consultation and agreement with relevant parties.

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES

It is the policy of the Institute to identify hazards in the workplace, assess the risk to safety and health and control these risks as far as is reasonably practicable.

The Framework Safety Statement outlines the generic hazards, which have been identified and the control measures that are in place.

It is incumbent on those responsible for managing their areas of work, at all levels, not merely to observe the arrangements described in the Framework Safety Statement, but to assess their applicability within their area of authority and where necessary to refine and extend them to deal with particular local situations. The management of the Dublin Institute of Technology is committed to ongoing identification of hazards, assessment of the appropriate risks and the introduction of controls to deal with them. Management at all levels have a responsibility to apply this principle within their area of authority.

Staff are encouraged to become involved and participate in safety, health & welfare issues. In particular, they are encouraged to identify any potential hazards, which may exist, and to ensure that a risk assessment is carried out.

Ongoing hazard inspections will be carried out periodically to ensure that the information is updated, controls are adequate and where necessary the risks are reassessed.

A **“hazard”** is taken to mean “any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare of staff, students, visitors, contractors/service providers in DIT”. Hazards may be classified as:

- Physical
- Chemical
- Biological
- Operational
- Human Factors

“Risk” is a measure of the probability of the event occurring and the severity and extent of the injury, ill health or damage it may cause if it did occur.

Risks may be classified as:

- High
- Medium
- Low

High	Occurrence is probable, and could cause a fatality, serious injury or serious ill health to an individual or group of people.
Medium	Occurrence is possible and could cause injury or ill health to an individual or a small group of people.
Low	Occurrence is possible but unlikely, only minor injury would be caused and would probably be limited to a single individual.

The classification of hazards should be used to develop the priority of control measures, remedial actions, and the allocation of resources. As a general rule, the control measures will seek to eliminate any risk classified as high and reduce the potential of risks classified as medium or low.

Risk control measures are a combination of:

Elimination	Where the risk is removed
Substitution	Where the risk is exchanged for one of lesser classification
Isolation	Where the risk is contained (e.g. enclosures, guards etc.)
Engineering	Where common systems are used to protect all exposed to risk (e.g. Fire alarms, ventilation systems etc.)
Personal Protection	Whereby the above means, the risk cannot be reasonably be reduced further, but an unacceptable level of risk remains, the team members are individually protected from the risk.
Procedure	Where procedural controls are used. This will include procedures such as Standard Operating Procedures and training and the provision of information may apply to any and all of the above control measures.

Risk Assessments for the Access & Civic Engagement Service (ACE)

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
001	Fire Emergency Response & Evacuation Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Staff unfamiliar with evacuation procedure • Lack of evacuation drills • Use of naked flames • Improper storage of flammable or combustible materials • Smoking in undesignated areas • Faulty electrics • Inadequate emergency equipment • Misuse of equipment • Collision with vehicle traffic when evacuating 	<ul style="list-style-type: none"> • Staff trained in Emergency Response Training (ERT) • Sufficient fire detection and extinguishing equipment available • Fire-fighting equipment and detection systems maintained and tested • Fire and evacuation signage in place • Emergency first-aid procedures posted • Good housekeeping standards maintained • Waste removed regularly • Means of escape present and known to occupants • Evacuation procedure 	<ul style="list-style-type: none"> • Maintain current controls • Garda assistance to be sought if traffic calming measures are required in the event of an emergency evacuation • Ensure compliance with ERT and evacuation procedure • Ensure clear access to firefighting equipment • Ensure escape routes and emergency exits 	With current controls: M With Actions applied: L	<ul style="list-style-type: none"> • All staff and Head of Function • All staff 	<ul style="list-style-type: none"> • Ongoing • Ongoing

		premises	<p>in place and practiced each semester</p> <ul style="list-style-type: none"> • Assembly point known to occupants • Emergency exits are clearly marked and free from obstructions • Emergency lighting in place • Staff members act as evacuation marshals • Evacuation marshals provided with high visibility jackets • No smoking policy in place • Proper storage of flammable liquids and gas cylinders • Scheduled maintenance of buildings services (heating, electricity, ventilation etc.) • Permit system in place for hot works • Compliance with building regulations • Site specific Emergency Manuals for each campus available on the 	<p>are kept clear and unobstructed</p> <ul style="list-style-type: none"> • Announce the location of emergency exit(s) and assembly point(s) at the commencement of meetings/ seminars/events • All service ducts will be maintained for that purpose only. No other materials (toilet rolls, cleaning materials, old furniture) will be allowed to be stored in these ducts • Familiarise yourself with local emergency procedures when visiting a new venue for the first time • Ensure staff participation in the role of evacuation 		<ul style="list-style-type: none"> • Head of Function 	<ul style="list-style-type: none"> • Ongoing
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			<p>website www.dit.ie/safework</p>	<p>marshal</p> <ul style="list-style-type: none"> • Building contractors to notify DIT of any changes to emergency escape routes during construction work at new campus in Grangegorman 		<ul style="list-style-type: none"> • Building Contractor/ Grangegorman Development Agency (GDA) 	<ul style="list-style-type: none"> • As required
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
002	Manual Handling <i>(lifting, putting down, pushing, pulling, carrying or moving of a load)</i> <ul style="list-style-type: none"> Office supplies Files Laptops Promotional & event materials Moving office location Who is harmed: <ul style="list-style-type: none"> Staff members Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Manual Handling-related injuries, e.g. back injury Slips, trips, falls Load is too heavy, large, and awkward or is carried away from the body Load is lifted too high or carried too far/too often or involves bending and/or twisting Inadequate space, uneven floor or steps/ramps 	<ul style="list-style-type: none"> All staff compliant with and adhere to mandatory manual handling training Safety ladder/step stool available for access to high shelves Manual handling risk assessments available to all staff, contact local Occupational Health Officer Good housekeeping Implement team lifting with assistance from colleagues where required Adequate lighting maintained Report issues and health concerns to Line manager Heavy items not stored above shoulder height Lift available and in working order 	<ul style="list-style-type: none"> Maintain current controls Refresher training to be carried out as required Heavy or large/unwieldy loads are broken down into more manageable weights or are lifted by 2 people Work is planned to avoid long distances, repetition, twisting, bending and/or unstable posture Place heavier items on 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> Ongoing

				<p>shelving at mid-rift level and lightweight items at higher levels</p> <ul style="list-style-type: none"> • Inspection and maintenance programme for safety ladders/step stools • Head of Function must correct any staff member who may be lifting loads improperly • Matrix of staff members who require training to be compiled • Ensure racking/shelving is maintained and checked for stability • Employ contractors to assist with moving office location 		<ul style="list-style-type: none"> • Head of Function 	<ul style="list-style-type: none"> • 1st August 2014
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
003	Work Equipment, Machinery & Tools	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
004	Portable Appliances & Handheld Equipment	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
005	Noise	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
006	Structural: Floors Walls Ceilings Doors Windows Fixtures and fittings: <ul style="list-style-type: none"> Shelving Furniture Partitions Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Personal Injury Slips, Trips and Falls Collapse Trapping 	<ul style="list-style-type: none"> Building and associated fixtures and fittings appear to be stable and structurally sound Defects and hazards are reported to the Building Maintenance Manager or through online hazard reporting 	<ul style="list-style-type: none"> Contact DIT Buildings Office (and GDA where appropriate) if problems/ defects arise Ensure where vision panels on fitted on doors they are not obscured Maintenance and inspection programme to be implemented with records kept 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> All Staff All Staff Buildings Office 	<ul style="list-style-type: none"> As necessary Ongoing Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
007	Slips, Trips & Falls Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Slips/trips/falls from: <ul style="list-style-type: none"> wet floor conditions uneven surfaces trailing cables raised obstacles poor lighting poor housekeeping changes in floor levels 	<ul style="list-style-type: none"> All routes kept clear and unobstructed SOP for cleaning and spillages – floors generally cleaned early morning by contractors when most personnel are off site Use of warning signage where appropriate Hazard reporting system in place Good cable management - trailing cables and leads are re-routed, removed or secured Changes in floor levels identified and marked Door mats provided at main entrance 	<ul style="list-style-type: none"> Maintain current controls Staff should not leave drawers and filing cabinets open which could cause trip hazards DIT Buildings Office/GDA to ensure upkeep and maintenance of internal and external access and egress routes e.g. walkways, paths, floors, corridors, steps and stairs 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> All staff Building Maintenance Manager / GDA 	<ul style="list-style-type: none"> Ongoing Ongoing

			<ul style="list-style-type: none"> • Hand-rail on steps/stairs • Stair nosing fitted with anti-slip finish • Adequate lighting • Good housekeeping 				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
008	<p>Access and Egress</p> <p><i>Opening times for the offices in Grangegorman is 8.00am – 9.00pm</i></p> <p>Opening times for Ballymun Music Room 3pm-8pm.</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Security threats • Threats from public • Violence / assault • Unwanted visitors 	<ul style="list-style-type: none"> • Swipe card/keypad access in place in some areas • CCTV in common areas • Rooms locked when not in use • Adequate lighting • Students have DIT I.D. card • Vision panels on doors • Sweep-search of building conducted by security as part of closing down procedure • Ballymun Music Room controls, CCTV monitor of building, doors locked 	<ul style="list-style-type: none"> • Maintain current controls • Report suspicious activity to security • Secure personal property • Carry out spot-checks of student I.D. cards • Ensure vision panels on doors are not obscured 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • Buildings Office • All staff • All staff 	<ul style="list-style-type: none"> • Ongoing • As necessary • Ongoing

			during working hours. Access controlled by DIT staff. Two people working on site at all times.				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
009	Office Equipment: <ul style="list-style-type: none"> Desktop PCs Laptops Photocopiers Printers Shredders Guillotines Filing Cabinets AV Projectors Who is harmed: <ul style="list-style-type: none"> Staff members 	<ul style="list-style-type: none"> Personal injury due to: <ul style="list-style-type: none"> chemical contact when changing toner burns from clearing jams electrical shock/contact with live parts entanglement in moving parts contact with sharp edges Incorrect disposal 	<ul style="list-style-type: none"> Gloves worn when changing cartridges and wash hands after use Power turned off before clearing jams or making adjustments Manufacturer's instructions followed PCs and printers supported and maintained by DIT 	<ul style="list-style-type: none"> Maintain current controls Where necessary, competent Service Engineers will be called to carry out repairs and scheduled maintenance 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> Ongoing

	<ul style="list-style-type: none"> • Sensitive risk groups: <ul style="list-style-type: none"> • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of information / training 	<p>Information Services</p> <ul style="list-style-type: none"> • Correct disposal of waste cartridges • Ensure no loose or dangling clothing/personal effects when operating equipment with moving/rotating parts e.g. shredder • Do not overload electrical sockets • Ensure guard in place on guillotine • Filing cabinets fitted with ant-tilt mechanism • Label defective equipment and report to line manager 	<ul style="list-style-type: none"> • Equipment should be located in areas only where there is suitable ventilation to remove the dust and heat generated by the equipment 			
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
010	Office / Workstation Ergonomics Who is harmed: <ul style="list-style-type: none"> • Staff members • Sensitive risk groups: <ul style="list-style-type: none"> • pregnant women 	<ul style="list-style-type: none"> • Musculoskeletal Disorders (MSD's) • Upper limb disorders • Poor posture • Back problems • Fatigue • Eyestrain • Thermal discomfort 	<ul style="list-style-type: none"> • Online eLearning programme available • Workstation risk assessments and information and training available from the Health & Safety Office on request • Eye tests available for staff at the DIT National Optometry Centre (NOC) • Adjustable chairs • Window blinds in place • Adequate space 	<ul style="list-style-type: none"> • Maintain current controls • Contact Occupational Health Office for assessment of individual workstations • Contact NOC for eye test • Ensure laptops 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • Ongoing • As necessary • As necessary • Ongoing

	<ul style="list-style-type: none"> people with disabilities 		<ul style="list-style-type: none"> Adequate storage Good housekeeping Good cable management Adequate building services (heating, lighting ventilation) Follow manufacturer's instructions for use of equipment 	<p>are not used in place of desktop PCs for prolonged computer work</p> <ul style="list-style-type: none"> Where refurbishment is being carried out, consideration should be given to best practice in ergonomics All office chairs to be checked annually by the staff member who uses them, for defects. Defective chairs to be removed and labelled until repair/disposal 		<ul style="list-style-type: none"> Head of Function 	<ul style="list-style-type: none"> Ongoing
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PHYSICAL				
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Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
011	Mechanical Lifting Systems	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
012	Transport <ul style="list-style-type: none"> Transport between DIT sites Transport to community/HEI/ other sites Transport for concerts for BMP Transport to conferences/ international meetings 	<ul style="list-style-type: none"> Traffic accidents Trips and slips Contact with people (see access and egress above) Breakdowns Travel delays 	<ul style="list-style-type: none"> Taxis available for longer journeys Google calendar filled in by all staff to show where they are when out of office Due care taken crossing roads etc. Observing rules of road on bike Mobile phones for staff who do most 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> All staff 	Ongoing

	See Ref: 033 Trips/Travel 035 Events		<ul style="list-style-type: none"> travelling Emergency contact number for Club Travel in case of travel disruption Travel insurance for trips 				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
013	Hot Surfaces / Liquids / Solids Catering appliances in canteen and/or staff room. For example: <ul style="list-style-type: none"> Kettle Toaster Microwave Burco boiler Who is harmed: <ul style="list-style-type: none"> Staff members Visitors Sensitive risk groups: 	<ul style="list-style-type: none"> Contact burns Scalds Spillage 	<ul style="list-style-type: none"> Warning signage in place Heat shielding of hot surfaces Equipment well maintained Use of lids/covers to prevent spillages Procedure for dealing with spillages 	<ul style="list-style-type: none"> Maintain current controls Take due care with appliances Report defects to Buildings Office 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> Ongoing As necessary

	<ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 						
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
014	Pressure Systems	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
015	Radiation	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
016	Vibration	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
017	<p><u>Services:</u> Heating</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young 	<ul style="list-style-type: none"> • Environment too hot or cold • Misuse of portable heaters • Fire • Burns • Carbon monoxide poisoning 	<ul style="list-style-type: none"> • Heating in working order • Room users can adjust heating levels • Service and maintenance by competent person • Combustible materials kept away from heat source • Heat source kept clear and free from obstructions • Environmental monitoring from the 	<ul style="list-style-type: none"> • Maintain current controls • Ensure that no storage heater is covered or used to dry clothes • Contact Buildings Office/GDA if problems or defects arise 	<p>With current controls: L</p> <p>With Actions applied L</p>	<ul style="list-style-type: none"> • All staff • All staff 	<ul style="list-style-type: none"> • Ongoing • As necessary

	<ul style="list-style-type: none"> persons pregnant women people with disabilities 		<p>Health and Safety Office on request</p> <ul style="list-style-type: none"> Fire detection systems in place 				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
018	<p>Lighting</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk 	<ul style="list-style-type: none"> Inadequate lighting Glare Eyestrain Slips, trips , falls 	<ul style="list-style-type: none"> Light switches easily accessible Adequate lighting level for nature of work Environmental monitoring available from the Health and Safety Office on request Service and maintenance by competent person 	<ul style="list-style-type: none"> Maintain current controls Contact Buildings Office/GDA if problems or defects arise 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> As necessary

	groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 						
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
019	Ventilation and temperature Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: 	<ul style="list-style-type: none"> • Environment too hot or cold • Inadequate ventilation • Falls from heights from windows 	<ul style="list-style-type: none"> • Openable windows available for intake of fresh air • Blinds in place and in working order • Suitable equipment/devices available for the opening and closing of high level windows • Service and maintenance of ventilation system by competent person 	<ul style="list-style-type: none"> • Maintain current controls • Ensure all ventilation, heating and air conditioning systems are used and maintained in accordance with the manufacturer's instructions 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • Ongoing

	<ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 		<ul style="list-style-type: none"> • Office temperature of at least 17.5 degrees Celsius (after one hour of work) • Environmental monitoring from the Health and Safety Office on request 	<ul style="list-style-type: none"> • Contact Buildings Office/GDA if problems or defects arise 		<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • As necessary
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
020	Electricity Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors 	<ul style="list-style-type: none"> • Electric shock • Electrocutation • Burns • Fire • Explosion • Electrical arcing • Use of faulty equipment • Contact with live parts • Unmarked distribution boards • Inadequate electrical installations 	<ul style="list-style-type: none"> • Sufficient numbers of electrical sockets • Electric leads not worn or trailing • Competent person to carry out repairs / works • All works, servicing and testing is carried out as per regulations • Shut down equipment when not in use and at end of day 	<ul style="list-style-type: none"> • Maintain current controls • Contact Buildings Office/GDA if problems arise • Do not overload sockets • Keep use of adaptors and extension leads to a minimum 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • Ongoing

	<ul style="list-style-type: none"> Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 		<ul style="list-style-type: none"> Adequate protection and signage for circuit boards, distribution boards etc. Report defects and take damaged equipment out of use Good housekeeping Suitable fire extinguishers provided Switch off equipment before cleaning or making adjustments 				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
021	Asbestos	N/A	N/A	<p>Review if changes develop</p> <p>Where maintenance work may involve disturbing asbestos, all possible types and locations will be identified by a competent person and suitable control measures put in place</p>	N/A	N/A	N/A

				before the work commences			
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
022	Confined Spaces	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
023	Radon	N/A	N/A	Indoor workplaces at ground floor or basement level to have radon measurements carried out Where reference levels are exceeded, appropriate measures to be taken	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
024	Construction / Maintenance Work Example: <ul style="list-style-type: none"> Building contractors Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: 	<ul style="list-style-type: none"> Unfamiliar with DIT buildings and safety procedures Injury to contractors, staff, students, visitors members of the public 	<ul style="list-style-type: none"> Buildings Office control all contractors Permit to work system in place for hot works, work at height, confined spaces Sign-in required by contractors at front desk Compliance with DIT code of practice for contractors Contractors complete DIT induction via online eLearning programme 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> Building Maintenance Manager 	<ul style="list-style-type: none"> Ongoing

	<ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 		<ul style="list-style-type: none"> • DIT Contractor safety badge must be worn • Risk assessment and method statements completed and submitted to the Buildings Office • Good housekeeping • Areas of hazardous works cordoned off • Warning signage put in place as required 				
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
025	Work Activities & Processes <ul style="list-style-type: none"> • Bringing potential students/ community partners (children/adults) in to DIT for activities/events • Work off-site with partners/schools etc. 	<i>Please see Ref:</i> <ul style="list-style-type: none"> • 012 Transport • 035 Events • 039 Young Persons 	<ul style="list-style-type: none"> • Risk assessment templates are completed for relevant events • Child protection policy (see vulnerable groups above) • Where these activities take place in labs/workshops, 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: M With Actions applied: M	<ul style="list-style-type: none"> • All staff 	Ongoing

	<ul style="list-style-type: none"> • Escorting DIT students/staff to meetings off-site with partners • Tutors delivering ICT training in community centres off-site • Bringing students/schools into DIT for workshops • Delivery of workshops by CLiC staff off site in schools. • Maintenance and oversight of CLiC News website for primary children (and supporting DIT Journalism students to produce website content) • Travelling to conferences/network meetings, nationally/internationally. • Notifying insurers of broad list of SLWC projects 		<p>health and safety is the responsibility of the relevant school</p> <ul style="list-style-type: none"> • Mobile phones for all staff • Google calendar filled in by all staff to show where they are when out of office <p><i>Please see Ref:</i></p> <ul style="list-style-type: none"> • 012 Transport • 035 Events • 039 Young Persons 				
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	<p>being run by academic staff in DIT Schools.</p> <p><i>Please also see Ref</i> <i>012 Transport</i> <i>035 Events</i> <i>039 Young Persons</i></p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 						
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
026	Housekeeping Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Slips, trips and falls • Increased fire load • Falling objects • Collisions 	<ul style="list-style-type: none"> • Fire load (i.e. sources of ignition and fuel) kept to a minimum • All escape routes and emergency exits kept clear and unobstructed • Wet floor signs used where required • Spillages cleaned immediately • Adequate lighting • Adequate waste disposal • Refuse and recycling bins are provided • Designated storage provided • Goods should not be stored temporarily or permanently in areas which may obstruct access to emergency 	<ul style="list-style-type: none"> • Maintain current controls • Storage and stacking of goods must be done in specifically designated places and located in such a manner to minimise the hazard of falling objects • Any signs of vermin to be reported immediately to the Buildings Office/GDA 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • Ongoing

			exits				
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
027	Cleaning Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of cleanliness or hygiene • Manual handling injury • Exposure to hazardous substances • Spillages: slips, trips and falls • Lack of/inappropriate PPE 	<ul style="list-style-type: none"> • Daily cleaning schedule • Signage (e.g. wet floor signs) available and used • Proper storage of cleaning equipment and cleaning substances • Proper labeling of cleaning agents • Use of appropriate cleaning equipment • Report defects and hazards • Appropriate information and training provided to cleaning staff • SOPs in place by cleaning contractors • PPE for cleaning staff 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> • Contract cleaning staff 	<ul style="list-style-type: none"> • Ongoing

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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
028	Waste Disposal & Removal Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Waste accumulation • Fire • Spillages • Odour • Vermin 	<ul style="list-style-type: none"> • General waste and recycling bins present • Dispose of waste appropriately in bins provided • Segregate waste as appropriate • Waste removed on a regular basis by cleaning contractors • Keep waste away from sources of ignition e.g. heaters, electrical appliances 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff • Cleaning contractors 	<ul style="list-style-type: none"> • Ongoing

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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
029	Signage and Documentation Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of knowledge regarding safety and emergency procedures 	<ul style="list-style-type: none"> • The following signage is in place throughout each building: <ul style="list-style-type: none"> ➤ Emergency Exit ➤ Emergency First-aid Procedure ➤ Evacuation plan ➤ Fire Action Notice ➤ Safety Notice point ➤ No Smoking ➤ Emergency contact numbers ➤ Refuge point 	<ul style="list-style-type: none"> • Maintain current controls and update signage as required • Observe signage in place 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • Building Maintenance Manager • All staff 	<ul style="list-style-type: none"> • Ongoing

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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
030	Incidents Hazard Reporting First-Aid Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women 	<ul style="list-style-type: none"> • Lack of first-aid supplies • Lack of trained first-aiders • Lack of knowledge/skills in the event of an incident • No reporting of incident(s) • No reporting of hazards 	<ul style="list-style-type: none"> • A first-aid kit and AED is available at the front desk in Rathdown House • Incident report form available online www.dit.ie/safework • All incidents to be reported immediately and an incident report form completed • First-aid supplies available from Health & Safety Office on request • Mandatory training for staff in Emergency Response • List of trained first- 	<ul style="list-style-type: none"> • Attend mandatory training as per DIT Policy 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • As required

	<ul style="list-style-type: none"> people with disabilities 		aiders available online at www.dit.ie/safework <ul style="list-style-type: none"> Emergency first-aid procedure posted Online hazard reporting facility available 				
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
031	Working at Height <ul style="list-style-type: none"> Access to goods stored at a height Opening high level windows Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant 	<ul style="list-style-type: none"> Falls from height Falling objects 	<ul style="list-style-type: none"> Safety ladder/step stool provided for safe access to high shelves Use of chairs /tables for access to height is prohibited Suitable equipment/devices available for the opening and closing of high level windows Items should not be thrown from a height 	<ul style="list-style-type: none"> Maintain current controls Inspection and maintenance programme for safety ladders/step stools 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> All staff Head of Function 	<ul style="list-style-type: none"> Ongoing 1st October 2014

	<ul style="list-style-type: none"> women people with disabilities 						
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
032	<p>Out of Hours Access / Lone Working</p> <p>Out of hours access does not occur in DIT ACE Office.</p> <p>Out of hours promotion/ presentations take place off-site (e.g. in FE Colleges, Schools etc.)</p>	<ul style="list-style-type: none"> Violence Inability to make contact in the event of an emergency etc. Unauthorised access Locked into building Late night transport Child protection (see Ref 039 Young Persons) Assault 	<ul style="list-style-type: none"> The front desk is manned at all times CCTV in common areas Vision panels fitted on doors Sweep-search of building conducted by porter as part of closing down procedure Building opening/closing times posted on DIT website Offices equipped with telephones Taxis used for late- 	<ul style="list-style-type: none"> Maintain current controls 	<p>With current controls: M</p> <p>With Actions applied M</p>	<ul style="list-style-type: none"> Head of Function and Building Maintenance Manager 	<ul style="list-style-type: none"> Ongoing

	Staff may work alone from time to time in offices during normal opening hours		<p>night transport</p> <ul style="list-style-type: none"> • Implementation of lone working policy - minimum 2 staff in Ballymun building (see Ref 039 Young Persons) 				
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
033	Trips/Travel <ul style="list-style-type: none"> Transport to regular events/ meetings on or off-site is covered above under transport. Trips here is understood as bringing a group of students on a trip, or attending a conference, for example. <i>See Ref 012 Transport</i> 	<ul style="list-style-type: none"> Injuries Medical emergencies Accidents and incidents Missing persons Substance abuse Road traffic accidents Inclement weather Site terrain Exposure to physical/chemical/biological agents Human factors 	<ul style="list-style-type: none"> DIT Trip Guidelines in place Separate trip risk assessment template completed for each trip and control measures implemented Health and safety information provided to trip participants Adherence to local rules and regulations Hired transport must be a DIT approved supplier (unless the transport is organized by a community partner, such as the schools in the Ballymun Music Programme who might hire buses for trips) 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> Head of Function and all staff 	<ul style="list-style-type: none"> As required

	Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 						
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
034	Work Placement See risk assessment for work placement See also 041 below – sensitive work groups: new recruits	See risk assessment for work placement	See risk assessment for work placement				

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
035	Events <ul style="list-style-type: none"> Events as detailed in scope of safety statement on pages 7 & 8 above Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: 	<ul style="list-style-type: none"> Injuries Accidents and incidents Unfamiliar with premises and emergency plans 	<ul style="list-style-type: none"> A specific risk assessment must be completed for each one-off event (or in the case of the access to college programme for the full programme and reviewed each year) Emergency plans in place with regard to evacuation and first-aid Report all incidents and accidents to DIT Provide relevant health and safety information to event 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> Head of Function and all staff 	<ul style="list-style-type: none"> As required

	<ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 		participants				
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
036	Conferences / Seminars Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Travel to and from • Road traffic accidents • Unfamiliar with venue • Medical emergency • Missing persons 	<ul style="list-style-type: none"> • Taxi vouchers available to staff for travel in Dublin • Staff obey rules of the road if driving or cycling • Adequate insurance, tax and NCT on vehicles used for transport • Familiarise yourself with local emergency procedures and first-aid arrangements • Report defects and incidents to venue management • Approval for attendance to be sought from Line Manager as per DIT procedures 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • Head of Function and all staff 	<ul style="list-style-type: none"> • As required

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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
037	Storage Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Inadequate storage • Improper storage • Inadequate space for safe manual handling • Poor housekeeping • Slips, trips and falls • Unsafe access and egress • Inadequate lighting and/or ventilation 	<ul style="list-style-type: none"> • Safe access and egress • Storage avoided above shoulder height where possible • Items stored appropriately • Items segregated where necessary • Storage units secure and fit for purpose • Step ladder/foot stool available for accessing higher shelving units • Staff trained in manual handling • Items not stored in walkways • Defects reported • Adequate lighting and 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • Ongoing

			ventilation				
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HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
038	Sensitive Work Groups: Pregnant Employees & Nursing Mothers	<ul style="list-style-type: none"> • Fatigue • Harm to mother, unborn child or breastfeeding baby from exposure to: <ul style="list-style-type: none"> ○ Physical agents e.g. noise, vibration, manual handling ○ Chemical agents ○ Biological agents 	<ul style="list-style-type: none"> • Specific risk assessment carried out for individual pregnant employees/students and control measures implemented as identified and necessary by the Health & Safety Office • Rest facilities available • Follow medical advice as necessary 	<ul style="list-style-type: none"> • Pregnant employees and nursing mothers to contact Occupational Health Officer Rosie Cannon to ensure a risk assessment is carried out. 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • As necessary

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
039	Sensitive Work Groups: Young Persons <ul style="list-style-type: none"> Primary and secondary school pupils (organized by school or other youth service) Individual children Children referred by separated children's projects, social workers, 	<ul style="list-style-type: none"> Lack of training and experience Lack of familiarity with DIT work environment, work practices and emergency plans Child protection Exposure to special risks: <ul style="list-style-type: none"> Physical agents Chemical agents Biological agents 	<ul style="list-style-type: none"> Supervision of visiting young people by DIT staff Sign in sheets DIT Child Protection and garda vetting policies – please see below appendices for specific information and arrangements applicable to ACE DIT emergency plans in place Student support services available Garda vetting in place for staff 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> Head of Function 	Ongoing

	community projects						
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HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
040	Sensitive Work Groups: People with Disabilities	<ul style="list-style-type: none"> • Poor access/egress • Difficulty with evacuation • No risk assessment (RA) completed 	<ul style="list-style-type: none"> • Reasonable accommodation identified in risk assessment • Lift present and in working order • Disability Support Service available • Accessible toilet available • Health & Safety induction available to staff and students 	<ul style="list-style-type: none"> • Staff with disabilities to contact Occupational Health Officer Rosie Cannon to ensure a risk assessment is carried out. • Advise visitors to notify DIT host in advance of any special needs – these needs should be communicated in advance by the organizing staff member to the OHO, in order to plan 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • All staff • Head of Function 	<ul style="list-style-type: none"> • As necessary • As necessary

				for access and for possible emergency evacuation.			
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HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
041	Sensitive Work Groups: <ul style="list-style-type: none"> New Recruits 	<ul style="list-style-type: none"> Lack of experience Lack of training Accidents and incidents Lack of training and experience Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> Induction available for new staff Line Manager gives induction specific to local department Mandatory training to be completed as soon as possible after recruitment Supervision of new staff 	<ul style="list-style-type: none"> Maintain current controls Consider assigning a mentor/buddy to new recruits 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> Head of Function 	<ul style="list-style-type: none"> Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
042	Sensitive Work Groups: Undergraduate students volunteering with ACE	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Accidents and incidents • Lack of training and experience • Lack of familiarity with DIT work environment, work practices and emergency plans • Child protection 	<ul style="list-style-type: none"> • Training of Access OP volunteers etc. • Induction for volunteers • Supervision of volunteers • Mandatory training to be completed as soon as possible • See Ref 039 Young Persons 	<ul style="list-style-type: none"> • Maintain current controls • Consider assigning a mentor/buddy to student volunteers 	With current controls: M With Actions applied: M	<ul style="list-style-type: none"> • Head of Function 	<ul style="list-style-type: none"> • Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
043	Sensitive Work Groups:	N/A	N/A	N/A	N/A	N/A	N/A

	Postgraduate Students						
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HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
044	Stress Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Health effects – physical and mental • Absence from work 	<ul style="list-style-type: none"> • Communication between staff and management • Employee Assistance Programme (EAP) in place • Occupational Stress Management Policy & Procedures in place • Training and development courses available to staff appropriate to needs e.g. Stress Management, Time Management, Personal Skills, Dealing with people in crisis etc. • PMDS • Flexible working options – e.g. part time hours, 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • Head of Function 	<ul style="list-style-type: none"> • Ongoing

			jobshare etc.				
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HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
045	Violence <ul style="list-style-type: none"> Working in a remote location Upset or angry students Working in SED communities/ locations Adult students may bring personal issues to classes causing concern Post Entry Project Officers working in isolated rooms 	<ul style="list-style-type: none"> Theft Verbal threats/abuse Physical assault / injuries Stress, fear, anxiety See section on transport 	<ul style="list-style-type: none"> Emergency Response Training (ERT) mandatory for staff Front desk is manned at all times DIT staff and students report suspect individuals to DIT Buildings Office Adequate lighting Rooms locked when not in use CCTV in common areas Vision panels fitted on doors Offices are equipped with telephones Training available for 	<ul style="list-style-type: none"> Maintain current controls Attend training and refresher as required Report suspicious activity to line manager and the Gardai if necessary Currently the rooms used for meetings with students are not entirely suitable as they are away from the main thoroughfare 	With current controls: M With Actions applied: M	<ul style="list-style-type: none"> Head of Function and all staff 	<ul style="list-style-type: none"> Ongoing

	<p>with individuals and groups</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 		<p>staff on how to deal with conflict, aggression etc.</p> <ul style="list-style-type: none"> • One-to-one appointments/meetings held during normal office hours (i.e. Monday to Friday 09.00 – 17.00) unless specific safety measures are put in place • Appointment/meeting times are well managed to avoid overlaps and delays • External supervision for staff (mandatory for staff working in a one-to-one capacity with students, optional for all staff) • Highlighting issues of violence in the induction of staff • Referral of issues to the line manager • Staff attend professional network groups to ensure best practice is occurring in the DIT ACE office. • Project officer tries to sit nearer the door than 	<p>and done have glass panels in the door, this will change when all meetings occur in Grangegorman in the coming years</p>			
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			<p>the student</p> <ul style="list-style-type: none"> • Have mobile phone with emergency and porter staff contact details in the phone • Inform colleagues of the times expected to be in student meetings and times expected back in the office • Practical steps included in inductions, including the location of the Project Officer & student in a room, ensuring that the Project Officer has quick access to leaving the room • Colleagues are invited to meetings if there is a higher risk of a student being at risk to themselves or others 				
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HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
046	Bullying & Harassment Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Effects on physical and mental well-being 	<ul style="list-style-type: none"> • DIT Dignity at Work: Anti Bullying & Harassment Policy in place • Dignity at Work contact persons available • Dignity at Work training programme for staff • Employee Assistance Programme (EAP) in place • DIT Procedure for complaints and investigations 	<ul style="list-style-type: none"> • Ensure compliance with policies and procedures in place • Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff and Head of Function 	<ul style="list-style-type: none"> • Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
047	Welfare Facilities: <ul style="list-style-type: none"> Sanitary facilities Staff room Canteen Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons 	<ul style="list-style-type: none"> Inadequate facilities No potable water No means for boiling water / heating food No seating / resting area No hand-washing facilities 	<ul style="list-style-type: none"> Staff room/canteen present with seating facilities Drinking water available Hot and cold water available in sanitary facilities Accessible toilet available Adequate sanitary facilities available Hand washing facilities adequate 	<ul style="list-style-type: none"> Care to be taken with hot surfaces, hot drinks and boiling water 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> Ongoing

	<ul style="list-style-type: none"> pregnant women people with disabilities 						
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HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
048	Visitors <ul style="list-style-type: none"> Community partners Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities Who is harmed: <ul style="list-style-type: none"> Community 	<ul style="list-style-type: none"> Lack of experience Lack of training Injuries Accidents and incidents Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> Front desk manned at all times Visitors report to front desk for sign-in where appropriate Safety booklets and safety wallet cards available at front desk Safety signage throughout building with regard to emergency procedures Risk assessments completed for specific events where groups of visitors are expected CCTV in building Visitors briefed on emergency procedures 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> All staff and Head of Function 	<ul style="list-style-type: none"> Ongoing

	partners <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 		by person they are visiting				
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HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
049	Contractors / Service Providers <ul style="list-style-type: none"> Facilitators Food suppliers Equipment repair technicians Transport operators Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with 	<ul style="list-style-type: none"> Unfamiliar with DIT buildings and safety procedures 	<ul style="list-style-type: none"> Front desk is manned at all times Contractors/service providers to sign-in at front desk, where appropriate. Contractors/service providers to complete online eLearning induction programme for contractors where appropriate (e.g. for building contractors) 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> Head of Function 	<ul style="list-style-type: none"> Ongoing

	disabilities						
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HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
050	Behaviour Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Aggression • Violence • Stress • Bullying • Harassment • Noise • Disturbance • Horseplay 	<ul style="list-style-type: none"> • DIT Dignity at Work: Anti Bullying & Harassment Policy in place • Employee Assistance Programme (EAP) in place • Occupational Stress Management Policy & Procedures in place • Training courses available to staff on stress management, personal skills etc. • All incidents are reported immediately • DIT Disciplinary procedures in place • DIT Procedure for the 	<ul style="list-style-type: none"> • Maintain current controls • Follow procedures in DIT's Dignity at Work: Anti Bullying & Harassment Policy 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • Ongoing

			Resolution of Disputes/Grievances in place				
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HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
051	Personal Protective Equipment (PPE)	N/A	N/A	N/A	N/A	N/A	N/A

CHEMICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
052	Chemical Agents Solid/Liquid/Gas	N/A	N/A	N/A	N/A	N/A	N/A

BIOLOGICAL							
		Risk(s) Associated /	Control Measures		Risk H/M/L	Person(s)	Target Date /
				Further			

Ref	Hazard	Description	Current Controls	Actions Required	(with controls)	Responsible	Status
053	Biological Agents	N/A	N/A	N/A	N/A	N/A	N/A

Appendix 1: Work placement risk assessment (for Jobbridge Intern)

Exact Location: Grangegorman	Activity: Civic Engagement /Internship Office	Date: Started on 16/03/15	Date for Review: 15/10/15
Assessors: James Kinsella, Catherine Bates			
Information referred to: (manuals, safe work practice sheet, policies, procedures, incident stats etc.) Health & Safety Risk Assessment Documents SLWC DIT Safety Statement 2013 ACE Safety Statement Oct 2015			
Staff consulted: DIT Health and Safety Office staff.			

Number of people exposed & frequency of exposure:(office staff, maintenance personnel, contractors, cleaners, members of the public, visitors, inexperienced staff, lone workers, technicians, students, lab aids, lecturers, people sharing the workplace etc.)(routinely/daily/weekly/rarely)

Jobbridge Internship March 2015 to December 2015.

Office Work Risk/ Off site meetings (average twice/three times monthly off-site meetings)

List hazards based on the sequence of work elements/structural environment/plant & equipment etc.

Number	Hazard	Risk	Recommended Action/ Control Measure(s)	Risk Rating: High (H) Medium(M) Low (L)	Timescale/ Target Date	Person(s) Responsible
1	Fire	Smoke Inhalation Burns/Scalds	Be aware of fire safety equip on site and Evacuation drill should be familiar, practiced. Clear pathway to all fire exits Ensure hot items marked clearly. Adhere to smoke free policy	H	Mar 2015-Dec 2015	James Kinsella. All Grangegorman Staff.
2	Office Location	Trips fall Hazards	Ensure walkways are clear/ wires cabled/ Storage areas secure/ stairways corridors Non slip flooring/ spills attended to.	M	Mar 2015-Dec 2015	James Kinsella. All Grangegorman Staff.
3	Site Infrastructure	Construction Risks	Do not access un authorized areas of Site location which is under construction due To obvious dangers.	H	Mar 2015 -Dec 2015	James Kinsella. Site managers
4	Manual Handling	Muscle Injuries Etc.	Follow manual handling training course Directive when lifting boxes stationary etc.	L	Mar 2015 -Dec 2015	James Kinsella

			Ask for help if lifting.			
5	Offsite Visit	Off Site Location	<p>Ensure venue is free of hazards as possible.</p> <p>Taxis available for longer journeys</p> <p>Google calendar filled in by all staff to show where they are when out of office</p> <p>Due care taken crossing roads etc.</p> <p>Observing rules of road on bike</p>	L	Mar 2015-Dec 2015	James Kinsella

