

SAFETY STATEMENT

for

ACADEMIC SERVICES

**DIRECTOR'S OFFICE
AND ADMINISTRATION FUNCTIONAL AREAS
COLLEGE OF ENGINEERING & BUILT ENVIRONMENT**

2015



Table of Contents	
ACADEMIC SERVICES CONTACT DETAILS	4
INTRODUCTION	7
SAFETY RESPONSIBILITIES	8
HEALTH AND SAFETY CONSULTATION	13
PROVISION OF INFORMATION	13
RESOURCES	14
SAFE SYSTEMS OF WORK	14
PROCUREMENT CONTROL	14
INSPECTION PROCEDURES	14
TRAINING	15
EMERGENCY PLANNING AND RESPONSE	15
FIRST-AID	18
INCIDENT REPORTING AND INVESTIGATION	18
HAZARD REPORTING	18
PERSONAL PROTECTIVE EQUIPMENT	19
ERGONOMICS	19
WELFARE PROVISIONS	19
SENSITIVE WORK GROUPS	20
LONE,OUT OF HOURS WORKING	20
WORK PLACEMENT	20
TRIPS/TRAVEL	21
STAFF/STUDENTS WITH DISABILITIES	21
HEALTH SURVEILLANCE	21
WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL	21

DIGNITY AT WORK ANTI BULLYING AND HARASSMENT POLICY	21
STRESS	21
AUDIT, REVIEW AND COMMUNICATION	22
DOCUMENT CONTROL	22
HAZARD IDENTIFICATION AND CONTROL MEASURES	22
APPENDICES	
Appendix A – Training Compliance Summary	69
Appendix B – Lone/Out of Hours Working Procedure for E Block	70

CONTACT DETAILS FOR:**Academic Services – Director’s Office and Administration Functional Areas, College of Engineering & Built Environment**

Role	Name	Location	Email	Telephone Number
Director & Dean	Prof Gerry Farrell	Room 303 Bolton Street	dean.cebe@dit.ie	01 402 3649
College Manager	June Phelan	Room 306 Bolton Street	June.phelan@dit.ie	01 402 3650
Examinations Officer	Anne Hayes	Room 315 Bolton Street	Anne.hayes@dit.ie	01 402 3670
Finance Adviser	Richard Tobin	Room 313 Bolton Street	Richard.tobin@dit.ie	01 402 3662
Administrator Director’s Office	Louise Dunphy	Room 305 Bolton Street	Louise.dunphy@dit.ie	01 402 3649
Administrator College Manager’s Office	Louise O’Brien	Room 307 Bolton Street	Louise.obrien@dit.ie	01 402 3650
Administrator College Manager’s Office	Elaine Kelly	Room 307 Bolton Street	Elaine.kelly@dit.ie	01 402 3650
Nominees to Health and Safety Team	Prof Gerry Farrell	Room 304 Bolton Street	dean.cebe@dit.ie	01 402 3649
	June Phelan	Room 303 Bolton Street	June.phelan@dit.ie	01 402 3650
Local First-Aiders	Stephen McCabe	Room 313 Bolton Street	Stephen.mccabe@dit.ie	01 402 3661

Note: It is intended to expand the number of Local First-Aiders to 5 in 2016

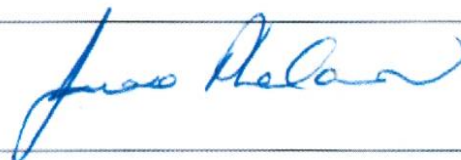

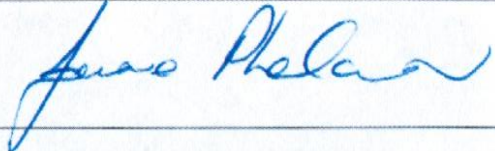
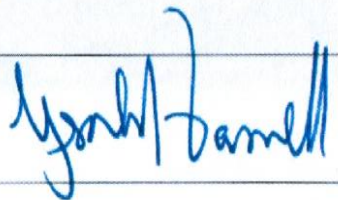
EMERGENCY CONTACT NUMBERS

Emergency Services	112/999 (You may need to dial “0” for an outside line)
Hospital	Mater Hospital (01) 803 2000 Mater Rapid Injury Clinic Smithfield (01) 657 9000
Urgent Out-of-Hours GP/Doctor	D-DOC 1850 22 44 77
Dublin City Council	(01) 222 22 22
Garda Síochána	Store Street (01) 666 8000 Bridewell Station (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

COLLEGE/CAMPUS CONTACT DETAILS

Front Desk	Porter On Duty	01 402 3607
Incident Controller	Porter on Duty	01 402 3607
Building Service Supervisor	Joe O’Brien	01 402 3793
Building Maintenance Manager	Stephen Folan	01 402 3646
Occupational Health Officer	Rosie Cannon	01 402 4148
Health and Safety Officer	Edel Niland	01 402 4192 / 086 3891080
Student Health Centre	Receptionist	01 402 3614
Student Counselling Service	Secretary	01 402 3352 / 086 0850543
Chaplain	Fr. Alan Hilliard	01 402 3639
Employee Assistance Programme (EAP) Contact	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours a day/7 days a week 365 days a year)
Staff Safety Representative	Thomas Woolmington & Noel Masterson	01 402 4618 and 01 402 4670
Out-of-Hours Security Monitoring	RMS Security	01 860 2851

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	Not Applicable – no PPE required	
Ensuring Safety Statement , risk assessments are carried out , updated and communicated	June Phelan	
Ensuring the upkeep of first aid box and ordering first aid supplies from Occupational Health Officer	Stephen McCabe	
Co-ordinating contractors/service providers activities and dealing with Buildings Office for Work Permits	June Phelan	
Updating the statutory registers and Safety Data Sheets	Not applicable	
Ensuring adequate personnel designated as fire marshals and first aiders	Prof Gerry Farrell	

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 all students, visitors, contractors/service providers/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 written Safety Statement are the 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 this Function and the controls that have been implemented to adequately safeguard activities.

This Safety Statement should be read in conjunction with the DIT Parent Safety Statement which is available on the health and safety website (www.dit.ie/safework).

This document applies to all staff, students, visitors and contractors/service providers. 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: ACADEMIC SERVICES – COLLEGE OF ENGINEERING & BUILT ENVIRONMENT DIRECTOR'S OFFICE & ADMINISTRATION FUNCTIONAL AREAS

It is our intention to protect staff, students and visitors from accidents or ill-health at work. We will seek to ensure that all equipment, systems, and work practices do not constitute a risk to the health and safety of staff, students, visitors and all other parties. We will ensure that:

- Work activities are managed and conducted in a manner that ensures the safety, health and welfare of our employees
- 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 preventive measures are implemented and maintained
- Improper conduct likely to put an employee's safety and health at risk is prevented
- A safe place of work is provided 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:


Prof Gerry Farrell, Director & Dean

Date:


June Phelan, College Manager

Date:

SCOPE OF SAFETY STATEMENT

The scope of our operations includes:

Academic Services consists of the Director's Office including Head of Apprenticeship and Engagement, Head of Learning Development, Head of Research and College Manager. The administrative function consists of the School Administrators. For the purposes of this statement, School Administrators are included within separate School Safety Statements. The Accounts Office although aligned to Central Finance and Examinations Office which is aligned to Student Services are included within the scope of this statement as they service the College and also due to the physical location of the offices.

The Director's Office provides support to Schools within the College and deals with staff, external visitors and students. The Examinations Office operates and co-ordinates the examination function to students in Bolton Street and also deals with staff and invigilators. The Accounts Office operates and co-ordinates the accounts function to the College and deals with staff and students.

HISTORY OF LOCATION

Academic Services, with the exception of School Administrators who are excluded from this statement, is located mainly on the third floor of Bolton Street with the exception of the Head of Research who is located in E Block and the Head of Apprenticeship and Engagement who is located on the fourth floor. This includes the Director's Office which consists of 7 offices, the Examinations Office and the Accounts Office. The following staff members are included:

1 x Director and Dean
1 x College Manager
1 x Head of Learning Development
1 x Head of Research
1 x Head of Apprenticeship and Engagement
2 x Grade VI
2 x Grade V
8 x Grade IV (including job-sharers)
5 x Grade III

SAFETY RESPONSIBILITIES

In accordance with the DIT Parent Safety Statement, the Director and Dean Prof Gerry Farrell as part of his management function, is responsible for ensuring, so far as is reasonably practicable, the health and safety of persons working, studying or visiting his area of responsibility. In particular he 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 Health and Safety Senior Leadership Team (SLT) 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 hazards 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 investigate all accidents to staff/students/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 Fire Marshals/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.
8. To ensure that students are adequately supervised in carrying out practical and experimental work. (Adequate level of supervision to be determined having regard to the age, level of experience and status (graduate/post graduate etc) of the student).
9. Based on risk assessment, to arrange for the provision of adequate and appropriate personal protective equipment for employees.
10. To ensure that all contractors/service providers carrying out work in their area operate under the Buildings Office "Permit to Work" system.

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 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/service providers and visitors
- To use equipment only if authorised and trained
- Lecturing staff that have responsibility for undergraduates/postgraduates/post doctorates and apprentice students, must ensure that those under their supervision receive safety information and training appropriate to the hazards and risks that they may be exposed to
- To ensure that any safety measures associated with new equipment/machinery is brought to the attention of the Director and Dean, implemented, documented in the Safety Statement and communicated effectively
- To report to the Director and Dean any person abusing facilities or equipment
- Staff should ensure that they do not carry out repairs or servicing on plant or machinery unless it is isolated and they should ensure that any guards removed to carry out repairs are properly replaced
- All staff, visitors and contractors/service providers must wear appropriate protective equipment when they enter a hazardous area
- To adhere to policies and procedures in the case of lone working and out of hours access
- To select and appoint a Safety Representative
- To notify the Health and Safety Officer of any perceived shortcomings in the safety arrangements

Undergraduate/Postgraduate/Apprentice Students

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 e.g. smoking etc.
- Co-operate with those with responsibility for health and safety
- 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. (Students are required to provide their own PPE – laboratory coat, safety glasses etc.)
- Use equipment only if authorised and properly trained
- Report any incident, dangerous occurrence, defective equipment or potential safety hazard to the Head of School
- 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
- To participate in any safety training programmes facilitated by the Health and Safety Office
- Adhere to policies and procedures in the case of lone working or out of hours access

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 contractors/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 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/service providers 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 contractors/service providers 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 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 Institute unless written permission is received from the Head of Function 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 to the relevant DIT personnel and follow all DIT's safety procedures and policies
- Where necessary, visitors will wear safety shoes, safety glasses or other appropriate personal protective equipment (PPE), particularly in the laboratories/workshops/kitchens etc. Such information should be given to the visitor prior to the visit if possible
- 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 the Front desk and on request
- The DIT Parent 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 Parent Safety Statement and Codes of Practice will 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 Director's Office ensures that health and safety is an agenda item at all its executive meetings and ensures that working groups are appointed to deal with certain health and safety items if required.

A nominee from the Director's Office and Academic Services sits on the College of Engineering and Built Environment Health and Safety Team. The nominees for these areas are currently Prof Gerry Farrell (Director and Dean) and June Phelan (College Manager) and the team meets periodically throughout the year.

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.

Each 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

The minutes of the College Health and Safety Team are circulated to College Leadership Team and the College Manager reports on relevant issues at each CLT meeting. The Director and College Manager send regular email communication to inform all members of Academic Services of all relevant health and safety issues.

Staff, students and others are also made aware of health and safety matters by the following means:

- Desktop Emergency Response Flip charts
- Health & Safety notice boards
- Health & Safety Newsletters
- Toolbox talks
- 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
- Safety booklets
- Safety wallet cards
- Website www.dit.ie/safework
- Posters

HEALTH AND SAFETY RESOURCES

Academic Services codes all budgetary spend on activities/spend pertaining to safety, health and welfare. Considerable resources are expended 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.

As some work activities give rise to risks which can only be controlled by adherence to proper procedures, employees are issued with written safe working procedures which should be adhered to at all times.

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. We follow all the guidelines as per the Parent Safety Statement and ensure that a risk assessment is carried out before any chemical agent, equipment/machinery or contractor is engaged.

INSPECTION PROCEDURES

All locations of work will be periodically inspected by a representative from the Health and Safety Office accompanied by local management and the Safety Representative. Academic Services will ensure non-conformances identified are rectified and a log maintained.

Where in the opinion of the Health and 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 Director and Dean 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
<i>PCs</i>	<i>All offices</i>	<i>As required</i>	<i>DIT, IS</i>
<i>Printers</i>	<i>All offices</i>	<i>As required</i>	<i>DIT, IS</i>

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 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.

Training Required for Academic Services:

Mandatory Training:

- Emergency Response Training
- Manual Handling
- Legal Update for Managers

See Appendix A for training compliance log.

Specialist Training:

- Evacuation Marshal
- Occupational First Aid (3 Day)

EMERGENCY PLANNING AND RESPONSE

SERIOUS INCIDENT/EMERGENCY

- Dial 112/999 (You may need to dial “0” for an outside line)
- Contact Health and 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 and Safety Office (www.dit.ie/safework)

INSTRUCTIONS ON DISCOVERING A FIRE (all staff, students, visitors, contractors/service providers etc.)

- Activate the nearest fire alarm point
- Contact the front desk or Emergency Services
- 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.)

- Each office should evacuate the building using the nearest available exit, ensuring the safe shutdown of equipment/electricity/gas
- All students in classrooms should be led by lecturers/technicians
- All visitors should be escorted to safety by the person they are visiting
- All persons evacuating should form a single file on both sides of the corridor or stairway, leaving the centre passageway clear
- Anyone in common areas or moving between areas, should immediately join the lines of people exiting
- Separate emergency egress plans have been prepared for people with disabilities
- All doors should be closed (not locked) by the last person in the line
- Appointed evacuation marshals should “sweep/search” their designated areas, checking to ensure that all workshops, offices, classrooms, cloakrooms, restrooms, storage areas have been evacuated. They then should leave via the nearest escape route
- All evacuation marshals/sweepers, Building Maintenance personnel, Heads of Function, First-Aiders should assemble at the designated assembly point to check in, reporting to the Incident Controller (Porter on Duty) details of any casualties or people needing assistance with evacuation. This information is then given by the Incident Controller to the Emergency Services
- All students and staff should disperse from the building and go to a place of safety
- No one must re – enter the building until the all clear has been given by the Incident Controller

YOU SHOULD FAMILIARISE YOURSELF WITH THE LOCATIONS OF THE FOLLOWING:

- Escape routes
- Fire alarm call points
- Fire extinguishers and blankets
- Fire assembly points

Your local Assembly point is:

Cineworld Cinema on Parnell Street

Your Incident Controller is:

Porter on Duty



Cineworld Cinema, Parnell Street

Academic Services will ensure that sufficient marshals are appointed on an ongoing basis to provide an effective service.

General Rule of Thumb – all persons should act as “sweepers” in the event of an emergency, checking offices, workshops, classrooms 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.

Location of AEDs in Bolton Street:

- Front desk, Kings Inn Street Entrance
- Front desk, E-Block

The Director and Dean will ensure that a sufficient number of first aiders are designated for his area of responsibility based on risk assessment. A list of Institute staff who have completed training in first aid/AED is available on the health and safety website at the following links:

<http://dit.ie/intranet/training/healthandsafetytraining/listofstaffcertifiedinoccupationalfirstaid/>

<http://dit.ie/intranet/training/healthandsafetytraining/listofstaffcertifiedindefibrillatoruse/>

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.

HAZARD REPORTING

DIT recognises the part that its staff members, students, visitors and contractors/service providers/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](#).

MANAGEMENT OF CONTRACTORS/SERVICE PROVIDERS

All work undertaken by outside contractors/service providers on behalf of Academic Services 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 no requirement for use of PPE by staff of Academic Services.

ERGONOMICS

All new equipment, tools, work methods, work procedures and work stations should be assessed for ergonomic hazards prior to being brought into use. The Health and 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, layout of new offices, laboratories, workshops, kitchens etc.

It is the responsibility of the Director and Dean to ensure that all information on ergonomic controls is communicated to employees and students via circulars, team briefings or other means. They should also ensure that all problems identified are addressed and brought to the attention of the Health and 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
- ✓ Adequate and suitable showers for employees if required by the nature of the work
- ✓ An adequate supply of potable drinking water at suitable points conveniently accessible to all employees, tested as safe for use 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
- ✓ 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

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 waste disposal is outlined in the risk assessments.

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 and Safety Office by the DIT host representative, 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, agents etc.

All staff members have been provided with a the DIT Child Protection Policy. It has been agreed by College Executive that the policy would be discussed at each School Forum and will be discussed at the College Health and Safety Team Meeting. While events such as the College Open Day or Transition Year Events are College events the management of these take place at School level and the risk assessments etc are carried out at School level.

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 should 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 their local Occupational Health Officer (OHO) 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 their local OHO.

LONE/OUT OF HOURS ACCESS

E-Block is the only campus building that has been approved for out of hours access. Out of hours access is not in use but this may change with new students commencing. The current procedure remains in place but will be reviewed in 2015/16 if the need changes. Procedure is included in Appendix B.

WORK PLACEMENT

All work placements will be conducted in accordance with DIT procedures. 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 activities.

Not applicable

TRIPS/TRAVEL

All trips/travel must be conducted in accordance with DIT procedures. All trips and travel proposals must have a risk assessment completed prior to the event.

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 (PEEP) will also be prepared if required. The Disability Liaison Officer will provide specialist and competent advice and liaise with the Health and Safety Officer, Occupational Health Officers, College Manager and Building Maintenance Manager.

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 and 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.

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

Risk assessments should identify any areas where stress is a hazard and controls should 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

Academic Services ensures that periodic health and safety audits are completed and a review of all Safety Statements and documentation takes place. All changes will be communicated to all staff, students, visitors and contractors/service providers. The most recent revision of all Safety Statements will be available on the [health and safety website](#) and from the College Manager's office.

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 Director and Dean will issue new documents after appropriate consultation and agreement with relevant parties.

HAZARD IDENTIFICATION 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 Parent 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 Parent 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 within their Departments. 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/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.

The following section deals with individual Risk Assessments.

Risk Assessments for Academic Services, College of Engineering & Built Environment

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 	<ul style="list-style-type: none"> • Staff trained in Emergency Response Training (ERT) • Sufficient fire detection and extinguishing equipment available • Firefighting 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 • Ensure compliance with ERT and evacuation procedure • Ensure clear access to firefighting equipment • Ensure escape routes and emergency exits are kept clear and unobstructed 	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

			<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 • 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 website www.dit.ie/safework 	<ul style="list-style-type: none"> • Ensure staff participation in the role of evacuation marshal 		<ul style="list-style-type: none"> • Head of Function 	<ul style="list-style-type: none"> • 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			
002	Manual Handling <ul style="list-style-type: none"> Office supplies Files Exam papers/scripts Laptops 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"> Manual Handling-related injuries, e.g. back injury Slips, trips, falls 	<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 in the main building 	<ul style="list-style-type: none"> Maintain current controls Refresher training to be carried out as required Inspection and maintenance programme for safety ladders/step stools 	<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"> 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			
003	Work Equipment, Machinery & Tools	N/A See 009 Office Equipment	N/A See 009 Office Equipment	N/A See 009 Office Equipment	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 Fixtures and fittings: <ul style="list-style-type: none"> ○ Shelving ○ Furniture ○ Partitions Note defects (if any) 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 Buildings Office if problems 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 Note defects (if any) 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 – refer to Noonan Contractors Use of warning signage where appropriate Hazard reporting system in place Good cable management Changes in floor levels identified and marked Door mats provided at main entrance 	<ul style="list-style-type: none"> Maintain current controls Buildings Office 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 	<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				
--	--	--	---	--	--	--	--

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>Opening/closing times for buildings are on the DIT website – click here</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"> • Front desk is manned at all times by a porter • Sign-in system in place for keys • Swipe-card access in place for main entrance door, car-park and bicycle enclosure in Bolton Street • Security code in place on door to suite of Director's office • CCTV in common areas • Rooms locked when not in use • Adequate lighting • Students have DIT I.D. card • Vision panels on doors 	<ul style="list-style-type: none"> • Maintain current controls • Report suspicious activity to porters • 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

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 Who is harmed: <ul style="list-style-type: none"> Staff members Sensitive risk groups: <ul style="list-style-type: none"> pregnant women people with disabilities 	<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 Lack of information / training 	<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 supported and maintained by DIT Information Services 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 	<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

			<ul style="list-style-type: none">• Ensure guard in place on guillotine• Filing cabinets fitted with ant-tilt mechanism• Label defective equipment and report to line manager				
--	--	--	---	--	--	--	--

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 people with disabilities 	<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 Adequate storage Good housekeeping Good cable management Adequate building services (heating, lighting ventilation) Follow manufacturer's instructions for use of equipment 	<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 are not used in place of desktop PCs for prolonged computer work 	<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"> Ongoing As necessary As necessary 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			
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	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			
013	Hot Surfaces / Liquids / Solids Catering appliances in staff common room or canteen. For example: <ul style="list-style-type: none"> • Kettle • Toaster • Microwave • Burco boiler Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<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 • 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

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>Services: 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 persons • pregnant women • people with disabilities 	<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 Health and Safety Office on request • Fire detection systems in place 	<ul style="list-style-type: none"> • Maintain current controls • Contact Buildings Office 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"> • Ongoing • As necessary

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	Lighting Note any defects 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 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"> • Contact Buildings Office if problems or defects arise 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • As necessary

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"> • young persons • pregnant women • people with disabilities 	<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 • 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"> • Maintain current controls • Contact Buildings Office if problems or defects arise 	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

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 Note any defects 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"> Electric shock Electrocution 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 end of day 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 	<ul style="list-style-type: none"> Contact Buildings Office 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

			before cleaning or making adjustments				
--	--	--	---------------------------------------	--	--	--	--

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	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			
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	Lasers	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			
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"> young persons pregnant women people with disabilities 	<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 for hot works, work at height, confined spaces The front desk is manned at all times by a porter Sign-in required Compliance with DIT code of practice for contractors eLearning programme DIT Contractor safety badge Risk assessment and method statements completed and submitted to the Buildings Office Good housekeeping Areas of hazardous works cordoned off Warning signage 	<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 	Ongoing

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"> Manning public service counter in the general office Providing assistance and service to students and visitors Cash handling 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"> Verbal abuse / aggression/threats Violence / physical assault Theft Stress Inability to make contact in the event of an emergency etc. 	<ul style="list-style-type: none"> Vision panels fitted on doors Front desk of main buildings manned by a porter CCTV in common areas Rooms locked when not in use Students have DIT I.D. card Offices equipped with telephones The general office is physically separated from the public service area by means of a counter and glass screens fitted with blinds Punch code security locks fitted on doors to 	<ul style="list-style-type: none"> Maintain current controls Appropriate training to be provided to staff e.g. conflict handling, coping skills, stress management etc. SOPs to be developed for dealing with crisis situations 	With current controls: M With Actions applied: L	<ul style="list-style-type: none"> Head of Function and all staff Head of Function 	<ul style="list-style-type: none"> Ongoing 31st January 2014

	<ul style="list-style-type: none"> women people with disabilities 		<ul style="list-style-type: none"> the general office Secure cash handling systems and procedures are in place 				
--	---	--	--	--	--	--	--

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 where required Spillages cleaned immediately Adequate lighting Adequate waste disposal Refuse and recycling bins are provided throughout DIT buildings 	<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

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 • Information and training for cleaning staff • SOPs in place –refer to Noonan 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"> • Cleaning staff and supervisors (Noonan) 	<ul style="list-style-type: none"> • Ongoing

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 throughout DIT buildings • 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

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 	The following signage is in place throughout all DIT buildings: <ul style="list-style-type: none"> • Emergency Exit • Emergency First Aid Procedure • Evacuation plan • Fire Action Notice Point • 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"> • Head of Function and Building Maintenance Manager • All staff 	<ul style="list-style-type: none"> • Ongoing

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 • people with disabilities 	<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"> • First Aid kit, AED and Incident Report book available at the front desk of each main campus building • 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 aiders at www.dit.ie/safework • Emergency first aid procedure posted • Online hazard reporting facility available 	<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

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 women people with disabilities 	<ul style="list-style-type: none"> Falls from height 	<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 	<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"> Head of Function Head of Function 	<ul style="list-style-type: none"> Ongoing 31st January 2014

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	Out of Hours Access / Lone Working <ul style="list-style-type: none"> The E-Block building is approved for out of hours access – see Appendix A Staff may also work alone from time to time in offices during normal opening hours 	<ul style="list-style-type: none"> Violence Inability to make contact in the event of an emergency etc. Unauthorised access Locked into building 	<ul style="list-style-type: none"> The front desk is manned at all times by a porter 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 Separate risk assessment completed for out of hours activities in the E-Block building – see Appendix A 	<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 Building Maintenance Manager 	<ul style="list-style-type: none"> Ongoing

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	Field Trips / Travel 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"> • 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 Field Trip Guidelines in place • Separate field trip risk assessment template completed for each fieldtrip and control measures implemented • Health and safety information provided to field trip participants • eLearning programme available to participants • Adherence to local rules and regulations 	<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"> • Ongoing

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	N/A	N/A	N/A	N/A	N/A	N/A

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 Hosting 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"> • Injuries • Accidents and incidents • Unfamiliar with DIT premises and emergency plans 	<ul style="list-style-type: none"> • Specific risk assessment carried out for each event and control measures implemented • 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 participants 	<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"> • Ongoing

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"> • Ongoing

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 ventilation 	<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

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 Health & Safety Office • Rest facilities available - designated first-aid room in DIT Health Centre Linenhall • Follow medical advice 	<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"> • Lack of training and experience • Lack of familiarity with DIT work environment, work practices and emergency plans • Exposure to special risks: <ul style="list-style-type: none"> ○ Physical agents ○ Chemical agents ○ Biological agents • Hours of work 	<ul style="list-style-type: none"> • Induction programme for all new students • Supervision of students by staff • DIT Child Protection Policy • DIT emergency plans in place • Student support services available • Garda vetting in place for staff 	<ul style="list-style-type: none"> • Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • Head of Function and all staff 	<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			
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"> • Specific risk assessment carried out for individuals on a case by case basis by Health & Safety Office • Personal Emergency Egress Plan (PEEP) completed where necessary • 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 the Disability Support Service to notify DIT host in advance of any special needs 	<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

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: 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 See Ref 025 work activities and processes	N/A	N/A	N/A	N/A	N/A	N/A

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: Postgraduate Students See Ref 025 work activities and processes	N/A	N/A	N/A	N/A	N/A	N/A

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. 	<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

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 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"> • Theft • Verbal threats/abuse • Physical assault / injuries • Stress, fear, anxiety 	<ul style="list-style-type: none"> • Emergency Response Training (ERT) mandatory for staff • Porter on duty at front desks • DIT staff and students report suspect individuals to DIT Buildings Office • Adequate lighting • Lone working policy in place • Rooms locked when not in use • CCTV in common areas • Vision panels fitted on doors 	<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"> • 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			
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 pregnant women people with disabilities 	<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

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 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 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 by porter • Visitors report to front desk • Safety booklets and safety wallet cards available at front desk • Safety signage throughout building with regard to emergency procedures • Hazardous/restricted areas marked with warning and PPE signs • Risk assessments completed for specific events where groups of visitors are expected • CCTV in building • Deliveries handled by Goods Inwards • Visitors briefed on emergency procedures by person they are visiting 	<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

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 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"> Unfamiliar with DIT buildings and safety procedures 	<ul style="list-style-type: none"> Front desk is manned by a porter Contractors/service providers to sign-in at front desk Contractors/service providers to complete 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"> 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			
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 on Stress Management, personal skills etc. to staff • All incidents are reported immediately • DIT Disciplinary procedures in place • DIT Procedure for the Resolution of Disputes/Grievances in place 	<ul style="list-style-type: none"> • 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

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							
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			
053	Biological Agents	N/A	N/A	N/A	N/A	N/A	N/A

Appendix A – Training Compliance Summary June 2015

	Emergency Response Training
18	TOTAL STAFF COMPLEMENT IN ACADEMIC SERVICES
15	83%

	Manual Handling Training
18	TOTAL STAFF COMPLEMENT IN ACADEMIC SERVICES
9	50%

	Legal Update for Managers
2	TOTAL STAFF COMPLEMENT IN ACADEMIC SERVICES
0	0%

Appendix B – Lone/Out of Hours Working Procedure for E Block



RISK ASSESSMENT FOR LONE/OUT OF HOURS WORK

1.0 Introduction

This form should be completed by a competent Assessor/Supervisor for any procedure/ system of work to be carried out “out of hours” by any staff member, postgraduate, contractor or visitor. This form should be completed fully and copied to the Health and Safety Officer and to the local Building Maintenance Manager.

2.0 Guidelines for Completion of Risk Assessment

The following information is intended a guide only.

Hazard Identification & Risk Assessment

Identify know or expected hazards associated with each work activity. Note also the particular hazards due to lone/out of hours working. Evaluate the risks, describe all existing control measures and identify any further measures required.

Some hazards to consider may include (this list is not exhaustive):

- **Workplace:** Identify hazards specific to the workplace / environment, which may create particular risks for lone workers, e.g. remote areas, laboratories, workshops, confined spaces. Consider access/egress requirements, parking arrangements, etc.
- **Work Process:** Identify hazards specific to the work process, which may create particular risks for lone workers, e.g. work on electrical systems, use of chemicals, biological agents, gases, scientific experiments, work in laboratories /workshops etc.
- **Work Equipment:** Identify hazards specific to the work equipment, which may create particular risks for lone workers, e.g. manual handling, operation of emergency controls, use of machinery and tools.
- **Incidents/Illness:** Identify emergency situations that may arise out of hours, including inadequate provision of first-aid arrangements.
- **Violence:** Identify the potential risk of violence. Is there a history of violence or threats to staff? Is the location likely to increase the risk of violence? Is there a risk of violence from members of the public and/or intruders? What security systems are in place?
- **Individual Factors:** Identify hazards specific to the individual, which may create particular risks for lone workers e.g. medical conditions, disabilities, expectant mothers, age, inexperienced workers etc.
- **Work Pattern:** Consider the lone worker's work pattern and how it relates to those of other workers, in terms of both time and geography.

- **Welfare:** Provision of welfare facilities e.g. water, sanitary facilities, heating etc.
- **Other:** Specify any additional hazards particular to lone/out of hours work.

Persons at Risk

Identify all those who may be at risk. It is important that these individuals are made aware of the outcome of the risk assessment and informed of all necessary control measures.

Ensure that vulnerable groups are accounted for:

- Pregnant employees
- Those with medical conditions
- Those with disabilities
- Young, old and inexperienced workers

Control Measures to Reduce the Risk

Identify existing control methods, assess their effectiveness and specify any additional controls that may be necessary. Consider alternative work methods, training, supervision, protective equipment/devices etc.

For every hazard, controls should be put in place to minimise the risk. Use the risk assessment to:

1. Identify the existing control measures
2. Assess their effectiveness
3. Identify and specify any additional controls that may be necessary

Some control measures to consider may include (this list is not exhaustive):

- Site-specific information, instruction and training
 - emergency procedures.
 - procedures for lone/out-of-hours working.
- Increased communication systems / procedures (e.g. regular pre-arranged contact by e.g. mobile phone, telephone, radio).
- Increased supervision.
- Increased security (e.g. CCTV, secure access, personal alarms).
- Increased lighting at entrances, exits, car parks etc.
- Controlled periodic checks.
- Buddy system.
- Automatic warning devices, e.g. panic alarms, no movement alarms, automatic distress message systems, i.e. pre-recorded message sent if not actively cancelled by operative etc.
- Use of Personal Protective Equipment and clothing (PPE).
- First-aid kits and training.
- Implementation of Standard Operating Procedures (SOP's).
- Locking and securing place of work.
- End of task and returning of keys.

- Implementation of correct incident reporting procedures.

Lone workers should be given information and training in normal everyday situations in addition to knowing when and where to seek guidance and assistance from others e.g. in an unusual or threatening situation.

Training

Identify the level and extent of training required, taking into account the nature of the lone working activity. Consider the knowledge and experience of individuals, particularly young and new workers. Lone workers should be given information to deal with normal everyday situations but should also understand when and where to seek guidance or assistance from others i.e. unusual or threatening situations etc.

Provisions for Emergencies

- Lone workers should be capable of responding correctly to emergencies.
- Emergency procedures should be established and employees trained in them.
- Information about emergency procedures and danger areas should be given to lone workers.
- Lone workers should have access to adequate first-aid facilities.

Supervision

The extent of supervision required will depend upon the level of risks involved and the ability and experience of the lone worker. A few examples of supervisory measures which may be useful in some circumstances include:

- Periodic telephone contact with lone workers
- Periodic site visits to lone workers
- Regular contact (telephone, radio etc.)
- Automatic warning devices, e.g., motion sensors, “man down” alarms etc.
- Manual warning devices e.g. panic alarms etc.
- End of task / shift contact (i.e. returning keys)

Additional Information

Identify any additional information relevant to the lone worker, including emergency procedures, out-of-hours contact details, first aid provisions, etc.

Communication of Risk Assessment

It is vital that the results of the risk assessment are communicated to the lone/out of hours worker and the control measures are discussed and understood clearly.

Recording Assessment Details

It is important to retain records of risk assessments for inspection. All signatures of parties involved shall be obtained.

3.0 Details of Lone/Out of Hours Working

Name of Lone/Out of Hours Worker	Joseph Keogh Lacour Ayompe Conor Briody Colm Carey Mark Wylie Dean Callaghan Kevin O'Toole Daire Reilly Barry Cullen Fergal O'Rourke Marek Rebow
School/Function	Postgraduate Research Office 629, E-Block, Bolton Street,
Head of Function	Please refer to Table 1, page 11 for Head of Function list.
Project Supervisor (if applicable)	Please refer to Table 1, page 11 for Direct Supervisor list.
Activity being assessed	Work activities including desk based research, administration activities, computer work, research under category D.
Exact Location(s) of Work	DIT, Postgraduate Research Office 629, E- Block, Bolton Street, Dublin 1
Name of Assessor/Supervisor	Marek Rebow.
Date of Assessment	26/01/2010. Reviewed in 2012. Will be reviewed again before end of 2013

Brief Description of Work:

Desk based research, administration activities, computer work, research under category D

Outline why lone/out of hours work is absolutely necessary:

For postgraduate research, access to desk and computer on an out-of-hours basis is required to facilitate research activities holistically. Thesis preparation, reports, presentations, etc. in addition to using engineering software, e.g. commercial CFD codes, contacting via internet participants in research which may only be available at night time due to nature of project or international collaboration/participation.

Outline what alternatives to lone/out of hours working have been considered and exhausted:

No alternatives in some cases. Laptop provision for research students costly due to budgetary restraints. Broadband/internet cannot be relied upon externally.

Outline details of funding available from Faculty/Function to support costs associated with lone/out of hours working:

Utilities currently paid by College of Engineering and Build Environment. Continue on that basis.

4.0 Risk Assessment

The following risk categories apply to lone/out of hours working. Please tick accordingly.

		Insert Tick
Category A Risk (unacceptable)	Activities to be carried out 8am – 6pm Mon– Fri only	
Category B Risk (High)	Activities to be carried out only by experienced researchers with a competent “buddy”* in attendance	✓
Category C Risk (Medium)	Activities to be carried out by sufficiently competent researchers (may or may not require a buddy*)	
Category D Risk (Low)	Activities to be carried out by any postgraduate/staff member (e.g. computer work)	

*Buddy means a second competent person is present. Buddies should be nominated by the Head of School/Function as part of the risk assessment.

Hazard(s)	Control Measures to Reduce Risk
<i>Access & Egress</i>	
	<ol style="list-style-type: none"> Follow procedure for entering and exiting building, e.g. alarm, lights, locks, sign-in book, etc. Procedure communicated to all relevant personnel and displayed internally. Lone working induction training.

Hazard(s)	Control Measures to Reduce Risk
Workplace / Environment	
<ol style="list-style-type: none"> Office, stairs Slips, trips and falls Poor housekeeping 	<ol style="list-style-type: none"> Advise occupants to have a colleague/buddy present. Observe emergency number list. Advise caution when going up or down stairs to avoid trips or falls. Maintain good housekeeping. All areas to be kept clean and tidy at all times. All corridors, stairs, entrances and exits must be kept dry and free from obstructions at all times. Adequate lighting must be supplied at all times to ensure that visibility is sufficient at all times. Disposal of waste in accordance with DIT's policies. Appropriate storage of all items so as not to pose risk to health and safety. Good cable management in order to eliminate risks associated with trailing cables.
Work Process	
<ol style="list-style-type: none"> Office based work 	<ol style="list-style-type: none"> Observe manufacturer's instructions. Persons are competent in their area.
Work Equipment	
<ol style="list-style-type: none"> Computer and electrical 	<ol style="list-style-type: none"> Implementation of a servicing programme, by each Centre, for machinery and equipment and the maintenance of service and repair records All equipment purchase must be CE certified in accordance with the EU Machinery Directive and where appropriate Irish Standard or British Standard. Any defects, faults identified must be reported to the relevant persons immediately. Only authorised persons who have received appropriate training, instruction and information regarding the equipment should be permitted to use it. Machinery guarding should only be removed during maintenance, and once completed should be put back in place. All machinery guarding should be reviewed

	as part of local safety inspections.
Hazard(s)	Control Measures to Reduce Risk
<i>Work Pattern</i>	
1. On lone/out of hours work basis access between 10 pm – 8 am is approved. Weekend access is restricted to the hours of 8 am – 12 pm.	1. Observation of access and egress procedure. 2. Normal working hours are between 8 am – 10 pm. 3. Unauthorised persons required to vacate building by 10 pm.
<i>Lack of Direct Supervision</i>	
Not applicable	
<i>Individual Factors</i>	
1. Pregnancy, medical conditions, disabilities, sudden illness.	1. Need to inform occupational health and safety officer. 2. Attend first aid training. 3. First aid kit maintained. 4. Emergency number list. 5. Mandatory presence of colleague or competent buddy.
<i>Violence/Crime/Personal Safety & Security</i>	
1. Intruder/violence/unknown persons loitering outside building after hours.	1. Mandatory presence of colleague or competent buddy. 2. If occupants feel unsafe or observe unknown persons loitering, refer to emergency number list. 3. Attend emergency response training. 4. Installation of CCTV system advised (in the building) 5. System of contacting Security Company on entering, exiting buildings & also at regular intervals advised. 6. External Lighting 7. Arrangements as per DIT Parent Safety Statement & DIT Lone/Out of Hours Working Policy & Procedure (available on website www.dit.ie/safework) 8. All relevant staff to undergo lone working induction training (see attached list of relevant staff).

Hazard(s)	Control Measures to Reduce Risk
<i>Incidents & Emergencies</i>	
1. Medical emergency/first aid incident.	1. System of contacting security company on entering, exiting buildings & also at regular intervals. 2. First aid training of all authorised personnel. (See list attached) 3. Mandatory presence of colleague / buddy. 4. Inform Health & Safety Office of any medical condition to enable an individual risk assessment to be prepared. 5. Arrangements/procedures as per DIT Parent Safety Statement, DIT Lone/Out of Hours Working Policy & Procedure, and DIT First Aid Policy & Procedure. 6. Incident Book is located at the porter's desk. 7. Emergency first aid kit also located at the porter's desk.
<i>Other* (please specify)</i>	
1. Computer Usage	1. Computer risk assessments carried out on request by Occupational Health Officers. 2. Training, instructions and information on correct computer usage is provided on request by Occupational Health Officers. 3. DIT procedure for computer assessments, forms & guidelines (www.dit.ie/safework) 4. Procedure for the provision of eye and eyesight tests to computer users (www.dit.ie/safework).
2. Electricity	1. All electrical installations, in all premises under the control of DIT, and all electrical works, servicing and testing carried out in these premises will be done so by competent, authorised persons in accordance with the ETCI national rules on electrical installations, current electrical regulations, CoP's, current industrial guidelines and statutory regulations and provisions . 2. Additional precautions and arrangements are outlined in the DIT parent Safety Statement. 3. All controls should be observed and any defects reported.
3. Lighting	1. Lighting levels appropriate to the tasks carried out will be provided in all areas under the control of DIT. 2. Outside lighting will be such so as to provide safe access and egress to buildings and to ensure the safety and security of all persons.

4. Ventilation, temperature and humidity	<ol style="list-style-type: none"> 1. The degree of risk associated with these hazards will depend on the extent to which temperature and humidity deviate from optimum conditions. 2. DIT undertakes to monitor and assess the performance of its heating and ventilation systems in order to comply with the Safety, Health & Welfare at Work (General Applications) Regulations 2007.
Hazard(s)	Control Measures to Reduce Risk
5. Office safety	<ol style="list-style-type: none"> 1. Adequate office space is allocated for the working personnel. 2. Sufficient lighting, ventilation shall be provided. 3. Principles of good housekeeping to be adhered to. 4. Spillages to be cleaned up immediately. 5. All walkways, stairs, fire exits etc. to be kept clear of obstructions. 6. Correct manual handling techniques to be used when lifting office equipment or supplies. 7. Good cable management to prevent trips, slips and falls. 8. Dangerous waste to be disposed of appropriately.
6. Hot liquids and solids	<ol style="list-style-type: none"> 1. Due care to be taken when handling or transporting hot foods, liquids and while dispensing hot drinks. 2. All defects to be reported and rectified immediately.

*** Use separate sheet if necessary**

Persons at Risk

Identify and tick all those who may be at risk in all categories.

Staff (Tick)			
Academic staff	✓	Technical staff	
Maintenance staff	✓	Administrative staff	✓
DIT Cleaning staff	✓	Researcher	✓
Students (Tick)			
Postgraduate students	✓	Undergraduate students	
Others (Tick)			
Cleaning contractors		Emergency personnel	
Other contractors		Visitors	✓
Others (please specify)			

Training

Please confirm that the lone worker has completed his/her mandatory health and safety training courses and that the training is in date. An application for lone/out of hours work cannot be considered unless all mandatory training has been completed and is in date. Document the date of training and when refresher training is required. Identify the level and extent of information, instruction and training required for the lone worker in question. Consider the knowledge and experience of the individual.

Mandatory H&S Training	Refresher Required every:	Training Received		Date Completed	Date Refresher Required
		Yes	No		
Emergency Response Training (ERT)	2 years				
Manual Handling	3 years				
Emergency First-Aid	2 years				
Induction for Lone/Out of Hours Work	1 year				
Other Specific Training Required	Refresher Required every:	Training Received		Date Completed	Date Refresher Required
		Yes	No		

Supervision

Identify the level of supervision required. Confirm that all necessary supervision is in place and in working order.

Type of Supervision	Please tick		
Identify all necessary measures	Yes	No	N/A
Advised to have a competent 'buddy' present	✓		
Periodic college visits			✓
Periodic telephone contact with security company	✓		
Manual warning devices e.g. panic alarms		✓	
End of task / end of shift contact	✓		

Personal Protective Equipment & Clothing (PPE)

Identify what PPE is required

N/A

Table 1
Details of Approved Occupants/Direct Supervisor and Head of Function

Head of Function	Name: Approved Colleagues	Contact No.	Direct Supervisor	Contact No.
John Turner	Joseph Keogh	402 2986	Colin Caprani	402 2993
John Turner	Colm Carey	402 2972	Colin Caprani	402 2993
John Lawlor	Dean Callaghan	402 2974	Mark McGrath	402 3832
Michael Conlon	Kevin O'Toole	402 2975	Mick Mc Keever	402 4941
Michael Conlon	Barry Cullen	402 2977	Mick Mc Keever	402 4941
Robert Simpson	Fergal O'Rourke	402 2978	Fergal Boyle	402 3813
Mike Murphy	Marek Rebow	402 2970	Mike Murphy	402 3846

Site-Specific Procedures for Lone/Out of Hours Working*

No.	Type of Event	Details of Procedure & Arrangements						
1	Out of Hours Entry/Exit to/from Building <i>(designated door, keys, alarm codes, lighting etc)</i>	Attached						
2	Reporting-In Procedures <ul style="list-style-type: none">Buddy SystemSecurity company	As above for significant approved ‘buddy’ if required.						
3	Alarm Activation <ul style="list-style-type: none">Fire alarm	<p>Manually activate fire alarm call point.</p> <p>Fire alarm call points –</p> <ol style="list-style-type: none">Ground floor entrance/ hall wayFirst floor outside room 625 and beside back corridor door <p>Instructions on hearing the evacuation alarm or other warning</p> <ul style="list-style-type: none">Evacuate the building using the nearest exit, ensure the safe shut down of equipment/electricity/ gas if possibleSweeping areas as you leaveAll visitors should be escorted to safety by the person they are visitingGo to assembly point (parking lot, Bolton St.) – Do not re-enter the buildingAwait further instruction from a Garda/ fire officer						
4	Fire / Emergency Evacuation	<p>Emergency response training (including fire safety)</p> <ul style="list-style-type: none">Exit the building by the front door or fire door ground floorAssembly point: Parking lot, Bolton St. <table><tr><th>Location of Extinguisher</th><th>Type Extinguisher</th></tr><tr><td>Ground floor entrance (wall mounted to the LHS of entrance)</td><td><ul style="list-style-type: none">1 Dry Powder</td></tr><tr><td>First floor (wall mounted, landing and back corridor outside rooms 625 and 628)</td><td><ul style="list-style-type: none">1 Foam Spray2 Foam Spray</td></tr></table>	Location of Extinguisher	Type Extinguisher	Ground floor entrance (wall mounted to the LHS of entrance)	<ul style="list-style-type: none">1 Dry Powder	First floor (wall mounted, landing and back corridor outside rooms 625 and 628)	<ul style="list-style-type: none">1 Foam Spray2 Foam Spray
Location of Extinguisher	Type Extinguisher							
Ground floor entrance (wall mounted to the LHS of entrance)	<ul style="list-style-type: none">1 Dry Powder							
First floor (wall mounted, landing and back corridor outside rooms 625 and 628)	<ul style="list-style-type: none">1 Foam Spray2 Foam Spray							

6	Chemical/Biological Spill	N/A
7	Security breach	Emergency number list. Emergency response training.
8	Unauthorised person(s) entering the building	As above and refer to emergency services list. Do not engage. Close access to room.
9	Threat to personal safety i.e. attack from member of public	Call 112 or 999 to get emergency services. Use of personal alarm (Advise individuals to purchase their own as a control measure).
10	Incident requiring first-aid response	Call 112 or 999. Refer to 1 day EFA course. Procedure is posted in a room 629
11	Sudden illness / medical emergency	Advise presence of colleague/buddy. Call emergency services at 112 or 999.

** Please use separate sheet(s) and attach if necessary*

5.0 Signatures

Request by Head of Function

I request that _____, be given permission for lone/out of hours access, as this work **cannot** be completed during normal working hours. I have considered the work and completed a risk assessment for the task.

HEAD OF FUNCTION

Name (Print)		Date	
Signature		Review Date	
Name (Print)		Date	
Signature		Review Date	
Name (Print)		Date	
Signature		Review Date	
Name (Print)		Date	
Signature		Review Date	

LONE/OUT OF HOURS WORKER

I have read and understood this risk assessment and the DIT Policy & Procedure for Lone/Out of Hours Working.

I have completed all mandatory health and safety training.

I am familiar with all procedures and security and emergency arrangements in place for lone/out of hours working.

If given permission for lone/of hours working I agree to abide by all policies and procedures and control measures in place.

Name (Print)			
Signature		Date	

PROCEDURE FOR ACCESS AND EGRESS OF BUILDING

Entering

1. When you and a competent nominated “buddy” are at the main gate to the parking lot, observe surroundings. In the case of very late entering (after 10PM) presence of colleague / buddy is necessary.
2. Unlock padlock, open gate, transfer padlock to the other side of the gate, lock padlock.
4. Open E-Block main door using key
5. Enter code on alarm panel to deactivate.
6. Close door to ensure no intruder access.
7. Enter code on alarm panel to activate
8. Turn on light in hallway on entering if necessary
7. Sign logbook in the room 629
8. Call RMS monitoring security station to notify presence 01 8602888 or text 0879372941. Information required as follows: names, mobile phone number, period of time expected to be on site. Failure to make contact will be treated as an alarm activation, call to site and investigate.
9. You and a competent nominated “buddy” have to contact RMS monitoring security station on an hourly basis.

Note: Points 8 and 9 to be operated when provided by Building’s Manager.

Exiting

1. Ring monitoring security station to notify when you and a competent nominated “buddy” are leaving the building.
2. Sign out on logbook in the room 629
3. The last person departing from the room 629 should ensure lights and electrical equipment are off,
4. Deactivate alarm by entering code in panel and activate it again
5. Exit and close E-Block main door while remaining observant of your surroundings.
6. When you are at the main gate, observe surroundings, unlock padlock, open gate, transfer padlock to the other side of the gate, lock padlock.

If the Alarm Goes off due to Input of Incorrect Code

1. Deactivate by re-entering correct code.
2. Reset by entering correct code.