



## LIBRARY, DIT, CATHAL BRUGHA STREET

### SAFETY STATEMENT

AUGUST 2017



Version	Date	Name
1.0	01/08/2017	A. Wrigley
2.0	10/08/2017	Richard Barrett

*Safety Statement, DIT Cathal Brugha Street Library*

**IMPORTANT NOTE:**

This Safety Statement and Risk Assessment has been prepared by the DIT Health & Safety Office and is based solely on the information provided to the author(s) on the date of completion. If there is any inaccuracy, misstatement, omission or any other error of whatsoever nature contained herein, it is the responsibility of the relevant Head of School/Function to bring this to the immediate attention of the DIT Health & Safety Office."

Edel Niland

Edel Niland

Health and Safety Officer

Date: 17/8/2017

Orlaith Waters

Orlaith Waters

Occupational Health Officer

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### **LIBRARY, DIT CATHAL BRUGHA STREET CONTACT DETAILS**

<b>Role</b>	<b>Name</b>	<b>Location</b>	<b>Email</b>	<b>Telephone Number</b>
Head of DIT Library Services	Philip Cohen	Library Central Services Unit, DIT Rathmines Road	Philip.cohen@dit.ie	01 402 7803
Librarian, DIT Cathal Brugha St.and Rathmines	Catherine Cooke	Library, DIT Cathal Brugha St	Catherine.cooke@dit.ie	01 402 4535
Assistant Librarian	Richard Barrett	Library, Cathal Brugha Street	Richard.Barrett@dit.ie	01 402 4361
General Enquiries		Library, Cathal Brugha Street	cbs.library@dit.ie	01 402 4424
Library Desk		Library, Cathal Brugha Street		01 402 4424
	Irene Gaffney	Library, Cathal Brugha Street	irene.gaffney@dit.ie	01 402 4424
	Tsitsi Tawamba	Library, Cathal Brugha Street	Tsitsi.tawamba@dit.ie	01 402 4533
	Irene Kealy	Library, Cathal Brugha Street	irene.kealy@dit.ie	01 402 4424
	Lauren Brochu	Library, Cathal Brugha Street	Lauren.brochu@dit.ie	01 402 4424
Nominees to Health and Safety Team	Richard Barrett	Library, Cathal Brugha Street	Richard.barrett@dit.ie	01 402 4361
Library First-aiders	See <a href="#">safety website</a> for list DIT first-aiders			
Elected staff safety representative for Academic Affairs	Irene Gallagher	DIT Rathmines House	Irene.Gallagher@dit.ie	01 402 3371

Please see Library [Contacts](#) for a full Listing

### **EMERGENCY CONTACT NUMBERS**

Emergency Services	112/999 (You may need to dial “0” for an outside line)
Hospital	Mater Hospital 01 803 2000
Dublin City Council	(01) 222 22 22
Garda Síochána Store Street	6668000
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	116 123
Environmental Protection Agency	1890 33 55 99

### **CAMPUS CONTACT DETAILS**

Front Desk/ Reception	Cathal Brugha St. entrance	01 402 4302
Front Desk/ Reception	Marlborough St. entrance	01 402 4500
Incident Controller	Porter on Duty	01 402 4302
Estates Manager	Darragh Power	01 402 4523
Estates Service Supervisor	Pat Healy	01 402 3277/ 087 7675770
Occupational Health Officer	Orlaith Waters (Mountjoy Square)	01 402 4156/ 087 9809131
Health and Safety Officer	Edel Niland (Mountjoy Square)	01 402 4192/086 3891080
Health Centre	Linenhall Lodge Henrietta Place Dublin	01 402 3614
Chaplain	Finbarr O'Leary	087 4169517
Employee Assistance Programme (EAP) Contact	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours/ 7 days a week/ 365 days a year)
Student Counsellor	Admin support	01 402 3352 / 086 0850543

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

TASKS	RESPONSIBLE PERSON	SIGNATURE
Ensuring safety statement, risk assessments are carried out , updated and communicated	Richard Barrett	Richard Barrett
Ensuring the upkeep of first-aid box and ordering first-aid supplies from Occupational Health Officer	Irene Kealy	Irene Kealy
Co-ordinating contractors activities and dealing with Buildings Office for Work Permits	Richard Barrett	—
Updating the statutory registers and Safety Data Sheets	Not applicable	—
Ensuring adequate personnel designated as evacuation marshals and first-aiders	Richard Barrett	Richard Barrett

## INTRODUCTION

DIT is required under the provisions of the *Safety, Health and Welfare at Work Act 2005* (*“the Act”*), to bring to the attention of all employees, a statement of its policy, organisation and arrangements with respect to safety, health and welfare at work. The purpose of the statement is to specify the manner in which the safety, health and welfare of employees shall be secured and managed. The Act also places obligations on DIT in respect of third parties who attend at DIT to ensure they are not exposed to risks to their safety, health and welfare.

The fundamental aim of the 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 the Library, DIT, Cathal Brugha Street and the controls that have been implemented to adequately safeguard the activities of the Library, DIT, Cathal Brugha Street.

This safety statement should be read in conjunction with the DIT Framework Safety Statement which is available on the health and safety website ([www.dit.ie/safework](http://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. This safety statement is made publically available to allow all staff, students, visitors, contractors/service providers and campus users the opportunity to review and consult on a regular basis

## SAFETY POLICY & OBJECTIVE FOR THE LIBRARY, DIT, CATHAL BRUGHA STREET

It is our intention to protect staff, students, visitors, contractors/service providers and campus users from accidents or ill health at a place of 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, contractors/service providers 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;
- Protective and preventative measures are put in place where necessary and implemented and maintained;
- Improper conduct likely to put an employee, student, visitor or contractor/ service provider or other campus user’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 to all places of work is provided;
- Safe plant and equipment are provided;
- Safe systems of work are provided;
- Risks to health from any article or substance are identified, amended and 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;



*Safety Statement, DIT Cathal Brugha Street Library*

- Welfare facilities are provided and adequately maintained; and
- Competent personnel who can advise and assist in securing the safety, health and welfare of employees are employed when required.

Signed: Catherine Cooke  
Catherine Cooke, Librarian, DIT Cathal Brugha St.

Date: 14/08/17

## **SCOPE OF SAFETY STATEMENT**

The scope of our operations includes: Provision of books, periodicals and electronic materials, provision of spaces for desk and online study, provision of a group-study area, training of readers in the use of study materials and in associated skills. Book issues and returns and enquiries are carried out from the library counter, and administrative work is carried out from the library office.

## **HISTORY OF LOCATION**

Our staff offices and operations are located in the following areas:

The library is on the third floor of the Cathal Brugha St building and consists mainly of a reading and book-stack area. Off this there is a computer/teaching room, 2 group study rooms, one in an open area and one in its own room, a print journal room and library office. The main reading area is overlooked by a mezzanine which is used as a quiet study area. The emergency exit is at the back of the print journal area.

## **SAFETY RESPONSIBILITIES**

In accordance with the DIT Framework Safety Statement the College Librarian, Ann Wrigley as part of her management function, is responsible for ensuring, so far as is reasonably practical, the safety, health and welfare of persons working, studying or visiting their area of responsibility. In particular she is responsible for the following:

1. To ensure a Safety Statement relevant to operations is prepared which complies with Section 20 of the Act.
2. To ensure that the safety statement is reviewed at least annually and that the DIT Senior Leadership Team (SLT) Health and Safety Sub-committee is notified that the review has been completed and is provided with any updated document which may result from such a review.
3. To ensure that all hazards are identified and risks controlled
4. To ensure that regular safety inspections/audits are carried out by the College Librarian to monitor compliance with the safety statement and legal requirements and to ensure appropriate follow-up action is taken.
5. To ensure that local emergency plans and first-aid procedures are implemented and that sufficient fire marshals/first-aid personnel are available.
6. 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.
7. To ensure that all contractors/service providers carrying out work in the area operate under the Estates Office Permit to Work system.

### **All DIT Staff**

All employees/staff have a duty to take responsibility for their own safety, health & welfare and for that of students/ 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 Act 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:*

- Participate in and put into practice all training provided by DIT, to ensure compliance with best practice and health and safety legislation;
- Co-operate with those responsible for health and safety;
- Familiarise themselves with the contents of the safety statement, safety policies and procedures and Codes of Practice;
- Assist in the preparation and updating of Cathal Brugha Library Safety Statement;
- Assist and co-operate with periodic safety inspections/audits;
- Assist in the completion of standard hazard identification control sheets and co-operate with the reporting and investigation of incidents;
- Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained at all times;
- Promote safe work practices;
- Use equipment only if authorised and trained;

- Ensure that all safety rules are communicated to students, contractors and visitors, other campus users;
- Ensure that any safety concerns associated with new equipment/machinery is brought to the attention of the College Librarian, implemented, documented in the safety statement and communicated effectively;
- Report to the College Librarian any person abusing facilities or equipment;
- Select and appoint a safety representative; and
- Notify the Health & 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 equipment only if authorised and properly trained;
- Report any incident, dangerous occurrence, defective equipment or potential safety hazard to the College Librarian; and
- To participate in any safety training programmes facilitated by the Health & Safety Office.

### **Contractors/Service Providers**

*The following responsibilities are allocated to contractors/service providers:*

- All contractors/service providers will be expected to comply with the DIT's safety statement and must ensure that their own safety statement is made available whilst work is being carried out. It is the DIT policy that all contractor/service providers have a safety statement which is prepared in accordance with the Act.
- All work must be carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site. The contractor/service provider must have adequate insurance cover;
- Contractors/service providers must not commence with any work on the premises or project site until the Contractor Safety Guidelines and other relevant safety procedures are read, understood and accepted (they are available from Estates Office). They must complete the e-learning programme for contractors/service providers;
- Contractors/service providers will take reasonable care of themselves and others who may be affected by their acts or omissions and will co-operate as appropriate with DIT employees as necessary;
- Contractors/service providers must supply at tender stage a safety statement, relevant method statements, copies of their public and employers liability insurance and complete the contractors compliance form CCF1 before a contract is awarded;
- They will liaise with the local Estates Manager and obtain work permits as required;
- Contractors should assess the work to be undertaken and conduct all appropriate risk assessments before undertaking a piece of work. These risk assessment should be recorded in writing;
- Scaffolding and other access equipment used by contractor's/service provider's employees must be erected and maintained in accordance with current legislation and Codes of Practice;

- All plant and equipment brought onto the site by contractors/service providers must be safe and in good working order, fitted with any necessary guards and safety devices and have all necessary certificates available for inspection;
- All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. No power tools or electrical equipment of greater than 110 volts should be used outdoors. If it is necessary to use equipment operating from a 220-volt supply, a residual current device with a rated tripping current of 30mA and operation of 30m sec must be used;
- Any injury sustained by a contractor's/service provider's employee must be reported immediately to the local Estates Manager
- Contractors/service providers must comply with any safety instructions given by DIT
- DIT Health & Safety Office 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; and
- Contractors/service providers are not allowed to use equipment owned by the DIT unless written permission is received from the College Librarian and a competent person passes it as being safe; and
- Contractors should report any accidents on site in compliance with the instructions provided on their induction training.

#### **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 DIT'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;
- Visitors must not enter any area where they do not have the authority to do so. Hazardous areas will be restricted;
- Visitor must not interfere with any of DIT's property, equipment, materials or substances unless they have permission to do so from the person in charge;
- Visitors must not remain on the premises any longer than necessary and should return PPE on leaving;
- In the event of an evacuation, visitors will be led to the Assembly Point by their DIT host;
- A safety booklet and wallet card is available at Front desk/Reception area and on request;
- The DIT Framework Safety Statement is available on the safety website [www.dit.ie/safework](http://www.dit.ie/safework); and
- 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 health and safety legislation, the DIT Framework Safety Statement and codes of practice may be subject to relevant DIT disciplinary procedure. The Estates Officer will address any contraventions by contractors/service providers.

## **HEALTH AND SAFETY CONSULTATION**

Employers are obliged under the Act, to consult with and take account of any representations made by employees regarding safety, health, and welfare. The College Librarian ensures that health and safety is an agenda item at all meetings and ensures that working groups are appointed to deal with specific health and safety items if required.

A nominee from the Library Services, Philip Cohen, Head of Library Services sits on the Health and Safety Team for Academic Affairs & Registrar (the Health & Safety team meeting is incorporated into the Heads of Function meeting). This team meets periodically throughout the year, every two months.

It is the nominees responsibility to bring to the attention of the safety team for consultation changes, update or modification to a particular work process, when new machines or processes are introduced or when new substances or materials are introduced.

The Academic Affairs & Registrar 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](http://www.dit.ie/safework)).

## **PROVISION OF INFORMATION**

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

New library users are informed of emergency procedures and shown emergency exit during orientation by library staff. Appropriate health and safety signage is in place. Staff attended Emergency Response Training and are reminded of the need to keep all their health and safety training up to date. Staff are made welcome to voice health and safety concerns at any time, and proceedings of health and safety team and committee meetings minutes are circulated. The Health and Safety web site, training courses, posters etc. are also another forms of communication used.

In addition to the above;

- Agenda item at team/ library meeting;
- 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;
- Emergency response posters;
- Safety booklets;
- Safety wallet cards;
- Website;
- Posters;
- Health and safety inductions are prepared and delivered by Occupational Health Officers where requested; and
- College Librarians have an email listing to communicate safety matters to staff members.

## **HEALTH AND SAFETY RESOURCES**

Cathal Brugha Street Library codes all budgetary spend on activities/spend pertaining to safety, health and welfare. Considerable resources are expended by Cathal Brugha Street Library 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 with priority 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 in these circumstances may be 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 Act and associated regulations, thus all equipment, plant or substances will be risk assessed before they are acquired and/ or brought into DIT by the College Librarian.

## **INSPECTION PROCEDURES**

Following any inspection the College Librarian will ensure non-conformances identified are rectified and a log maintained.

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

<b>Item</b>	<b>Location</b>	<b>Test Frequency</b>	<b>Test Company Details</b>
Printers/photocopiers	Library	Full test annually, servicing as required	Datapac

## TRAINING

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

In accordance with Section 11 of the Act, each employee will be made aware of emergency action plans and arrangements pertinent to their workplace at induction by completing the online Emergency Response Training (ERT) programme.

In addition to DIT's statutory duty to employees, it seeks to provide such training as is necessary to enable the students to undertake their studies in a manner which, in so far as it is reasonably practicable, is safe and does not give rise to risks to health or expose the individual student or other persons to unacceptable levels of risk. The provision and extent of any necessary training is dependent upon the nature of the academic discipline being pursued, the experience and disposition of the students involved, their familiarity with any equipment/substances to be utilised, the environment/conditions where the activities may be discharged, and the extent to which supervision is necessary and available. Risk assessments will highlight where additional student training is required.

Training required for Cathal Brugha Street Library includes:

### **Mandatory Training:**

- Emergency Response Training (ERT) every 2 years
- Manual Handling every 3 years
- Legal Update for Managers; and
- Dignity at Work;

### **Specialist Training:**

- Evacuation Marshal;
- Emergency First-aid (1 day); and
- 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 DIT Health & Safety Officer - 086 3891080

### **REQUIRES FIRST-AID**

- Seek local first-aider – see contacts page
- Injured unwell staff/students:

Occupational Health Officer: Orlaith Waters 087 9809131

- 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 Estates Manager
- Operational safety matters – Should be documented on a Hazard Report Form and sent to the Health & Safety Office ([www.dit.ie/safework](http://www.dit.ie/safework))

### **FIRE & EVACUATION** **LIBRARY STAFF CATHAL BRUGHA STREET**

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

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

#### **INSTRUCTIONS ON HEARING THE EVACUATION ALARM OR OTHER WARNING (all staff, students, visitors, contractors/service providers, first-aiders etc.)**

##### **Objectives:**

To outline actions to be taken by Library Staff in the event of an alarm activation

##### **Duties:**

##### **On hearing an alarm activation or other warning:**

- Each office should instruct students and staff to evacuate the building using the nearest available exit, ensuring the safety shutdown of equipment, electricity, gas;
- Instruct students and staff to leave the library;
- All students in the library should be led by library staff;
- All visitors should be escorted to safety by the person they are visiting;
- Anyone in common areas or moving between areas, should immediately join the lines of people exiting;
- Shut down equipment if safe to do so and time permits;
- Close windows and doors to confine smoke/fire;
- “Sweep search” the areas (library offices, library floor/ study and photocopier areas, mezzanine and computer room), evacuate the building\* immediately by the nearest available exit. Marshals should then leave immediately via the nearest escape route;
- If required, assist any individuals to evacuate the area;
- Form a single file on both sides of the corridor or stairway, leaving the centre passageway clear;
- Do not delay or stop to collect personal belongings;
- Do not use the lift;
- If heavy smoke present, try to find another exit or crouch low to the floor;
- All doors should be closed (not locked) by the last person in the line;
- Report to your Assembly Point – DIT Cathal Brugha Street: Gresham Hotel  
DIT Marlborough Street: Pro Cathedral

- All evacuation marshals/sweepers, Estates staff, College Librarian, first-aiders should assemble at the assembly point to check in, reporting to the Incident Controller details of any casualties or people needing assistance with evacuation. This information is then given by the Incident Controller to the Emergency Services.
- Confirm to the Incident Controller that the area has been cleared and report details of any casualties or people needing assistance with evacuation to the Incident Controller
- Do not return to the building until instructed to do so by the Incident Controller; and
- No one should/ is permitted to re-entre the building until the all clear has been given by the Incident Controller.

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

**YOU SHOULD FAMILIARISE YOURSELF WITH THE LOCATIONS OF THE FOLLOWING:**

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

**ASSEMBLY POINT(S)**

**The Assembly point for DIT, Cathal Brugha Street**

- **Gresham Hotel**



## **The Assembly point from DIT, Marlborough Street Exit**

- **Pro Cathedral**



## **EVACUATION MARSHALS**

**All DIT staff are to assist as evacuation marshals/ sweepers.**

Cathal Brugha Street Library will ensure that sufficient marshals are appointed on an ongoing basis to provide an effective service.

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

General Rule of Thumb – all staff should act as “sweepers/ marshals” in the event of an emergency, checking library offices, library floor/ study and photocopier areas, mezzanine and computer room as they exit to ensure that as they exit everywhere has been cleared.

## **YOU SHOULD NOT PUT YOURSELF IN DANGER AT ANY TIME**

### **FIRST-AID**

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

There is no first-aider in the Cathal Brugha Street Library. See safety web site for a list of first-aiders. It is recommended that all Library staff be trained as first-aiders. Staff may undertake 1-day Emergency First-aid course or the 3-day Occupational First-aid course.

Library first-aid kit is located at:

- The library issue desk

Please report any used items to the Irene Kealy, designated person in charge who is responsible for monitoring the contents and ensuring their replacement.

### **Further Treatment / Incident Report Forms**

- Staff may refer students to the Student Health Centre in DIT Linenhall 01 4023614/ DIT Aungier street 01 4023051 or contact the Emergency Services on 0112 / 0999 if an incident is urgent

- Incident Report forms are available from the Front desk. When completed and signed the top white copy should be sent the DIT Health & Safety Officer
- An Occupational Health Officer is available at 087 9809131 weekdays 9:00am – 5:00 pm to deal with the occupational health, safety and welfare needs of all staff and students and to provide a backup first-aid service

## **INCIDENT REPORTING AND INVESTIGATION**

DIT 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/students/visitors and contractors/service providers and campus users 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 Estates Manager and if it is an operational safety issue, it should be reported to local management using DIT'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 Cathal Brugha Street Library must be carried out under a Estates 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.

No specific PPE is required for the staff in the Cathal Brugha St. Library.

## **ERGONOMICS**

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

Staff should consider ergonomic standards when designing new workstations and layout of new offices.

It is the responsibility of the College Librarian to ensure that all information on ergonomic controls is communicated to employees and students via circulars, team briefings or other means. She should also ensure that all problems identified are addressed and brought to the attention of the Health & Safety Officer.

## **WELFARE PROVISIONS**

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

- ✓ Adequate and suitable sanitary and washing and drying facilities with hot and cold running water maintained in a clean and hygienic condition
  - ✓ Adequate number of lavatories and washbasins with hot and cold running water
  - ✓ An adequate supply of potable drinking water at suitable points conveniently accessible to all employees, tested by the Estates 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 - staff room (room 15) located on the 1<sup>st</sup> floor. ARAMARK Canteen located on the ground floor DIT Cathal Brugha Street.
  - ✓ 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 in the first-aid room
- 
- 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 Estates Manager
  - Drinking water is available to all staff via water dispensers in DIT Cathal Brugha Street

## **SENSITIVE WORK GROUPS**

### **Protection of Children and Young Persons**

In cases where children must be present on DIT premises and therefore affected by our acts/omissions, sufficient notification must be given to the Health & 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.

Please ensure that all staff are familiar with the [\*\*DIT Child Protection Policy\*\*](#).

### **Pregnant Post-Natal and Breastfeeding Employees/Students**

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

- Each risk assessment will identify hazards in the workplace that could pose a health and safety risk to new and expectant mothers
- Where the assessment reveals a risk, then preventive or protective measures will be taken.

- Pregnant employees/students should advise the Health & Safety Office of their condition as soon as they are aware they are pregnant so that a confidential pregnancy risk assessment may be carried out
- On returning to work/college any new mothers who are breastfeeding and require facilities should contact the Health & Safety Office

#### **LONE/OUT OF HOURS ACCESS**

No lone working takes place in the DIT, Cathal Brugha St. Library. No out of hours access takes place at this location.

When the library is opened on late nights, there are always 2 members of staff present. When someone goes on a break they stay in the buildings (room 15) so that they can be contacted if needed.

2 members of staff are also on duty on Saturdays. One staff member is on duty while the other goes on their lunch. The staff member on lunch can be contacted by phone in room 15, also if required a staff member can contact the porter on duty.

#### **WORK PLACEMENT**

This is not applicable to DIT, Cathal Brugha St. Library.

#### **TRIPS/TRAVEL**

Trips/ travel is not applicable to DIT, Cathal Brugha St. Library.

#### **STAFF/STUDENTS WITH DISABILITIES**

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

#### **HEALTH SURVEILLANCE**

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

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

#### **WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL**

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

## **DIGNITY AT WORK ANTI BULLYING & HARASSMENT POLICY AND PROCEDURES**

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

## **STRESS**

The risk assessment will identify any areas where stress is a hazard and controls will be implemented to eliminate this hazard. The HR 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**

Cathal Brugha Street Library ensures that periodic health and safety audits are completed and a review of all safety statements and documentation takes place. This will be approved by DIT's SLT Health and Safety Sub-Committee. All changes will be communicated to all staff, students, visitors and contractors/service providers. The most recent revision of all safety statements will be available on the DIT safety website and from the College Librarian.

## **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 College Librarian will issue new documents after appropriate consultation and agreement with relevant parties.

## **HAZARD IDENTIFICATION AND CONTROL MEASURES**

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

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

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

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

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

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

- Physical;
- Chemical;
- Biological;
- Operational; and
- 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; and
- 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:

<b>Elimination</b>	Where the risk is removed
<b>Substitution</b>	Where the risk is exchanged for one of lesser classification
<b>Isolation</b>	Where the risk is contained (e.g. Enclosures, guards etc.)
<b>Engineering</b>	Where common systems are used to protect all exposed to risk (e.g. Fire alarms, ventilation systems etc.)
<b>Personal Protection</b>	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.
<b>Procedure</b>	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.



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**Risk Assessments for Cathal Brugha Street Library**

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
001	<b>Fire Emergency Response &amp; Evacuation</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Staff unfamiliar with evacuation procedure</li> <li>• Lack of evacuation drills</li> <li>• Use of naked flames</li> <li>• Improper storage of flammable or combustible materials</li> <li>• Smoking in undesignated areas</li> <li>• Faulty electrics</li> <li>• Inadequate emergency equipment</li> <li>• Misuse of equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained in Emergency Response Training (ERT)</li> <li>• Sufficient firefighting equipment available (break glass units, extinguishers)</li> <li>• Firefighting equipment and detection systems maintained and tested</li> <li>• Fire and evacuation signage in place</li> <li>• Emergency and first-aid procedures posted</li> <li>• Good housekeeping standards maintained</li> <li>• Waste removed regularly</li> <li>• Evacuation procedure practiced each semester</li> <li>• Assembly point known to occupants</li> <li>• Several means of escape present and known to</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Ensure compliance with ERT and evacuation procedure</li> <li>• Ensure staff participation in the role of evacuation marshal</li> <li>• Ensure clear access to firefighting equipment and exits</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>Estates Office, College Librarian/ Assistant Librarian, all staff and students</b>  <b>All staff</b>  <b>All staff and students</b>	<b>Ongoing</b>  <b>Ongoing</b>  <b>Ongoing</b>

			<p>occupants</p> <ul style="list-style-type: none"><li>• Occupants escort visitors out</li><li>• Emergency exits are clearly marked and free from obstructions</li><li>• Emergency lighting in place</li><li>• Staff members act as evacuation marshals</li><li>• No smoking policy in place</li><li>• Scheduled maintenance of buildings services (heating, electricity, ventilation etc.)</li><li>• Compliance with building regulations</li><li>• Site specific Emergency Manual available on the website <a href="http://www.dit.ie/safework">www.dit.ie/safework</a></li></ul>				
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PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
002	<b>Manual Handling</b> <ul style="list-style-type: none"> <li>Shelving books</li> <li>Pushing a trolley with books</li> <li>Standing on a kick Stool to reach higher shelves</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Manual Handling-related injuries, e.g. back injury</li> <li>Slips, trips, falls</li> </ul>	<ul style="list-style-type: none"> <li>All staff compliant with and adhere to mandatory manual handling training</li> <li>Trolleys, stools available for staff</li> <li>Manual handling risk assessments available to all staff, contact local Occupational Health Officer</li> <li>Good housekeeping maintained</li> <li>Suitable environment</li> <li>Implement team lifting were required (seek assistance from colleagues)</li> <li>Adequate lighting maintained</li> <li>Report issues to Line Manager</li> <li>Store large books below shoulder height</li> <li>Shelving maintained daily by staff (no repair work is carried out on shelving – shelving is specialized and is replaced if there is any problem/ defects)</li> <li>Follow manufactures instructions when using kick stools</li> <li>Passenger lift available</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Manual handling refresher training to be carried out where necessary</li> <li>Constant review of condition of shelving by staff members responsible for each section</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<b>College Librarian/ Assistant Librarian and all staff</b>  <b>College Librarian and all staff</b>	<b>Ongoing</b>  <b>Ongoing</b>

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
003	<b>Work Equipment</b> <ul style="list-style-type: none"> <li>Office and IT equipment (laminator/ computers etc.)</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Personal injury</li> <li>Lack of information and/or training</li> <li>See Photocopiers &amp; Printers</li> </ul>	<ul style="list-style-type: none"> <li>Equipment present is mostly office / IT equipment</li> <li>Trolleys used by Staff</li> <li>CE mark</li> <li>Defects reported to Line Manager</li> <li>Visual check before use</li> <li>Damaged equipment marked and taken out of service</li> <li>Shut down IT equipment after use and at the end of day</li> <li>Problems with student printing/photocopying recorded in error log, and reported to Datapac Helpdesk (Datapac carry out repairs and maintenance work)</li> <li>DIT IS Department maintain DIT IS equipment</li> <li>Filing cabinets fitted with ant-tilt mechanism</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	College Librarian and all staff	Ongoing

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
004	Portable Appliances and Handheld Equipment	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
005	<b>Noise</b> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Hearing loss, damage, disruption</li> </ul>	<ul style="list-style-type: none"> <li>• No noise over 80Db in the library</li> </ul>	N/A	<b>With current controls:</b> N/A  <b>With Actions applied:</b>	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
006	<b>Structural:</b> Floors Walls Ceilings Doors Fixtures and fittings  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Personal Injury</li> <li>• Slips, Trips and Falls</li> <li>• Collapse</li> <li>• Trapping</li> </ul>	<ul style="list-style-type: none"> <li>• Building and associated fixtures and fittings appear to be stable and structurally sound</li> <li>• Defects and hazards are reported to the Estates Manager or through online hazard reporting</li> <li>• Doors and windows are opening / closing safely</li> <li>• Vision panel in place</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Contact Estates Office if problems arise</li> <li>• Ensure where vision panels on fitted on doors they are not obstructed</li> <li>• Maintenance and inspection programme to be implemented on all structures</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>All staff and students</b>  <b>All staff</b>  <b>Estates Office</b>	<b>Ongoing</b>  <b>As necessary</b>  <b>Ongoing</b>  <b>Ongoing</b>



PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
007	<b>Slips, Trips and Falls</b>  <b>Flooring:</b> Carpet  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Slips, trips and falls</li> <li>• Uneven surfaces</li> <li>• Wet floor conditions</li> <li>• Raised obstacles</li> </ul>	<ul style="list-style-type: none"> <li>• Estates Office to ensure upkeep and ensure floors are maintained</li> <li>• All routes kept clear and unobstructed</li> <li>• SOP for cleaning – floors generally cleaned early morning when most personnel are off site</li> <li>• Use of warning signage where appropriate</li> <li>• Report hazards</li> <li>• Good cable management – electrical sockets on desks</li> <li>• Changes in floor levels identified and marked</li> <li>• Door mats provided at entrance (main entrance)</li> <li>• SOP for slippages</li> <li>• Hand-rail on steps/stairs</li> <li>• Stair nosing fitted with anti slip finish</li> <li>• Adequate lighting</li> <li>• Good housekeeping maintained</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<b>Estates Office, all staff and students</b>	<b>Ongoing</b>

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
008	<b>Access and Egress</b>  Opening Times: Opening times are on the DIT website  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Security threats</li> <li>• Threats from public</li> <li>• Violence / Assault</li> <li>• Unwanted visitors</li> <li>• Mezzanine safety – falling objects/ evacuation</li> </ul>	<ul style="list-style-type: none"> <li>• Front desk/reception is manned at all times by a Porter</li> <li>• Security camera in common areas</li> <li>• Security camera in the mezzanine</li> <li>• Suspicious activity reported to porters</li> <li>• Office(s) locked when not in use</li> <li>• Students have DIT I.D. cards</li> <li>• Vision panels on doors</li> <li>• Counter top present between public and library Staff</li> <li>• Library Staff have clear view of individuals entering/exiting</li> <li>• Final sweep is carried out each night before closing</li> <li>• Restricted numbers allowed to access the mezzanine</li> <li>• Use handrail when ascending and descending spiral staircase</li> <li>• Restricted head height highlighted by signage and red and white tape in the mezzanine area</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Do not allow suspect individuals access – inform porter on duty</li> <li>• Put warning signs in the mezzanine – do not drop material to lower ground level</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>All building occupants and Estates Office</b>  <b>All building occupants</b>  <b>College Librarian/ Assistant Librarian</b>	<b>Ongoing</b>  <b>As necessary</b>

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
009	<b>Photocopiers and Printers</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Changing toner etc.: chemical contact</li> <li>• Clearing jams: burns</li> <li>• Not wearing gloves</li> <li>• Not turning off electrical supply</li> <li>• Incorrect disposal</li> <li>• Personal injury</li> <li>• Lack of information / training</li> </ul>	<ul style="list-style-type: none"> <li>• Toner / print cartridges changed by staff members - gloves worn when changing cartridges and wash hands after use</li> <li>• Power turned off before clearing jams (standard printer)</li> <li>• Disposal as per manufacturer's directions</li> <li>• Correct disposal of waste cartridges</li> <li>• Equipment - manufacturer's instructions followed</li> <li>• PCs supported and maintained by DIT Information Services</li> <li>• Ensure no loose or dangling clothing/personal effects when operating equipment with moving/rotating parts</li> <li>• Do not overload electrical sockets</li> <li>• Label defective equipment and report to Line Manager</li> <li>• The maintenance of all photocopiers is outsourced to the company 'datapac'</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Contact datapac if issues arise, place signage on equipment to ensure no one interferes with it</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<b>All staff and students</b>  <b>All staff</b>	<b>Ongoing</b>  <b>As necessary</b>

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
010	<b>Ergonomics/ Workstations</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• MSD's</li> <li>• Upper limb disorders</li> <li>• Poor posture</li> <li>• Back problems</li> <li>• Fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• Online eLearning programme available</li> <li>• Workstation risk assessments and information and training available from the Health &amp; Safety Office on request</li> <li>• Contact DIT Health and Safety Office if risk assessments are required</li> <li>• Eye tests available for staff at the DIT National Optometry Centre (NOC)</li> <li>• Adjustable chairs available</li> <li>• Window blinds in place</li> <li>• Adequate space</li> <li>• Adequate storage</li> <li>• Good housekeeping maintained</li> <li>• Good cable management</li> <li>• Adequate building services (heating, lighting ventilation)</li> <li>• Follow manufacturer's instructions for use of equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Contact DIT Health and Safety Office for assessment of individual workstations</li> <li>• Contact NOC for eye test</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>All staff</b>	<b>Ongoing</b>  <b>As necessary</b>

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
011	Mechanical Lifting Systems	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
012	Vehicles/ Deliveries on Site	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
013	<b>Hot Surfaces / Liquids / Solids</b> <ul style="list-style-type: none"> <li>Catering appliances in staff room (room 15) and canteen</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Contact burns</li> <li>Scalds</li> <li>Spillage</li> </ul>	<ul style="list-style-type: none"> <li>Heat shielding of hot surfaces</li> <li>Equipment well maintained</li> <li>Use of lids/covers to prevent spillages</li> <li>Procedure for dealing with spillages – clean spill immediately. Contact Noonan staff or General Operative if assistance is required</li> <li>Good housekeeping maintained</li> <li>It is DIT Policy that use of domestic appliances by students or staff in classrooms and offices is prohibited</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>All staff</b>	<b>Ongoing</b>

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
014	Pressure Systems Examples	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
015	Radiation	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
016	Vibration	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
017	<b>Services: Heating</b> <ul style="list-style-type: none"> <li>Radiators on walls (oil/gas)</li> <li>Portable heaters in staff area</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Environment too hot or cold</li> <li>Electrical hazards</li> <li>Misuse of portable heaters</li> <li>Leaks</li> <li>Fire</li> <li>Burns</li> <li>Carbon monoxide poisoning</li> </ul>	<ul style="list-style-type: none"> <li>Heating in working order</li> <li>Staff can adjust heating levels</li> <li>Electrics appear to be up to standard</li> <li>Cables neatly positioned</li> <li>Contact <b>Estates Office</b> if problems or defects arise</li> <li>Service and maintenance by competent person</li> <li>Combustible material kept away from heat source</li> <li>Heat source kept clear and free from obstruction</li> <li>Environmental monitoring from the Health &amp; Safety Office on request</li> <li>Adequate ventilation</li> <li>Fire detection systems in place</li> </ul>	<ul style="list-style-type: none"> <li>Maintain controls</li> <li>Contact DIT Estates Office if problems or defects arise</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>College Librarian / Assistant Librarian and all staff</b>  <b>College Librarian/ Assistant Librarian and all staff</b>	<b>Ongoing</b>  <b>As necessary</b>



PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
018	<b>Lighting</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Inadequate lighting</li> <li>• Glare</li> <li>• Slips, trips , falls</li> <li>• Light cover falling down/ hanging off</li> </ul>	<ul style="list-style-type: none"> <li>• Light switches easily accessible (height)</li> <li>• Adequate lighting level for nature of work</li> <li>• Report defects</li> <li>• Protective coverings</li> <li>• Environmental monitoring from the Health &amp; Safety Office on request</li> <li>• Service and maintenance by competent person</li> </ul>	<ul style="list-style-type: none"> <li>• Contact <b>DIT Estates Office</b> if problems or defects arise</li> <li>• Repair light cover falling down</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<b>All staff and students</b>  <b>College Librarian/ Assistant Librarian and Estates Office</b>	<b>Ongoing</b>  <b>Immediate</b>

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
019	<b>Ventilation and temperature</b> <ul style="list-style-type: none"> <li>Sash windows and open-in windows</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Environment too hot or cold</li> <li>Inadequate ventilation</li> <li>Falls from heights from windows</li> </ul>	<ul style="list-style-type: none"> <li>Openable windows available for intake of fresh air</li> <li>Blinds in place and in working order</li> <li>Report defects to Line Manager</li> <li>Service and maintenance of ventilation system by competent person</li> <li>Office temperature of at least 17.5 degrees (after one hour of work)</li> <li>Environmental monitoring from the Health &amp; Safety Office on request</li> <li>Ventilation filter units are cleaned as part of general maintenance in accordance with the manufacturer's instructions</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Contact <b>Estates Office</b> if problems or defects arise</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>All staff</b>	<b>Ongoing</b>  <b>As necessary</b>

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
020	<b>Electricity</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Electric shock</li> <li>• Electrocution</li> <li>• Ignition source</li> <li>• Fire</li> <li>• Explosion</li> <li>• Death</li> <li>• Electrical arcing</li> <li>• Damaged electrical equipment</li> <li>• Use of faulty equipment</li> <li>• Contact with live parts</li> <li>• Unmarked distribution boards</li> <li>• Inadequate electrical installations</li> <li>• Trip/ fall - trailing cables of laptops/ phones being used or charged by students</li> </ul>	<ul style="list-style-type: none"> <li>• Sufficient numbers of electrical sockets</li> <li>• Electric leads not trailing or worn</li> <li>• Competent person to carry out repairs / works</li> <li>• All works servicing and testing is carried out as per regulations by a competent qualified electrician</li> <li>• Shut down when not in use and at the end of day</li> <li>• Contact <b>Estates Office</b> if problems arise</li> <li>• Adequate protection for circuit boards, distribution boards etc.</li> <li>• Report defects to Line Manager</li> <li>• Good housekeeping maintained</li> <li>• Suitable fire extinguishers provided</li> <li>• Switch off equipment before cleaning or</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Contact <b>Estates Office</b> if problems arise</li> <li>• Do not overload sockets</li> <li>• Keep use of adaptors and extension leads to a minimum</li> <li>• PAT testing of portable electrical appliances subject to wear and tear</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>Estates Office, all staff and students</b>  <b>College Librarian / Assistant Librarian and all staff</b>  <b>All staff and students</b>  <b>College Librarian</b>	<b>Ongoing</b>  <b>As necessary</b>  <b>Ongoing</b>  <b>As necessary</b>

			making adjustments <ul style="list-style-type: none"> <li>• Laptop and phone cables located under tables to avoid trailing cables/ trip hazards</li> <li>• Sockets located on desks and side walls</li> <li>• Enclosures/covers are in place to prevent contact with live electrical equipment/parts</li> </ul>				
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PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
021	Asbestos	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
022	Confined Spaces	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
023	Lasers	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
024	<b>Construction / Maintenance Work</b>  <b>Example:</b> <ul style="list-style-type: none"> <li>Building contractors</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Unfamiliar with DIT buildings and safety procedures</li> <li>Injury to contractors, staff, students, members of the public</li> </ul>	<ul style="list-style-type: none"> <li>Estates Office control all contractors</li> <li>Front desk/reception is manned at all times by a Porter</li> <li>Library reception is manned at all times by Library Staff</li> <li>eLearning programme available to contractors</li> <li>DIT Contractor safety badge worn</li> <li>Contractors - Risk assessment and method statements completed and submitted to the Estates Office</li> <li>Good housekeeping maintained</li> <li>Areas of works cordoned off</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<b>College Librarian/ Assistant Librarian in conjunction with DIT Estates Office</b>	<b>Ongoing</b>

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
025	<b>Work Activities / Processes</b>  Library staff provide assistance to students & staff, maintain library contents/ material/ books  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of information and training</li> <li>• Injury</li> <li>• See manual handling and work equipment risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Information, training and supervision of library staff</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<b>College Librarian/ Assistant Librarian and all staff</b>	<b>Ongoing</b>

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
026	<b>Housekeeping</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Slips, trips and falls</li> <li>• Increased fire load</li> <li>• Falling objects</li> <li>• Collisions</li> </ul>	<ul style="list-style-type: none"> <li>• Fire load kept to a minimum</li> <li>• All escape routes and emergency exits kept clear and unobstructed</li> <li>• Wet floor signs where required</li> <li>• Spillages cleaned immediately – contact Noonan staff if required</li> <li>• Adequate lighting</li> <li>• Adequate waste disposal</li> <li>• Waste bins removed daily</li> <li>• Designated storage/ lockers available for storage of personal belongings</li> <li>• Refuse and recycling bins are provided in offices and library</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>College Librarian/ Assistant Librarian, all staff and students</b>	<b>Ongoing</b>



OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
027	<b>Cleaning</b> <ul style="list-style-type: none"> <li>Housekeeping staff clean the library on a daily/ weekly bases</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Lack of cleanliness or hygiene</li> <li>Manual handling injury</li> <li>Exposure to hazardous substances</li> <li>Spillages: slips, trips and falls</li> <li>Lack of/inappropriate PPE</li> </ul>	<ul style="list-style-type: none"> <li>Daily cleaning schedule</li> <li>SOPs in place for cleaning (under the remit of housekeeper in CBS)</li> <li>PPE for cleaning staff</li> <li>Proper labeling of cleaning agents</li> <li>Information and training for cleaning staff (chemicals)</li> <li>Signage (e.g. wet floor signs) available and used</li> <li>Proper storage of cleaning equipment and cleaning substances</li> <li>Use of appropriate cleaning equipment</li> <li>Report defects and hazards</li> <li>Manual handling training</li> <li>DIT Estates Officer remove bins and waste as required</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	Housekeeping Staff/ General Operatives	Ongoing

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
028	<b>Waste Disposal and Removal</b> <ul style="list-style-type: none"> <li>No specialist or hazardous waste</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Waste accumulation</li> <li>Fire</li> <li>Sharps injuries</li> <li>Exposure to bodily fluids</li> <li>Manual handling injury</li> <li>Exposure to hazardous substances</li> <li>Spillages: slips, trips and falls</li> <li>Lack of/inappropriate PPE</li> </ul>	<ul style="list-style-type: none"> <li>Paper recycling bins present</li> <li>Shredding facility present</li> <li>General waste bins present</li> <li>Dispose of waste appropriately in bins provided</li> <li>Segregate waste as appropriate</li> <li>Waste removed on a regular bases by Building Office staff</li> <li>PPE available for staff removing waste</li> <li>Instruction and training for Estates Office staff</li> <li>SOP see Estates Office safety statement</li> <li>Manual handling training provided to staff</li> <li>Keep waste away from sources of ignition e.g. heaters, electrical appliances</li> <li>DIT Estates Office remove bins and waste as required</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<b>College Librarian/ Assistant Librarian, all staff and Estates Office</b>	<b>Ongoing</b>

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
029	<b>Signage and Documentation</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of knowledge regarding safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Exit signage in place</li> <li>• Emergency First-aid Procedures in place</li> <li>• Evacuation plan posted throughout</li> <li>• List of trained first-aiders posted</li> <li>• Safety Notice points posted throughout</li> <li>• Fire Action Notice Point posted throughout</li> <li>• No Smoking signage in place</li> <li>• Emergency contact numbers</li> <li>• Refuge point signage</li> <li>• Access to the mezzanine warning signage – mind your head</li> </ul>	<ul style="list-style-type: none"> <li>• Observe signage</li> <li>• Maintain current controls</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>All staff and students</b>  <b>College Librarian/ Assistant Librarian and Estates Office</b>	<b>Ongoing</b>  <b>Ongoing</b>

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
030	<b>Incidents</b>  <b>Hazard Reporting</b>  <b>First-aid</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of first-aid supplies</li> <li>• Lack of trained first-aiders</li> <li>• Lack of knowledge of procedure in the event of an incident</li> <li>• No reporting of incident(s)</li> <li>• No reporting of hazards</li> </ul>	<ul style="list-style-type: none"> <li>• First-aid kit available at the Front desk and library desk</li> <li>• Incident report book available</li> <li>• All incidents to be reported immediately and an incident report form completed</li> <li>• Additional supplies available from Health &amp; Safety Office on request</li> <li>• List of trained first-aiders posted <a href="http://www.dit.ie/safework">www.dit.ie/safework</a></li> <li>• Emergency first-aid procedure posted</li> <li>• AED available</li> <li>• Individuals trained in first-aid and the use of the AED</li> <li>• Online hazard reporting facility available</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Ensure adequate number of staff trained in first-aid</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>College Librarian/ Assistant Librarian and all staff</b>  <b>College Librarian and Assistant Librarian</b>	<b>Ongoing</b>  <b>As necessary</b>

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
031	<b>Use of Ladders / Working at Height</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Falls from height</li> <li>• Falling objects</li> <li>• Falls through fragile roofs</li> <li>• Slips, trips and falls</li> <li>• Manual handling injuries</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid working at height if possible</li> <li>• Staff are not permitted to use ladders</li> <li>• Kick stools available for staff – stools in good condition and suitable for use</li> <li>• Visual checks carried out on kick stool before use</li> <li>• Kick stools used for short periods to access books at a height</li> <li>• Use of chairs /tables for access to height is prohibited</li> <li>• Report defects and hazards to Line Manager</li> <li>• Shelving maintained</li> <li>• Storage arrangements for books and material in place</li> <li>• Manual handling training completed by staff</li> <li>• Follow manufacturer’s instructions when using kick stools</li> <li>• Supervision of students by staff</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• All staff monitor condition of shelving, trolleys and kick stools</li> <li>• Report to College Librarian if maintenance is required</li> <li>• Maintain records of maintenance for shelves, kick stools and trolleys</li> <li>• Warning signage required for students using kick stool – be careful etc.</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>All staff</b>          <b>College Librarian</b>	<b>Ongoing</b>   <b>As necessary</b>   <b>Ongoing</b>

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
032	<b>Lone/ Out of Hours Access</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Violence</li> <li>• Inability to make contact in the event of an emergency etc.</li> <li>• Unauthorised access</li> <li>• Lone working while working late/Saturdays</li> </ul>	<ul style="list-style-type: none"> <li>• No lone/ out of hours access occurs - DIT Policy in place</li> <li>• Two people at a minimum on duty in the library</li> <li>• Lunch and breaks are taken in the staff room (room 15)</li> <li>• Staff close the library in pairs</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>College Librarian/ Assistant Librarian and all staff</b>	<b>Ongoing</b>

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
033	Trips/ Travel	N/A	N/A	N/A	N/A	N/A	N/A

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
034	Work Placement	N/A	N/A	N/A	N/A	N/A	N/A

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
035	Events Hosting	N/A	N/A	N/A	N/A	N/A	N/A

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
036	Conferences / Seminars	N/A	N/A	N/A	N/A	N/A	N/A



OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
037	<b>Storage</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Inadequate storage</li> <li>• Improper storage</li> <li>• Inadequate space for safe manual handling</li> <li>• Poor housekeeping</li> <li>• Slips, trips and falls</li> <li>• Unsafe access and egress</li> <li>• Inadequate lighting and/or ventilation</li> </ul>	<ul style="list-style-type: none"> <li>• Safe access and egress</li> <li>• Storage of large books avoided above shoulder height where possible</li> <li>• Items stored appropriately</li> <li>• Storage units/ shelves secure and fit for purpose</li> <li>• Kick stools available for accessing higher shelving units</li> <li>• Staff trained in manual handling</li> <li>• Items not stored in walkways</li> <li>• Defects reported to Line Manager</li> <li>• Adequate lighting and ventilation</li> <li>• Good housekeeping maintained</li> <li>• All staff monitor condition of shelving and storage areas</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Survey of all library shelving completed in 2015/'16. Recommendations to be implemented where necessary to secure all shelving</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<b>College Librarian/ Assistant Librarian, all staff and students</b>          <b>College Librarian</b>	<b>Ongoing</b>          <b>2016</b>

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
038	<b>Sensitive Work Groups:</b>  <b>Pregnant Employees /Students &amp; Nursing Mothers</b>	<ul style="list-style-type: none"> <li>• Harm to Mother, unborn child or breastfeeding baby</li> <li>• Physical risks</li> <li>• Chemical risks</li> <li>• Biological risks</li> </ul>	<ul style="list-style-type: none"> <li>• Specific risk assessment carried out for individual pregnant employees/students and control measures implemented as identified and necessary by Health &amp; Safety Office</li> <li>• Sanitary facilities available In DIT Cathal Brugha Street</li> <li>• Room available for expressing milk</li> <li>• Follow medical advice</li> </ul>	<ul style="list-style-type: none"> <li>• Pregnant employees/students and nursing mothers to contact Occupational Health Officer to ensure a risk assessment is carried out</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>All staff and students</b>	<b>Ongoing</b>

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
039	<b>Sensitive Work Groups:</b>  <b>Young Persons</b> <ul style="list-style-type: none"> <li>Library staff assist undergraduates with information literacy</li> </ul>	<ul style="list-style-type: none"> <li>Injuries</li> <li>Accidents and incidents</li> <li>Lack of training and experience</li> <li>Lack of familiarity with DIT work environment, work practices and emergency plans</li> <li>Physical risks</li> <li>Chemical risks</li> <li>Biological risks</li> <li>Hours of work</li> </ul>	<ul style="list-style-type: none"> <li>Induction programme for new students</li> <li>Students receive an induction to the library when commencing studies in DIT</li> <li>Supervision of library user by staff</li> <li>Staff available at library desk to assist students</li> <li>DIT emergency procedures in place</li> <li>Library staff act as evacuation marshals</li> <li>DIT Child Protection Policy in place</li> <li>Report all incidents and accidents to DIT</li> <li>Student support services available</li> <li>First-aid facilities available</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>College Librarian/ Assistant Librarian, all staff and students</b>	<b>Ongoing</b>

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
040	<b>Sensitive Work Groups:</b>  <b>People with Disabilities</b>	<ul style="list-style-type: none"> <li>• Lack of access/egress</li> <li>• Difficulty with evacuation</li> <li>• No risk assessment (RA) completed</li> </ul>	<ul style="list-style-type: none"> <li>• Specific Risk Assessment carried out by Health &amp; Safety Office</li> <li>• Personal Emergency Egress Plan (PEEP) completed where necessary</li> <li>• Reasonable accommodation identified in risk assessment</li> <li>• Lift present and in working order</li> <li>• Disability Support Service available</li> <li>• Disabled toilet available in DIT Cathal Brugha Street</li> <li>• Health &amp; Safety Induction available to staff and students</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Staff/students with disabilities to contact Occupational Health Officer to ensure a risk assessment is carried out</li> <li>• Advise visitors to the library to notify DIT host in advance of any special needs</li> </ul>	<p><b>With current controls:</b> <b>L</b></p> <p><b>With Actions applied:</b> <b>L</b></p>	<p><b>College Librarian/ Assistant Librarian, all staff and students</b></p> <p><b>All staff and students</b></p> <p><b>College Librarian/ Assistant Librarian</b></p>	<p><b>Ongoing</b></p> <p><b>As necessary</b></p> <p><b>As necessary</b></p>

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
041	<b>Sensitive Work Groups:</b>  <b>New Recruits</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Sensitive risk groups</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of experience</li> <li>• Lack of training</li> <li>• Injuries</li> <li>• Accidents and incidents</li> <li>• Lack of training and experience</li> <li>• Lack of familiarity with DIT work environment, work practices and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>• Induction available (in person or online)</li> <li>• Line Manager gives induction for Library staff</li> <li>• Mandatory training to be completed as soon as possible after recruitment</li> <li>• Supervision of new staff</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>College Librarian/ Assistant Librarian</b>	<b>Ongoing</b>

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
042	<b>Sensitive Work Groups:</b>  <b>Undergraduates</b> <ul style="list-style-type: none"> <li>Library staff assist undergraduates with information literacy</li> </ul>	<ul style="list-style-type: none"> <li>Lack of experience</li> <li>Lack of training</li> <li>Injuries</li> <li>Accidents and incidents</li> <li>Lack of familiarity with DIT work environment, work practices and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>Induction programme for new students</li> <li>Supervision of library user by staff</li> <li>Emergency procedures in place</li> <li>First-aid facilities available</li> <li>Library Staff act as evacuation marshals</li> <li>Students receive an induction to the library when commencing studies in DIT</li> <li>Student support services available</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>College Librarian and all staff</b>	<b>Ongoing</b>

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
043	<b>Sensitive Work Groups:</b>  <b>Postgraduates</b> <ul style="list-style-type: none"> <li>Library staff assist undergraduates with information literacy</li> </ul>	<ul style="list-style-type: none"> <li>Lack of experience</li> <li>Lack of training</li> <li>Injuries</li> <li>Accidents and incidents</li> <li>Lack of familiarity with DIT work environment, work practices and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>Induction programme for new students</li> <li>Supervision of library user by staff</li> <li>Emergency procedures in place</li> <li>First-aid facilities available</li> <li>Library Staff act as evacuation marshals</li> <li>Students receive an induction to the library when commencing studies in DIT</li> <li>Student support services available</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>College Librarian and all staff</b>	<b>Ongoing</b>

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
044	<b>Stress</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Physical health effects</li> <li>• Mental health effects</li> <li>• Behavioural effects</li> <li>• Cognitive effects</li> <li>• Workload</li> </ul>	<ul style="list-style-type: none"> <li>• Communication between staff, students and management</li> <li>• Employee Assistance Programme (EAP) in place</li> <li>• Occupational Stress Management Policy &amp; Procedures in place</li> <li>• Risk Assessment carried out by management</li> <li>• Training courses available on Stress Management, Time Management personal skills etc.</li> <li>• Student health centre and counselling service available</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>College Librarian and all staff</b>	<b>Ongoing</b>



HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
045	<b>Violence</b> <ul style="list-style-type: none"> <li>Dealing with difficult students/ staff</li> <li>Cash handling</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Theft</li> <li>Attacks/assault</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Response Training (ERT) mandatory for staff</li> <li>Cash is stored in a locked safe</li> <li>Porter on duty at front desks</li> <li>Library front desk manned at all times</li> <li>DIT staff and students report suspect individuals to Estates Office</li> <li>Adequate lighting</li> <li>Physical barriers – counter at the library front desk</li> <li>Office locked when not in use</li> <li>CCTV in common areas</li> <li>Vision panels fitted on doors</li> <li>Datapac collect money from printing machines as required</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Standard Operating Procedure required for the handling, storage and transport of cash</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>All Staff, College Librarian/ Assistant Librarian, Estates Office</b>  <b>College Librarian and Assistant Librarian</b>	<b>Ongoing</b>

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
046	<b>Bullying and Harassment</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Effects on physical and mental well-being</li> </ul>	<ul style="list-style-type: none"> <li>• DIT Dignity at Work: Anti Bullying &amp; Harassment Policy in place</li> <li>• Dignity at Work training programme for staff</li> <li>• Dignity at Work contact persons available</li> <li>• Employee Assistance Programme (EAP) in place</li> <li>• DIT Procedure for complaints and investigations</li> <li>• Student support services available</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>All staff and students</b>	<b>Ongoing</b>

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
047	<p><b><u>Welfare Facilities:</u></b> <b>Sanitary Facilities;</b> <b>Staffroom / Canteen</b></p> <p>Canteen and staff room located in DIT Cathal Brugha Street</p> <p><b>Who is harmed:</b></p> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Inadequate facilities</li> <li>• No potable water</li> <li>• No means for boiling water / heating food</li> <li>• No seating / resting area</li> <li>• No hand-washing facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Staffroom/canteen present with seating facilities</li> <li>• Drinking water available</li> <li>• Hot and cold water available in sanitary facilities</li> <li>• Disabled toilet available In DIT Cathal Brugha Street</li> <li>• Adequate sanitary facilities available</li> <li>• Hand washing facilities adequate.</li> </ul>	<ul style="list-style-type: none"> <li>• Care to be taken with hot surfaces, hot drinks and boiling water</li> </ul>	<p><b>With current controls:</b> <b>L</b></p> <p><b>With Actions applied:</b> <b>L</b></p>	<b>All staff and students</b>	<b>Ongoing</b>

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
048	<b>Visitors</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of experience</li> <li>• Lack of training</li> <li>• Injuries</li> <li>• Accidents and incidents</li> <li>• Lack of familiarity with DIT work environment, work practices and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>• Front desk manned at all times by a Porters on duty</li> <li>• Library front desk manned at all times</li> <li>• Visitors report to Front desk/Reception</li> <li>• Safety booklets and safety wallet cards available</li> <li>• Signage (evacuations and first-aid)</li> <li>• Risk assessments completed for specific events where groups of visitors are expected</li> <li>• CCTV in building</li> <li>• Deliveries handled by Goods Inwards/ Building Office staff</li> <li>• Visitors briefed on emergency procedures by the person they are visiting</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>All staff and students</b>	<b>Ongoing</b>

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
049	<b>Contractors / Service Providers</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Unfamiliar with DIT buildings and safety procedures</li> <li>• Injury to contractors, staff, students, members of the public</li> </ul>	<ul style="list-style-type: none"> <li>• Estates Office control all contractors</li> <li>• Reception is manned at all times by a porter</li> <li>• Sign in required</li> <li>• Compliance with DIT Code of Practice for Contractors</li> <li>• Signage in place</li> <li>• elearning programme completed by contractors/ service providers</li> <li>• DIT Contractor safety badge worn</li> <li>• Risk assessment and method statements completed and submitted to the Estates Office</li> <li>• Good housekeeping maintained</li> <li>• Areas of works cordoned off</li> <li>• Datapac – maintain photocopying and printing equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Datapac to ensure risk assessment and procedures are completed for all activities on DIT sites - submitted to the Head of Library Services/ IS</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>Estates Office, College Librarian/ Assistant Librarian, Contractors/ Service Providers (datapac)</b>  <b>Datapac and Chief Information Officer</b>	<b>Ongoing</b>  <b>Ongoing</b>

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
050	<b>Behaviour</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Aggression</li> <li>• Violence</li> <li>• Stress</li> <li>• Bullying</li> <li>• Harassment</li> <li>• Student behavior and how it is handled</li> <li>• Wearing earphones affecting audibility of evacuation alarm</li> </ul>	<ul style="list-style-type: none"> <li>• DIT Dignity at Work: Anti Bullying &amp; Harassment Policy in place</li> <li>• Employee Assistance Programme (EAP) in place</li> <li>• Occupational Stress Management Policy &amp; Procedures in place</li> <li>• Training courses available on Stress Management, personal skills etc. to staff</li> <li>• All incidents are reported immediately</li> <li>• DIT Disciplinary procedures in place</li> <li>• DIT Procedure for the Resolution of Disputes/Grievances in place</li> <li>• Two staff members present at all times</li> <li>• Students advised to be more alert if wearing earphones when the evacuation alarm sounds (keep sound levels low)</li> <li>• Call porter at the front desk if assistance is required</li> </ul>	<ul style="list-style-type: none"> <li>• Follow procedures in DIT's Dignity at Work: Anti Bullying &amp; Harassment Policy</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>College Librarian/ Assistant Librarian, all staff and students</b>	<b>Ongoing</b>

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
051	Personal Protective Equipment (PPE)	N/A	N/A	N/A	N/A	N/A	N/A

CHEMICAL							
			Control Measures				
			Current Controls	Further Actions Required			
052	No chemicals in use	N/A	N/A	N/A	N/A	N/A	N/A

CHEMICAL							
			Control Measures				
			Current Controls	Further Actions Required			
053	Gas	N/A	N/A	N/A	N/A	N/A	N/A

BIOLOGICAL							
			Control Measures				
			Current Controls	Further Actions Required			
054	Biological Agents	N/A	N/A	N/A	N/A	N/A	N/A