

Dublin School of Architecture

SAFETY STATEMENT

2015



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SCHOOL OF ARCHITECTURE CONTACT DETAILS

Role	Name	Location	Email	Telephone Number
Head of School	Orna Hanly	Room 116b Linenhall	Orna.hanly@dit.ie	01 402 3689 087 2906796
Asst. Head of School	Cormac Allen	Room 113b Linenhall	Cormac.Allen@dit.ie	01 402 3691
Asst. Head of School	Joseph Little	Room 113c Linenhall	Joseph.little@dit.ie	01 402 3692
Asst. Head of School	Jennifer Boyer	Room 113a Linenhall	Jennifer.Boyer@dit.ie	01 402 4076
School Secretary/Administrator	Aileen Mullane	Room 115 Linenhall	Aileen.mullane@dit.ie	01 402 3690
Nominee to College Health and Safety Team	Joseph Little	Room 113c Linenhall	Joseph.Little@dit.ie	01 402 3692
Local First-Aiders:				
	Jason Kelly	Room 108 Linenhall	Jason.Kelly@dit.ie	01 402 4065
	Andy Farrington	Room 3 (3.1) Linenhall	Andy.farrington@dit.ie	01 402 3947
	Tony Moore	Room 108 Linenhall	Tony.Moore@dit.ie	01 402 2907
	Vincent Brunton	Room 3 (3.1) Linenhall	Vincent.Brunton@dit.ie	01 402 4077

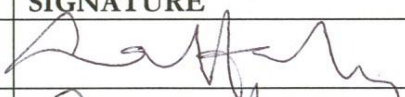
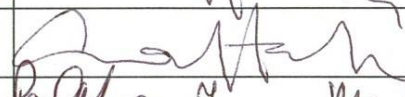
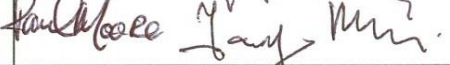
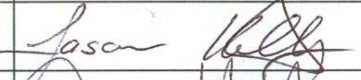

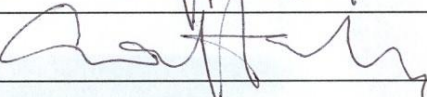
EMERGENCY CONTACT NUMBERS

Emergency Services	112/999 (You may need to dial “0” for an outside line)
Hospital	Mater Hospital (01) 803 2000 Mater Rapid Injury Clinic Smithfield (01) 657 9000
Dublin City Council	(01) 222 22 22
Garda Síochána	Bridewell Station (01) 666 8200
Bord Gais 24 hour emergency line	1850 20 50 50
ESB 24 hour emergency line	1850 372 999
Health and Safety Authority	1890 289 389
Samaritans	1850 60 90 90
Environmental Protection Agency	1890 33 55 99

COLLEGE & CAMPUS CONTACT DETAILS

Front Desk – Linenhall Building	Porter On Duty	01 402 4000
Incident Controller	Porter on Duty	01 402 4000
Building Services Supervisor	Joe O’Brien	01 402 3793
Building Maintenance Manager	Stephen Folan	01 402 3646
Occupational Health Officer	Rosie Cannon	01 402 4148 / 087 9809194
Health and Safety Officer	Edel Niland	01 402 4192/086 3891080
Student Health Centre	Receptionist	01 402 3614
Chaplain	Fr. Alan Hilliard	01 402 3639
Employee Assistance Programme (EAP) Contact	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours/7 days a week/365 days a year)
Student Counsellor	Secretary	01 402 3352 / 086 0850543
Staff Safety Representative	TBC	TBC

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

TASKS	RESPONSIBLE PERSON	SIGNATURE
Coordinating and ensuring records are maintained for training and provision of Personal Protective Equipment	Orna Hanly or Nominee	
Ensuring Safety Statement, risk assessments are carried out, updated and communicated	Orna Hanly or Nominee	
Ensuring the upkeep of first-aid box and ordering first-aid supplies from Occupational Health Officer	Anthony Moore & Paul Moore	 Paul Moore Jay Min.
Co-ordinating contractors activities and dealing with Buildings Office for Work Permits	Jason Kelly	
Updating the statutory registers and Safety Data Sheets	Orna Hanly or Nominee	
Ensuring adequate personnel designated as fire marshals and first-aiders	Orna Hanly or Nominee	

Safety Statement, DIT School of Architecture

INTRODUCTION

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

The fundamental aim of the *Safety, Health and Welfare at Work Act* is the prevention of accidents and illnesses at the place of work. Safety consultation procedures and the preparation of a Safety Statement and written risk assessment are 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 School of Architecture and the controls that have been implemented to adequately safeguard the activities.

This Safety Statement should be read in conjunction with the DIT Framework Safety Statement which is available on the health and safety website.

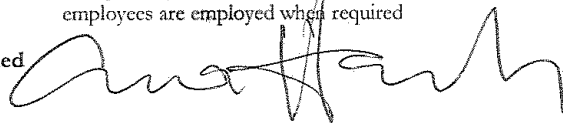
This document applies to all staff, students, visitors, contractors/service providers and campus users. It will be updated as necessary in the light of new legislation, staff feedback, changes and practical experience. In addition it will be reviewed annually.

SAFETY POLICY & OBJECTIVE FOR THE SCHOOL OF ARCHITECTURE

The School of Architecture will ensure that:

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

Signed



Orna Hanly, Head of School, Dublin School of Architecture

Date: 30.09.15

SCOPE OF SAFETY STATEMENT

The scope of our operations includes:

Architecture and Architectural Technology:

Including a number of related CPD and post graduate programmes mainly occupy Studios 1 to 10 and are located throughout all levels of the building. Studios are used for lectures, supervised studio work, peer learning, independent learning, development of project work, ICT and model making. Various lecture rooms in the main Bolton Street building are also used as the need arises.

Wood Trades including Wood-Machining, Joinery and Cabinet-Making:

There are three wood-machining work areas, rooms 1, 2 and 3, located on the ground floor, while room 2.1 is a technicians/class aids staff office. There are two Joinery workshops, rooms 15 (ground floor) and 110 (first floor), and one Cabinet-Making workshop, room 109 (first floor), there is a timber store room, 109.1, off room 109, all located in the Linenhall building of the Bolton St. Campus. These rooms contain a number of dedicated wood working machines, combined with a broad range of woodworking hand-tools and workbenches to fulfil the instruction and preparation of materials function.

Painting and Decorating:

There are two Painting-Decorating workshops, rooms 124 and 126, with a store room 124.1 off room 124. Room 126 incorporates wallpapering cubicles and a spray booth. Rooms 124 and 126 are separated by a linked room 125.1 used for wallpaper storage while the adjacent room 125 is a paint store. Room 28 (ground floor) is a storage room for Painting/Decorating materials.

Bricklaying/Plastering:

Room 19 (ground floor) houses the area for brickwork instruction, while part of this area is dedicated to instruction in plasterwork.

Programmes offered:

Undergraduate and Post Graduate programmes:

- DT101, Architecture, Whole-Time
- DT175 Architectural Technology, Whole-Time
- DT774 Digital Analysis & Energy Retrofit, Part-Time (not running in 2015-16)
- DT774C Energy Analysis, Part-Time (not running in 2015-16)
- DT775E Applied BIM Technologies, Part-Time
- DT775B CPD Thermal Bridge Assessment CPD Cert (SPA), Part-Time (not running in 2015-16)
- DT119 - Professional Diploma in Architectural Practice, Part-Time
- DT774B Master of Science Energy Retrofit Technology, Part-Time
- DT169, Timber Product Technology, Whole -Time.
- DT170, Buildings Management, Maintenance and Conservation. Whole-Time.
- DT149A, Construction Site Management, Part-Time.
- Research students (Full-time)
- Research students (Part-time)

Apprentice Programme:

- Wood Manufacturing and Finishing
- Painting and Decorating
- Brickwork

HISTORY OF LOCATION

The School of Architecture is located in the Linen Hall building. The building is located on the Bolton Street campus on a side-street (Yarnhall Street) opposite the main campus building. Originally the building formed part of the linen and yarn halls established in the 1720's. Like much of the area it was built on lands that were originally part of the parks of St. Marys Abbey which was dissolved at the time of the dissolution of the monasteries(1539) and the lands passed on to the crown.

The original building was commissioned by the Linen Board (Est. 1711) and was designed in 1722 by Thomas Burgh and completed in 1728 just two years before his death. Burgh was responsible for many of the notable buildings in Dublin at the time, including Dr.Steeven's Hospital, the Long Room Library at Trinity College and the earlier south side Custom House at Essex (now Grattan) bridge. His design is said to have influenced by that of Blackwell Hall in London and the Cloth Hall in Hamburg. It occupied a three acre site bounded by Coleraine St. on the West, Lurgan St on the East, Lisburn St on the South and Derry St on the North. Its original footprint is clearly shown on John Rocque's 1756 "Exact Survey of The City and Suburbs of Dublin". The establishment was later enlarged by Thomas Cooley in 1784 (the year of his death) to encompass an adjoining "Flax Manufactory" and a Yarn Hall to the East. This more than doubled its original area, so it stretched from Coleraine St on the West to Yarn Hall St. on the East. Thomas Cooley also designed many iconic buildings of the time including Dublin City Hall. With the decline of the Dublin linen industry in the 1820's the Linen Board was dissolved in 1828 and trade in linen in the building ceased and moved to the Belfast Linen Hall.

The City of Dublin opened the first Technical School in Kevin Street in 1887. The first classes provided in the new school included 'building construction and drawing' and 'building surveying and estimating'.

The Technical School, at the request of the Architectural Association of Ireland, provided classes in building construction specifically for architectural apprentices. Classes moved to the new school in Bolton Street when it opened in 1911. It was natural to expand the range of subjects, to provide tuition at different levels and to develop courses of instruction for the whole building industry. Subjects such as drawing and design, surveying and levelling, drainage and sanitation, mathematics and structural engineering were taught.

The buildings in Linen hall were unoccupied for a time before being taken-in-hand by the Board of Works and were later used by the British army for various purposes such as uniform stores, pay corps office, etc. During the Easter Rising the area around the then barracks became the site of a much forgotten gun battle when the occupants attempted to leave to reinforce Crown forces in the city centre. They were pinned down by rebel forces who later occupied the barracks. On the Wednesday of the rising the barracks was burned on the orders of Commandant Ned Daly to prevent re-occupation. Ned Daly controlled the Four Courts area during the rebellion. Ned, a native of Limerick was executed on the 4th of May 1916 aged 25.

In 1926 the subject 'history of architecture, planning and design' was added to the curriculum and a three year part-time course in architecture was established. Students attending this course were apprentices or assistants in architectural offices. The course provided tuition in relation to the preparation of the testimonies of study as well as a course of lectures, for the examination subjects. The students submitted their drawings to the Royal Institute of the Architects of Ireland for assessment and sat that Institute's examinations.

In 1930 the VEC system was established and in 1940 an architect, Donal O'Dwyer was appointed Head of the Department of Building Trades in Bolton Street and in that year a three year full-time course in architecture commenced, while the part-time course continued in operation. In 1943 a fourth year was provided and a fifth year in the following session. These two years formed a 'sandwich course' - the student spent six months in an architect's office in between fourth and fifth years. Sessional examinations for the three year course were introduced.

With the commencement of the full-time architectural course the college wished to set the standard and exercise control over the programme. This meant getting the agreement of the Royal Institute of the Architects of Ireland to accept the drawings prescribed by the college, and executed by the students in the college studios, in lieu of the testimonies of study, and the examinations set by the college in lieu of the Royal Institute of the Architects of Ireland (RIAI) examinations. Despite opposition, recognition for the course was achieved in stages and the five year full-time course was eventually accorded full recognition in 1967.

The Linen Hall / Yarn Hall property later came into the ownership of Dublin Corporation. The Corporation cleared the western part of the site for social housing. The eastern part was eventually passed on to The City of Dublin VEC under whose auspices Linen Hall as we now know it was developed as an apprentice school in the 1960's.

The skills activities listed earlier have been provided in the Linen Hall building of the Bolton St. campus since the 1960's, (having been previously housed in the main Bolton Street college building) providing instruction/tuition to building and engineering trades apprentices and to students in other programmes including Architecture, Construction Technology and Engineering. Some building and engineering trades continue to be based in the building.

In recent years, much of the apprentice programme provision has been replaced by programmes in the areas of Architecture, Architectural Technology and wholetime skills programmes. The Architectural based programmes had previously been delivered from the campus main building and from leased accommodation in near-by Green Street. The move to Linen Hall aided consolidation of delivery of the full suite of architectural based programmes while also facilitating the incorporation of the related construction skills into the reconfigured school structure as part of the College restructuring plan. Much of the building has been remodelled over recent years and a new multi-function gallery space has been added to the front of the building.

The hallmark archway, at the entrance to the front yard, designed by Thomas Cooley as part of the 1784 works remains and still incorporates the face of Anna Livia as does Gandon's Custom House, the foundation stone for which was laid just three years earlier on the 8th of August 1781.

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

Staff offices are located diffusely on all floors except at basement level. Some are intended for single person occupancy while others accommodate multiple numbers of staff up to 25. The largest of these being occupied by staff from a number of schools. The school administrator's office is located on the first floor, as is the staff canteen and management staff offices.

Staff Numbers: 83 (4 management, 48 academic, 7 technical, 30 part time academic)

Student activities are located in the areas outlined earlier.

Student Numbers: approx. 700

SAFETY RESPONSIBILITIES

In accordance with the DIT Framework Safety Statement, the Head of School of the Dublin School of Architecture Orna Hanly, as part of her management function, is responsible for ensuring, so far as is reasonably practicable, the health and safety of persons working, studying or visiting 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 Safety, Health and Welfare at Work Act.

2. To ensure that the Safety Statement is reviewed at least annually and that the DIT Senior Leadership Team (SLT) Health and Safety Sub-committee is notified that the review has been completed and is provided with any updated document which may result from such a review.
3. To ensure that all hazards are identified and risks controlled.
4. To ensure that regular safety inspections/audits are carried out to monitor compliance with the Safety Statement and legal requirements and to ensure appropriate follow-up action is taken.
5. To investigate all accidents to staff/students/visitors in their area of responsibility and to complete the Incident Report Form as appropriate.
6. To ensure that local emergency plans and first-aid procedures are implemented and that sufficient evacuation marshals and first-aid personnel are available.
7. To ensure that staff are appropriately trained to carry out their duties safely and to ensure the attendance of staff at designated training courses as appropriate.
8. To ensure that all contractors/service providers carrying out work in their area operate under the Buildings Office Permit to Work system.
9. Based on risk assessment, to arrange for the provision of adequate and appropriate personal protective equipment for employees.

All Institute Staff

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

Statutory Requirement

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

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

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

- (ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
- (iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.

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

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

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

In addition, staff have the following responsibilities:

- To participate in and put into practice all training provided by DIT, to ensure compliance with safety, health & welfare legislation
- To co-operate with those responsible for health and safety
- To familiarise themselves with the contents of the Safety Statement, safety policies and procedures and Codes of Practice
- To assist in the preparation and updating of the School of Architecture Safety Statement
- To assist and co-operate with periodic safety inspections/audits
- To assist in the completion of standard hazard identification control sheets and co-operate with the reporting and investigation of incidents
- To ensure that equipment is operated in a safe manner and good housekeeping standards are maintained at all times
- To promote safe work practices
- To ensure that all safety rules are communicated to students, contractors and visitors, other campus users
- To use equipment only if authorised and trained
- To ensure that any safety measures associated with new equipment/machinery is brought to the attention of Orna Hanly, the Head of School of the Dublin School of Architecture, implemented, documented in the Safety Statement and communicated effectively
- To ensure that they do not carry out repairs or servicing on plant/equipment/machinery unless they are trained to do so, it is isolated and they should ensure that any guards removed to carry out repairs are properly replaced
- To wear appropriate personal protective equipment where required
- To adhere to policies, procedures in the case of lone working/out of hours access
- To report to Orna Hanly, Head of School of the Dublin School of Architecture, any person abusing facilities or equipment
- To select and appoint a Safety Representative
- To notify the Health and Safety Officer of any perceived shortcomings in the safety arrangements

Undergraduate/Postgraduate/Apprentice Students

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

- Take reasonable care of their own safety and the safety of others
- Co-operate fully with all safety rules and regulations issued by DIT e.g. smoking etc.

- Co-operate with those with responsibility for health and safety
- Not interfere or misuse any specified items of safety equipment or any safety device
- Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained
- Use personal protective equipment (PPE) as necessary. (Students are required to provide their own PPE – laboratory coat, safety glasses etc.)
- Not access or use laboratory/workshop facilities and equipment without the permission of their academic supervisor and where necessary the staff member in charge of these facilities
- Use equipment only if authorised and properly trained
- Report any incident, dangerous occurrence, defective equipment or potential safety hazard to Orna Hanly, the Head of School of the Dublin School of Architecture
- To participate in any safety training programmes facilitated by the Health and Safety Office
- Adhere to policies and procedures in the case of lone working or out of hours access

Contractors/Service Providers

The following responsibilities are allocated to contractors/service providers:

- All contractors/service providers will be expected to comply with the Institute's Policy for safety health and welfare and must ensure that their own Safety Statement is made available whilst work is being carried out. It is the Institutes policy that all contractor/service providers have a Safety Statement in accordance with the *Safety, Health and Welfare at Work Act 2005*
- All work must be carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site. The contractor/service provider must have adequate insurance cover
- Contractors/service providers must not commence with any work on the premises or project site until the Contractor Safety Guidelines and other relevant safety procedures are read, understood and accepted (available from Buildings Office). They must complete the e-learning programme for contractors/service providers
- Contractors/service providers will take reasonable care of themselves and others who may be affected by their acts or omissions and will co-operate as appropriate with DIT employees as necessary
- Contractors/service providers must supply at tender stage a Safety Statement, relevant method statements, copies of their public and employers liability insurance and complete the Contractors Compliance Form CCF1 before a contract is awarded
- They will liaise with the local Building Maintenance Manager and obtain work permits as required
- Scaffolding and other access equipment used by contractor's/service provider's employees must be erected and maintained in accordance with current legislation and Codes of Practice
- All plant and equipment brought onto the site by contractors/service providers must be safe and in good working order, fitted with any necessary guards and safety devices and have all necessary certificates available for inspection
- All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. No power tools or electrical equipment of greater than 110 volts should be used outdoors. If it is necessary to use equipment operating from a 220-volt supply, a residual current device with a rated tripping current of 30mA and operation of 30m sec must be used
- Any injury sustained by a contractor's/service provider's employee must be reported immediately to the local Building Maintenance Manager
- Contractors/service providers must comply with any safety instructions given by DIT

- DIT may carry out safety inspections. Contractors/service providers informed of any hazards or defects identified during these inspections will be expected to take immediate action
- DIT must be notified of any material or substance brought onto the site which has health, fire or explosive risks. Such materials must be stored and used in accordance with current recommendations
- Contractors/service providers will be accountable for the maintenance of good housekeeping practices at all times within their respective areas of work
- Contractors/service providers are not allowed to use equipment owned by the Institute unless written permission is received from the Head of School and a competent person passes it as being safe

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

- Visitors may not be aware of the potential hazards associated with DIT and also may lack familiarity with the Institute's premises/facilities and are therefore a potential risk to themselves and others. All visitors must identify themselves to the relevant DIT personnel and follow all DIT's safety procedures and policies
- Visitors must not enter any area where they do not have the authority to do so. Hazardous areas will be restricted
- They must not interfere with any of the Institutes property, equipment, materials or substances unless they have permission to do so from the person in charge
- They must not remain on the premises any longer than necessary and should return PPE on leaving
- In the event of an evacuation, they will be led to the Assembly Point by their DIT host
- A safety booklet and wallet card is available at reception areas and on request
- The DIT Framework Safety Statement is available on the safety website www.dit.ie/safework
- DIT has a Child Protection Policy available on the DIT website

DISCIPLINARY ACTION

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

HEALTH AND SAFETY CONSULTATION

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

A nominee from the School of Architecture, Peter Murphy, sits on the Health and Safety Team for the College of Engineering and Built Environment. This team meets periodically throughout the year every two months.

Consultation takes place when there is a change, update or modification to a particular work process, when new machines or processes are introduced or when new substances or materials are introduced.

The College of Engineering and Built Environment Health and Safety Team has selected and appointed Safety Representatives. Details of current Safety Representatives may be found on the health and safety website (www.dit.ie/safework)

PROVISION OF INFORMATION

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

Students are required to attend a health and safety induction programme on commencement of a programme of study/training and an induction document is distributed to all students. Health and safety notices are displayed in appropriate locations within the functional areas. All staff working with machinery and equipment will receive induction for all new machinery/equipment introduced to the respective areas. Staff, students and others are also made aware of health and safety matters by the following means:

- Agenda item at team/school 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 www.dit.ie/safework
- Posters
- Inductions are prepared and delivered by Occupational Health Officers where requested

HEALTH AND SAFETY RESOURCES

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

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

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

SAFE SYSTEMS OF WORK

It is the policy of DIT to ensure that employees are not asked to perform tasks outside their competence and capacity. Safe systems of work have been designed with this objective in mind.

As some work activities give rise to risks which can only be controlled by adherence to proper procedures, employees are issued with written safe working procedures which should be adhered to at all times. Management shall keep a watching brief on safety matters and where necessary adjust or alter systems of work to make them as safe as is reasonably practicable.

PROCUREMENT CONTROL

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

INSPECTION PROCEDURES

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

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

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

Item	Location	Test Frequency	Test Company Details
Lifting Equipment	Room 19/12-brickwork	Every five years	External training provider
Block Cutting Saw	Room 9/12-brickwork	Annual	In-House
Dust extraction system	All wood trade rooms	Annual	Hocker Gmb.
Spray Booth	Room 126-painting	Regular Routine maintenance	In-House

TRAINING

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

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

In addition to our statutory duty to employees, DIT 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 the Dublin School of Architecture includes:

Mandatory Training:

- Emergency Response Training (ERT)
- Manual Handling
- Emergency First-Aid (1 day)
- Legal Update for Managers (for grades V and above)

Specialist Training:

- Chemical Safety
- Evacuation Marshal
- Occupational First-Aid (3 day)
- Forklift Truck

EMERGENCY PLANNING AND RESPONSE
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SERIOUS INCIDENT/EMERGENCY

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

REQUIRES FIRST-AID

- Seek School first-aider – see Contacts page.
- Injured/unwell staff/students:
Occupational Health Officer
Rosie Cannon 087 9809194
- Injured/unwell students:
Student Health Centres
Northside Linenhall 01 4023614
Southside Aungier St. 01 4023051

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

REQUIRES FURTHER ATTENTION

- Staff members should attend their local GP
Students should attend the Student Health Centre
- Structural safety matters - Should be referred to the local Buildings Maintenance Manager
- Operational safety matters – Should be documented on a Hazard Report Form and sent to the Health and Safety Office (www.dit.ie/safework)

FIRE & EVACUATION **SCHOOL OF ARCHITECTURE**

INSTRUCTIONS ON DISCOVERING A FIRE

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

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

INSTRUCTIONS ON HEARING THE EVACUATION ALARM OR OTHER WARNING

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

On hearing an alarm activation or other warning:

- Each class/office/studio/workshop should evacuate the Linenhall building using the nearest available exit
- All students in classrooms/studios/workshops should be led by lecturers/technicians
- 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 and gas/electricity if safe to do so and time permits
- Close windows and doors to confine smoke/fire
- Staff acting as evacuation marshals should “sweep search” their area (offices, classrooms, studios, workshops, cloakrooms, restrooms, storage areas) and then evacuate the building without delay by the nearest available exit.
- 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
- Disperse from the building and report to the designated Assembly Point - **Henrietta Street**

- All evacuation marshals/sweepers, Building Maintenance personnel, Heads of School, first-aiders should assemble at the assembly point to check in, reporting to the Incident Controller details of any casualties or people needing assistance with evacuation. This information is then given by the Incident Controller to the Emergency Services.
- Do not return to the building until instructed to do so by the Incident Controller

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

INSTRUCTIONS FOR EVACUATION MARSHALS

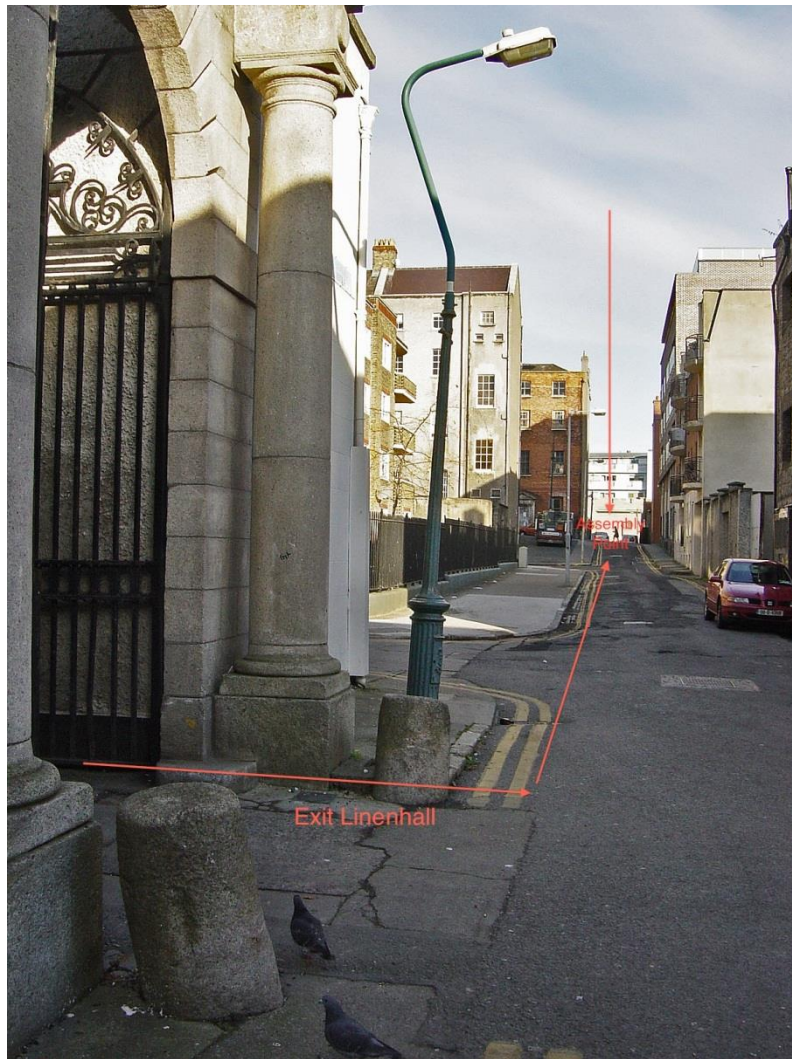
- If possible collect your high visibility jacket from the designated point
- If safe to do so, sweep search rooms in your *designated area** to ensure that everyone is evacuated and directed to the nearest available exit
- Re-route staff, students and visitors to alternative escape routes if necessary
- Do not enter isolated areas alone
- Do not delay your own evacuation
- Do not put yourself in any danger
- Report to the Incident Controller/ deputy incident controller and inform him/ her of the following:
 - Has the area been fully evacuated
 - any casualties in your area
 - people in need of assistance with evacuation
 - persons refusing to evacuate
- On evacuation, assist with directing people to the designated assembly point

** Your normal work location or the area you are located in at the time of an alarm activation*

YOU SHOULD FAMILIARISE YOURSELF WITH THE LOCATIONS OF THE FOLLOWING:

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

Your local Assembly point is: **Henrietta Street**



Henrietta Street

EMERGENCY EVACUATION PLAN

BEALACH ÉALAITHE



The School of Architecture will ensure that sufficient evacuation marshals are appointed on an ongoing basis to provide an effective service. All members of staff are evacuation marshals.

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

General Rule of Thumb – all staff should act as “sweepers” in the event of an emergency, checking classrooms, offices, studios, workshops, and common rooms 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](#)

List of members of staff trained in this area:

Jason Kelly	Room 108 Linenhall	Jason.Kelly@dit.ie	01 402 4065
Andy Farrington	Room 3 (3.1) Linenhall	Andy.farrington@dit.ie	01 402 3947
Tony Moore	Room 108 Linenhall	Tony.Moore@dit.ie	01 402 2907
Vincent Brunton	Room 3 (3.1) Linenhall	Vincent.Brunton@dit.ie	01 402 4077

First-aid kits are located at the front desk and in each studio and workshop throughout the building. Please report any used items to the designated person in charge who is responsible for monitoring the contents and ensuring their replacement.

Location of AEDs in Linenhall:

- Front desk
- Gym
- Student Health Centre

Further Treatment / Incident Report Forms

- Staff may refer students to the Student Health Centre in DIT Linenhall at 01 402 3614 or contact the Emergency Services on 112 / 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 Rosie Cannon is available at 087 9809194 weekdays 9:00am – 5:00 pm to deal with the occupational health, safety and welfare needs of all staff and students and to provide a back-up first-aid service

INCIDENT REPORTING AND INVESTIGATION

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

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

HAZARD REPORTING

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

MANAGEMENT OF CONTRACTORS/SERVICE PROVIDERS

All work undertaken by outside contractors/service providers on behalf of the School of Architecture must be carried out under a Buildings Office Permit to Work.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is the policy of DIT to eliminate all hazards where reasonably practicable. DIT will assess what PPE appropriate to the task/work environment is required only as a last resort when further risk reduction is not feasible.

All PPE and safety equipment purchased by the School of Architecture must be of approved standards and comply with relevant EC Directives regarding design and manufacture. Defects shall be reported to Managers/Supervisors.

The various areas where PPE must be worn are outlined in the departmental risk assessments. This is further complemented with signage. PPE shall be provided and worn in designated areas and whilst carrying out specific tasks, based on the risk assessments.

All PPE must be appropriate for the risks involved without it leading to increased risk. It should be chosen based on assessment and in consultation with staff members. The PPE should be used only for the purpose specified and where it is necessary to wear simultaneously more than one item of PPE, they must be compatible with each other and continue to be effective against the risks involved. Staff should report immediately when the PPE is faulty or defective or if they have any medical condition that may affect the correct use of the PPE.

PPE should be of a type suitable for the conditions in the workplace and take account of the user's state of health. It is in principle intended for one's personal use only, however if it is necessary for an item of PPE to be worn or used by more than one person, measures should be taken to ensure that it does not create any health or hygiene problems for the users. The supply, issue and record of all PPE is the responsibility of Supervisors. Employees and students must be informed of all risks they are being protected from, instructed on the use of the PPE and given adequate information, training and demonstration in the wearing of such equipment and the level of protection afforded by

its use. Every person provided with PPE must take reasonable care of such equipment and must make proper use of it where there is a foreseeable risk of injury and where they have been instructed to do so. They must also ensure that it is returned to storage subsequent to use. Supervision and monitoring are required to ensure PPE is used/worn.

Staff shall inform any person in the area including contractors/service providers, students and visitors of the statutory and local policies in place with regard to PPE.

PPE includes:

- Disposable gloves worn when using craft glues
- Respiratory and eye protection worn when using spray adhesives
- Safety boots, hard-hat and hi-vis vest worn during field trips to construction sites

PPE required for this School.

Staff:

- Footwear: All support and teaching staff working in practical workshops shall wear overalls/shop-coats and safety footwear
- Eye and ear protection: teaching staff and support staff operating machines shall wear hearing protection and eye protection.

Students:

- Footwear: All students working in practical workshops shall provide and wear protective footwear
- Ear protection: All students working in practical machine workshops shall be provided with and wear ear protection
- Eye protection: All students working in practical workshops shall be provided with and wear when appropriate, safety glasses for eye protection

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 and Safety Officer should be informed of the risk assessment process and will advise of competent people to assist with the risk assessment.

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

It is the responsibility of the Head of School of Architecture, Orna Hanly, 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 and Safety Officer.

WELFARE PROVISIONS

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

- ✓ Adequate and suitable sanitary and washing and drying facilities with hot and cold running water maintained in a clean and hygienic condition
 - ✓ Adequate number of lavatories and washbasins with hot and cold running water
 - ✓ Adequate and suitable showers for employees if required by the nature of the work
 - ✓ An adequate supply of potable drinking water at suitable points conveniently accessible to all employees, tested by the Buildings Office
 - ✓ Suitable facilities for sitting/other ergonomic support, in the case where work can be done in a seated position
 - ✓ Suitable and adequate facilities for boiling water and taking meals or reasonable access to other suitable and adequate facilities in the canteen
 - ✓ 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 are available in the designated first-aid room in the health centre Linenhall
- Everyone is obliged to care for these facilities and must not misuse them. All welfare provisions should be maintained in a clean safe condition
 - Arrangements for regular cleaning of premises and removal of waste should be made by the local Building Maintenance Manager. Arrangements for cleaning and waste disposal is outlined in the risk assessments below
 - Drinking water is available to all staff via water dispensers throughout the building

SENSITIVE WORK GROUPS

Protection of Children and Young Persons

In cases where children must be present on Institute premises and therefore affected by our acts/omissions, sufficient notification must be given to the Health and Safety Office by the DIT host representative, of the situation, so that an appropriate risk assessment may be carried out. When on DIT property, the parents/guardians/host representative charged with responsibility for bringing the child onsite, must be responsible for that child and ensure that at all times they are supervised and protected from activities, processes, equipment, machinery, agents etc.

Pregnant Post-Natal and Breastfeeding Employees/Students

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

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

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

LONE AND OUT OF HOURS ACCESS

No lone working/out of hours access takes place in the School of Architecture. From time to time staff members and students may work alone in offices and studios during normal opening hours and the control measures in place for this are outlined in the risk assessment section below.

Woodworking-Machine Workshops and Spray-Booths:

In any workshop in which woodworking machines will be operated or any hand tools will be used, or any spray-booth will be operated, as far as practicable, lone working shall be avoided.

Where such tools and/or equipment is being operated, measures shall be put in place to ensure a second person is available in the immediate vicinity of the work place to provide effective back-up. In certain circumstances where it is impracticable to provide a second person back-up, lone-working may be undertaken provided the following procedures are adopted:

1. The person working alone must notify another person in the building that they will be working alone, stating the expected duration of the operation or task.
2. The person working alone shall notify the porter and take possession of a two-way radio system (walkie-talkie) available from the porter. The person working alone shall keep the radio appliance on their person for the duration of the operation/task whilst working alone.

In addition to the above, notices shall be prominently displayed in such workplaces to the effect that lone-working is prohibited other than in the circumstances described.

WORK PLACEMENT

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

FIELD TRIPS/TRAVEL

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

STAFF/STUDENTS WITH DISABILITIES

Specific risk assessments will be completed to ensure that the health and safety needs of staff and students with permanent/temporary disabilities are taken into account. Preventative and proactive measures will be put in place following the risk assessment if specific hazards are identified. Personal emergency egress plans (PEEPs) will also be prepared if required. The Disability Liaison Officer will provide specialist and competent advice and liaise with the Health and Safety Officer, Occupational Health Officers, College Manager and Building Maintenance Manager. 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 and Safety Office. In certain circumstances, staff and students may be referred to our external Occupational Health Physician for a health assessment in relation to their work/studies to ensure that we can put in place any additional corrective action if required.

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

WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL

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

DIGNITY AT WORK ANTI BULLYING & HARASSMENT POLICY AND PROCEDURES

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

STRESS

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

AUDIT, REVIEW AND COMMUNICATION

The School of Architecture 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 the DIT SLT Health and Safety Sub-Committee. All changes will be communicated to all staff, students, visitors and contractors/service providers. The most recent revision of all Safety Statements will be available on the DIT [health and safety website](#) and from the School Administrator.

DOCUMENT CONTROL

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

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES

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

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

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

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

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

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

- Physical
- Chemical
- Biological
- Operational
- Human Factors

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

Risks may be classified as:

- High
- Medium
- Low

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

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

Risk control measures are a combination of:

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

Note:

The risk assessments below deal with the studios and offices in the School of Architecture. Risk assessments for the trades workshops are held on the SMT database and are accessible via the Health & Safety Office. Hard copies will also be available in the School Administrator's office.

Risk Assessments for the Dublin School of Architecture

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

			<p>to occupants</p> <ul style="list-style-type: none"> • Emergency exits are clearly marked and free from obstructions • Emergency lighting in place • Staff members act as evacuation marshals • No smoking policy in place • Proper storage of flammable liquids and gas cylinders • Scheduled maintenance of buildings services (heating, electricity, ventilation etc.) • Hot work permit system in place • Compliance with building regulations • Site specific Emergency Manual for the Bolton St. campus available on the website www.dit.ie/safework 	<p>marshal</p> <ul style="list-style-type: none"> • Ensure seating and tables in studios are maintained in an accessible layout 		<ul style="list-style-type: none"> • All staff and students 	Ongoing
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
002	Manual Handling <ul style="list-style-type: none"> Bench projectors Materials for project work Office supplies Student Models Display boards for exhibitions Exam scripts Reconfiguration of tables/chairs in studios for project or group work Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with 	<ul style="list-style-type: none"> Manual Handling-related injuries, e.g. back injury Slips, trips, falls 	<ul style="list-style-type: none"> All staff compliant with and adhere to mandatory manual handling training Mechanical aids (bins on wheels) in use for handling of materials and models Safety ladder/step stools available for access to height Manual handling risk assessments available to all staff, contact local Occupational Health Officer Good housekeeping Safe work environment Implement team lifting where required Adequate lighting maintained Assistance from colleagues - team 	<ul style="list-style-type: none"> Maintain current controls Refresher training to be carried out where necessary Establish an inspection and maintenance programme for safety ladders/step stools 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> All staff Head of School 	<ul style="list-style-type: none"> Ongoing 1st September 2014

	disabilities		lifting <ul style="list-style-type: none"> • Report issues and health concerns to Line manager • Heavy items not stored above shoulder height • Passenger lift and goods lift available in the Linenhall building 				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
003	Work Equipment, Machinery & Tools: <ul style="list-style-type: none"> • Use of cutting implements such as craft knives / scalpels in studios for model making 	<ul style="list-style-type: none"> • Accidental contact with sharp blades resulting in cuts 	<ul style="list-style-type: none"> • Students are not permitted to bring work equipment such as power tools or hand tools, other than craft knives, into studios • Appropriate cutting surface used • Cut away from body and keep free hand behind the cutting edge • First-aid kit provided in each 	<ul style="list-style-type: none"> • Monitor compliance with regard to use of equipment in studios • SOP to be developed for craft knife safety • Training and information to be provided to students in safe 	With current controls: M With Actions applied: L	<ul style="list-style-type: none"> • Head of School • Head of School 	<ul style="list-style-type: none"> • Ongoing • 1st October 2014

			studio <ul style="list-style-type: none"> Dull/broken blades replaced as required Blades covered/retracted when not in use 	work practices			
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
004	Portable Appliances & Handheld Equipment	It is School Policy that use of portable appliances/ equipment including domestic appliances is prohibited in architecture studios	<ul style="list-style-type: none"> It is School Policy that use of portable appliances/ equipment including domestic appliances is prohibited in architecture studios 	<ul style="list-style-type: none"> Ensure monitoring of compliance with policy in studios 	N/A	<ul style="list-style-type: none"> Head of School 	<ul style="list-style-type: none"> Ongoing

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	<ul style="list-style-type: none"> • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 		for Studio Use, students are not permitted to affix items to or suspend items from floors, walls, ceilings or light fixtures in studios	<ul style="list-style-type: none"> • Ensure where vision panels on fitted on doors they are not obscured • Maintenance and inspection programme to be implemented with records kept 		<ul style="list-style-type: none"> • All staff and students • Buildings Office 	<p>Ongoing</p> <p>Ongoing</p>
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
007	Slips, Trips & Falls Flooring throughout the building is either: <ul style="list-style-type: none"> • Hardwood wood block • Linoleum • Sealed concrete Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors 	<ul style="list-style-type: none"> • Slips/trips/falls from: <ul style="list-style-type: none"> • wet floor conditions • uneven surfaces • trailing cables • raised obstacles • poor lighting • poor housekeeping • changes in floor levels 	<ul style="list-style-type: none"> • All routes kept clear and unobstructed • SOPs for cleaning and spillages • Floors generally cleaned by contractors at off-peak times when most personnel are off site • Use of warning signage where appropriate • Hazard reporting system in place 	<ul style="list-style-type: none"> • Maintain current controls • Buildings Office to ensure upkeep and maintenance of internal and external access and egress 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • All staff and students • Building Maintenance Manager 	<p>Ongoing</p> <p>Ongoing</p>

	<ul style="list-style-type: none"> Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 		<ul style="list-style-type: none"> Good cable management Changes in floor levels identified and marked Door mats provided at entrance (main entrance) SOP for spillages Hand-rail on steps/stairs Stair nosing fitted with anti-slip finish Adequate lighting Good housekeeping 	<p>routes e.g. walkways, paths, driveways, floors, corridors, steps and stairs.</p>			
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
008	Access and Egress Opening times are on the DIT website – click here Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors 	<ul style="list-style-type: none"> Security threats Threats from public Violence / Assault Unwanted visitors 	<ul style="list-style-type: none"> Front desk is manned at all times by a porter Swipe card access in place at main entrance and for staff offices Security code/card required for access to studios 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> Buildings Office 	Ongoing
				<ul style="list-style-type: none"> Report suspicious activity to porters 		<ul style="list-style-type: none"> All building occupants 	As necessary
				<ul style="list-style-type: none"> Secure personal 		<ul style="list-style-type: none"> All building 	Ongoing

	<ul style="list-style-type: none"> Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 		<ul style="list-style-type: none"> CCTV in common areas Rooms locked when not in use Extended opening hours for specific events e.g. exhibitions to be agreed in advance Adequate lighting Students have DIT I.D. card Vision panels on doors Sweep-search of building conducted by porter as part of closing down procedure 	<p>property</p> <ul style="list-style-type: none"> Carry out spot-checks of student I.D. cards Ensure vision panels on doors are not obscured 		<p>occupants</p> <ul style="list-style-type: none"> Porter on duty All staff and students 	<p>Ongoing</p> <p>Ongoing</p>
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
009	Office Equipment: <ul style="list-style-type: none"> Desktop PCs Laptops Photocopiers Printers Plotters Shredders Guillotines/ paper trimmers Filing Cabinets AV Projectors Who is harmed: <ul style="list-style-type: none"> Staff members Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Personal injury due to: <ul style="list-style-type: none"> chemical contact when changing toner burns from clearing jams electrical shock/contact with live parts entanglement in moving parts Incorrect disposal Lack of information / training 	<ul style="list-style-type: none"> Plotters and printers for shared use by students are located in Studio 2, Studio 4, Studio 6/7, Studio 9 and Room 216 in Linenhall Clear instructions and signage for use of printers and plotters by students is provided in each location Gloves worn when changing cartridges and wash hands after use Power turned off before clearing jams or making adjustments Manufacturer's instructions followed Plotters supervised and maintained by Class Aide Printers supported and maintained by service 	<ul style="list-style-type: none"> Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> All staff and students 	Ongoing

			<p>provider Ricoh</p> <ul style="list-style-type: none"> • PCs supported and maintained by DIT Information Services • Correct disposal of waste cartridges • Ensure no loose or dangling clothing/personal effects when operating equipment with moving/rotating parts • Do not overload electrical sockets • Guard in place on guillotine • Filing cabinets fitted with ant-tilt mechanism • Label defective equipment and report to line manager 				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
010	Office / Workstation Ergonomics Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Musculoskeletal Disorders (MSD's) • Upper limb disorders • Poor posture • Back problems • Fatigue • Eyestrain • Thermal discomfort 	<ul style="list-style-type: none"> • Online eLearning programme available • Workstation risk assessments and information and training available from the Health & Safety Office on request • Eye tests available for staff at the DIT National Optometry Centre (NOC) • Adjustable chairs • Window blinds in place • Adequate space • Adequate storage • Good housekeeping • Good cable management • Adequate building services (heating, lighting ventilation) • Follow manufacturer's instructions for use of equipment 	<ul style="list-style-type: none"> • Maintain current controls • Contact Occupational Health Office for assessment of individual workstations • Contact NOC for eyetest • Ensure laptops are not used in place of desktop PCs for prolonged computer work 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff 	Ongoing As necessary As necessary Ongoing

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
012	Transport: <ul style="list-style-type: none"> Delivery vehicles and forklift truck operations Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Sensitive risk groups: 	<ul style="list-style-type: none"> Injury to person/struck by moving vehicle Collision with building or structure 	<ul style="list-style-type: none"> Parking of vehicles is prohibited in the Linenhall grounds One leaf of the gate is kept open to allow for pedestrian access only Access/egress is permitted for delivery vehicles and forklift truck operations Opening of the full 	<ul style="list-style-type: none"> Deliveries to be coordinated with suppliers for off-peak times Identify a designated area for the loading/unloading of goods Appoint DIT staff member 	With current controls: M With Actions applied: L	<ul style="list-style-type: none"> Head of School and Building Maintenance Manager 	1 st September 2014

	<ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 		<p>gate is required for vehicle access and this is controlled by the porter on duty</p> <ul style="list-style-type: none"> • Forklift truck operator wears hi-vis vest and ensures lights and flashing beacon are in use during forklift operations • Warning signage in place at gate entrance with regard to forklift truck 	<p>to assist with directing vehicle access/egress at the gate and movement around the premises</p> <ul style="list-style-type: none"> • Consider marking out designated walkways for pedestrians 			
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
013	<p>Hot Surfaces / Liquids / Solids</p> <p>Catering appliances in staff common room:</p> <ul style="list-style-type: none"> • Kettle • Microwave <p>Catering appliances in the canteen:</p> <ul style="list-style-type: none"> • Toaster • Burco boiler <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Contact burns • Scalds • Spillage 	<ul style="list-style-type: none"> • Warning Signage • Heat shielding of hot surfaces • Equipment well maintained • Use of lids/covers to prevent spillages • Procedure for dealing with spillages • It is School Policy that use of domestic appliances by students in studios is prohibited 	<ul style="list-style-type: none"> • Maintain current controls • Report defects to Buildings Office • Ensure monitoring of compliance with policy in studios 	<p>With current controls: L</p> <p>With Actions applied L</p>	<ul style="list-style-type: none"> • All staff • Head of School 	<p>Ongoing</p> <p>As necessary</p> <p>Ongoing</p>

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

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

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
017	<p>Services: Heating</p> <ul style="list-style-type: none"> Radiator type central heating system <p>Who is harmed:</p> <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Environment too hot or cold Misuse of portable heaters Fire Burns Carbon monoxide poisoning 	<ul style="list-style-type: none"> Heating in working order Room users can adjust heating levels Service and maintenance by competent person Combustible materials kept away from heat source Heat source kept clear and free from obstructions Environmental monitoring from the Health and Safety Office on request Fire detection systems in place It is School policy that use of portable heaters in studios is prohibited 	<ul style="list-style-type: none"> Maintain current controls Storage or portable heaters are not to be used for drying wet clothes Contact Buildings Office if problems or defects arise Ensure monitoring of compliance with policy in studios 	<p>With current controls: L</p> <p>With Actions applied L</p>	<ul style="list-style-type: none"> All staff and students Head of School 	<p>Ongoing</p> <p>As necessary</p> <p>Ongoing</p>

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
019	Ventilation and temperature <ul style="list-style-type: none"> Natural ventilation from open windows Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Environment too hot or cold Inadequate ventilation Falls from heights from windows 	<ul style="list-style-type: none"> Openable windows available for intake of fresh air Blinds in place and in working order Suitable equipment/devices available for the opening and closing of high level windows Service and maintenance of ventilation system by competent person Office temperature of at least 17.5 degrees Celsius (after one hour of work) Environmental monitoring from the Health and Safety Office on request 	<ul style="list-style-type: none"> Maintain current controls Contact Buildings Office if problems or defects arise 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> All staff 	Ongoing As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
020	Electricity Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Electric shock • Electrocution • Burns • Fire • Explosion • Electrical arcing • Use of faulty equipment • Contact with live parts • Unmarked distribution boards • Inadequate electrical installations 	<ul style="list-style-type: none"> • Sufficient numbers of electrical sockets • Studios are fitted with ceiling mounted retractable electrical points over work desks to minimise trailing cables on floors • Electric leads not worn or trailing • Competent person to carry out repairs / works • All works servicing and testing is carried out as per regulations • Shut down equipment when not in use and end of day • Adequate protection for circuit boards, distribution boards etc. • Report defects and take damaged equipment out of use • Good housekeeping 	<ul style="list-style-type: none"> • Maintain current controls • Contact Buildings Office if problems arise • Do not overload sockets • Keep use of adaptors and extension leads to a minimum • PAT testing of portable electrical appliances subject to wear and tear 	<p>With current controls: M</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • All staff and students • Head of School 	<p>Ongoing</p> <p>Annually/ As required</p>

			<ul style="list-style-type: none"> • Suitable fire extinguishers provided • Switch off equipment before cleaning or making adjustments 				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
021	Asbestos	N/A	N/A	N/A	N/A	N/A	N/A

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

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
024	Construction / Maintenance Work Example: <ul style="list-style-type: none"> Building contractors Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Unfamiliar with DIT buildings and safety procedures Injury to contractors, staff, students, visitors members of the public 	<ul style="list-style-type: none"> Buildings Office control all contractors Permit to work system for hot works, work at height, confined spaces The front desk is manned at all times by a porter Sign-in required on entry to the building Compliance with DIT code of practice for contractors eLearning programme DIT Contractor safety badge to be worn by contractors Risk assessment and method statements completed and submitted to the Buildings Office Good housekeeping Areas of hazardous works cordoned off 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> Head of School in conjunction with Building Maintenance Manager 	Ongoing

			<ul style="list-style-type: none"> Warning signage put in place as necessary 				
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
025	Work Activities & Processes <ul style="list-style-type: none"> Project work in studios and workshops includes cutting and assembly of various materials to make model and artifacts. Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women 	<ul style="list-style-type: none"> Cuts Manual handling injuries Use of tools and machines Injuries to eyes Hearing loss Injury from contact with hazardous substances Airborne wood dust Fumes Poor housekeeping 	<ul style="list-style-type: none"> Lift available for transport of materials and models in/out of building Use of mechanical aids for large or heavy materials, models, artifacts With the exception of craft knives, use of tools and work equipment is restricted to formal workshop classes under staff supervision The safe use of tools, materials and machines is demonstrated by a qualified staff member and subsequent use is supervised until the 	<ul style="list-style-type: none"> Maintain current controls Develop SOP for safe use of craft knives Provide information and training to students on safe work practices during project work Ensure supervision to confirm compliance with safe work practices 	<p>With current controls: M</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> Head of School Head of School 	<ul style="list-style-type: none"> Ongoing 1st October 2014

	<ul style="list-style-type: none"> people with disabilities 		<p>trainee is deemed competent.</p> <ul style="list-style-type: none"> Adequate wood dust extraction at source Adequate ventilation of workspaces Minimal use of hazardous substances Use of appropriate PPE Dedicated area of studios identified for model making with suitable cutting surfaces Use of spray adhesives prohibited in studios and use of same is confined to outdoor balcony area beside welding workshops (Room 218/219) First-aid kit provided in each studio/workshop Mandatory training for staff - one day course in Emergency First-aid SOP for waste disposal and removal Continuous monitoring, inspection 				
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			and maintenance of wood dust extraction plant and equipment by experienced staff and regular scheduled performance check and maintenance inspection by specialist contractors				
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
026	Housekeeping	<ul style="list-style-type: none"> Slips, trips and falls Increased fire load Falling objects Collisions 	<ul style="list-style-type: none"> Fire load (i.e. sources of ignition and fuel) kept to a minimum All escape routes and emergency exits kept clear and unobstructed Wet floor signs where required Spillages cleaned immediately Adequate lighting Adequate waste disposal Refuse and recycling bins are provided in studios to dispose of surplus material and/or 	<ul style="list-style-type: none"> Maintain current controls Arrange weekly spot checks of areas to ensure escape routes and emergency exits are kept clear and unobstructed Consider marking out access/egress walkways in studios with yellow 	<p>With current controls: M</p> <p>With Actions applied L</p>	<ul style="list-style-type: none"> All staff and students Head of School Head of School 	<ul style="list-style-type: none"> Ongoing Ongoing 1st October 2014

	<ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 		<p>rubbish from model making</p> <ul style="list-style-type: none"> • A skip is made available at the end of each project period, approx every 6 weeks, for the removal and disposal of larger scale items • Designated storage bins provided to hold materials that may be re-used • Lockers available for storage of personal belongings 	<p>lines to ensure routes remain clear</p> <ul style="list-style-type: none"> • Ensure seating and tables in studios are maintained in an accessible layout 		<ul style="list-style-type: none"> • All staff and students 	<ul style="list-style-type: none"> • Ongoing
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
027	Cleaning <ul style="list-style-type: none"> Studios, workshops and general areas are cleaned between scheduled periods of use and as the need arises Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Lack of cleanliness or hygiene Manual handling injury Exposure to hazardous substances Spillages: slips, trips and falls Lack of/inappropriate PPE 	<ul style="list-style-type: none"> Daily cleaning schedule Signage (e.g. wet floor signs) available and used Proper storage of cleaning equipment and cleaning substances Proper labeling of cleaning agents Use of appropriate cleaning equipment Report defects and hazards Information and training for cleaning staff SOPs in place by cleaning contractors PPE for cleaning staff 	<ul style="list-style-type: none"> Maintain current controls http://www.noonan.ie/our-work/services/cleaning/	With current controls: L With Actions applied L	<ul style="list-style-type: none"> Cleaning staff and supervisors (Noonan) 	Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
028	<p>Waste Disposal & Removal</p> <p>Waste generally consists of mixed non-hazardous waste.</p> <p>Other waste includes wood-waste, masonry, cement based waste, plaster and paints.</p> <ul style="list-style-type: none"> Large scale models and associated materials A skip is made available at the end of each project period, approx every 6 weeks, for the removal and disposal of larger 	<ul style="list-style-type: none"> Waste accumulation Fire Spillages Odour Vermin Inhaling wood, cement or plaster dust Skin contact with inhaling wood, cement or plaster dust 	<ul style="list-style-type: none"> Paper recycling bins present Shredding facility present General waste bins present Waste disposed of appropriately in bins provided Waste is segregated as appropriate Waste removed on a regular basis by cleaning contractors Waste kept away from sources of ignition e.g. heaters, electrical appliances Pest control systems in place Refuse and recycling bins are provided in studios to dispose of surplus material and/or rubbish from model making 	<ul style="list-style-type: none"> Maintain current controls Any signs of vermin to be reported immediately 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> All staff and students Cleaning and waste contractors 	Ongoing

	<p>scale items</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 		<ul style="list-style-type: none"> • A skip is made available at the end of each project period, approx every 6 weeks, for the removal and disposal of larger scale items • Designated storage bins provided to hold materials that may be re-used • Creating/dispersing wood, cement or plaster dust is minimized. • Work areas are well ventilated • Dust extraction system used to minimize air borne dust • Direct skin contact with wood, cement, plaster or paint/thinners is avoided • PPE equipment is used. • Small quantities of waste wood, cement, plaster paint/thinners/ empty containers are disposed of in a common skip • Larger quantities of wood waste, cement, plaster or paint/thinners are removed and recycled by contractor 				
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
029	Signage and Documentation Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of knowledge regarding safety and emergency procedures 	The following signage is in place: <ul style="list-style-type: none"> • Emergency Exit • Emergency First-Aid Procedure • Evacuation plan • Fire Action Notice Point • List of trained first - aiders • Safety Notice point • No Smoking • Emergency contact numbers • Refuge point • Entering and in workshops: Notices displayed re Noise Levels, Use of PPE and Guarding at machinery. 	<ul style="list-style-type: none"> • Maintain current controls and update signage as required • Observe signage in place 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • Head of School and Building Maintenance Manager • Staff, students, visitors, contractors/ service providers 	Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
030	<p>Incidents</p> <p>Hazard Reporting</p> <p>First-Aid</p> <p>Who is harmed:</p> <ul style="list-style-type: none">• Staff members• Students• Visitors• Contractors/service providers• Sensitive risk groups:<ul style="list-style-type: none">• young persons• pregnant women• people with disabilities	<ul style="list-style-type: none">• Lack of first-aid supplies• Lack of trained first-aiders• Lack of knowledge/skills in the event of an incident• No reporting of incident(s)• No reporting of hazards	<ul style="list-style-type: none">• First-aid kit available in each studio & workshop• Incident report book available at the front desk• All incidents to be reported immediately and an incident report form completed• First-aid supplies available from Class Aide or Health & Safety Office on request• Training for staff in Emergency Response and First-aid• List of trained first-aiders at www.dit.ie/safework• Emergency first-aid procedure posted• AED available at the front desk• Individuals trained in use of the AED• Online hazard reporting facility available	<ul style="list-style-type: none">• Attend training for staff in ERT and First-aid as per DIT Policy• Ensure adequate number of staff trained in first-aid	<p>With current controls: L</p> <p>With Actions applied L</p>	<ul style="list-style-type: none">• All staff• Head of School	<p>As required</p> <p>Ongoing</p>

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
031	Working at Height <ul style="list-style-type: none"> Pin-up of project work on display boards Access to goods stored at a height Opening high level windows Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Falls from height 	<ul style="list-style-type: none"> Safety ladder/step stool provided in each studio for safe access to height Use of chairs /tables for access to height is prohibited Suitable equipment/devices available for the opening and closing of high level windows Supervision of students by staff 	<ul style="list-style-type: none"> Maintain current controls Implement inspection and maintenance programme for safety ladders/step stools 	With current controls: M With Actions applied L	<ul style="list-style-type: none"> Head of School Head of School 	Ongoing 1 st October 2014

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
032	Out of Hours Access / Lone Working <ul style="list-style-type: none"> The Linenhall building is not approved for out of hours access / lone working Students and staff may work alone from time to time in studios/ offices during normal opening hours 	<ul style="list-style-type: none"> Violence Inability to make contact in the event of an emergency etc. Unauthorised access Locked into building 	<ul style="list-style-type: none"> The front desk is manned at all times by a porter Swipe card access in place at main entrance and staff offices Security code/card required for access to studios CCTV in common areas Rooms locked when not in use Extended opening hours for specific events (e.g. exhibitions) to be agreed in advance Vision panels fitted on doors Sweep-search of building conducted by porter as part of closing down procedure Building opening/closing times posted on DIT website and locally Porter operates audible 	<ul style="list-style-type: none"> Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied L</p>	<ul style="list-style-type: none"> Head of School and Building Maintenance Manager 	Ongoing

			<p>alarm throughout the building 15 minutes prior to closing time</p> <ul style="list-style-type: none">• First-aid kit available in each studio/workshop.• Access to workshops is prohibited without staff supervision• Offices equipped with telephones				
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
033	Field Trips & Travel <ul style="list-style-type: none"> Local, national and international visits Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Injuries Medical emergencies Accidents and incidents Missing persons Substance abuse Road Traffic Accidents Inclement weather Site terrain Exposure to physical/chemical/biological agents Human factors 	<ul style="list-style-type: none"> DIT Field Trip Guidelines in place Separate field trip risk assessment template completed for each fieldtrip and control measures implemented Health and safety information provided to field trip participants eLearning programme available to participants Adequate supervision of students Provision of PPE where appropriate Adherence to local/site rules and regulations 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: M With Actions applied: M	Head of School and all staff	Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
034	Work Placement Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Injuries • Accidents and incidents • Lack of familiarity with work environment and work practices 	<ul style="list-style-type: none"> • Specific risk assessment carried out and control measures implemented • Work placement factsheets provided to host organization, students and mentors (DIT staff). • Pre-placement induction safety talks available from the Health & Safety Office • DIT work placement mentor appointed • DIT guidance notes on work placements • Report all incidents and accidents to DIT • Insurance cover in place • Training and supervision of students by host organisation 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	Head of School and all staff	Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
035	Events Hosting <ul style="list-style-type: none"> End of year show Open day Suitability tests and interviews Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Injuries Accidents and incidents Unfamiliar with DIT premises and emergency plans 	<ul style="list-style-type: none"> Specific risk assessment carried out for each event and control measures implemented Emergency plans in place with regard to evacuation and first-aid Report all incidents and accidents to DIT Provide relevant health and safety information to event participants 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	Head of School and all staff	As required

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

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

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

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
039	Sensitive Work Groups: Young Persons <ul style="list-style-type: none"> • Student recruitment • Applicant interviews and tests • Open days • Exhibitions 	<ul style="list-style-type: none"> • Lack of training and experience • Lack of familiarity with DIT work environment, work practices and emergency plans • Exposure to special risks: <ul style="list-style-type: none"> ○ Physical agents ○ Chemical agents ○ Biological agents • Hours of work 	<ul style="list-style-type: none"> • Induction programme for all new students • Supervision of students by staff • DIT Child Protection Policy in place and training for staff • DIT emergency plans in place • Student support services available • Garda vetting in place for staff 	<ul style="list-style-type: none"> • Maintain current controls • Staff identified for student recruitment activities with offer of specific training if required 	With current controls: M With Actions applied: L	<ul style="list-style-type: none"> • Head of School 	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
040	Sensitive Work Groups: People with Disabilities	<ul style="list-style-type: none"> Poor access/egress Difficulty with evacuation No risk assessment (RA) completed 	<ul style="list-style-type: none"> Specific risk assessment carried out for individuals on a case by case basis by Health & Safety Office Personal Emergency Egress Plan (PEEP) completed where necessary Reasonable accommodation identified in risk assessment Passenger lift present and in working order Disability Support Service available Accessible toilet on ground floor Linenhall Health & Safety induction available to staff and students 	<ul style="list-style-type: none"> Staff/students with disabilities to contact Occupational Health Officer Rosie Cannon to ensure a risk assessment is carried out. Advise visitors to the School to notify DIT host in advance of any special needs 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> Staff and students Head of School 	As necessary
							As necessary

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

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
042	Sensitive Work Groups: Undergraduate and apprentice students	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Accidents and incidents • Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> • Induction programme for new students • Supervision by staff in practical environments e.g. workshop classes, field trips etc. • Emergency procedures in place • First-aid facilities available • Task-specific instructions/ demonstrations provided by staff • Student support services available 	<ul style="list-style-type: none"> • Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	Head of School and all staff	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
043	Sensitive Work Groups: Postgraduate Students	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Accidents and incidents • Lack of familiarity with DIT work environment, work practices and emergency plans • Lone working 	<ul style="list-style-type: none"> • Induction programme for students • Supervisor gives local induction specific to department • Mandatory training to be completed • Adequate supervision • Out of hours/lone working policy in place 	<ul style="list-style-type: none"> • Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied L</p>	Head of School	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
044	Stress Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Health effects – physical and mental • Absence from work/college 	<ul style="list-style-type: none"> • Communication between staff, students and management • Employee Assistance Programme (EAP) in place • Student health centre and counselling service available • Occupational Stress Management Policy & Procedures in place • Training and development courses available to staff on Stress Management, Time Management personal skills etc. 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	Head of School	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
045	Violence Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Theft • Verbal threats/abuse • Physical assault / injuries • Stress, fear, anxiety 	<ul style="list-style-type: none"> • Emergency Response Training (ERT) mandatory for staff • Porter on duty at front desks • DIT staff and students report suspect individuals to DIT Buildings Office • Adequate lighting • Lone working/out of hours access policy in place • Rooms locked when not in use • Secure lockers provided for personal belongings • Swipe card access in place at main entrance and staff offices • Security code/card required for access to studios • CCTV in common 	<ul style="list-style-type: none"> • Maintain current controls • Report suspicious activity immediately to the porter on duty 	With current controls: L With Actions applied: L	All staff and students	Ongoing

			areas <ul style="list-style-type: none"> • Vision panels fitted on doors 				
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HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
046	Bullying & Harassment Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Effects on physical and mental well-being 	<ul style="list-style-type: none"> • DIT Dignity at Work: Anti Bullying & Harassment Policy in place • Dignity at Work contact persons available • Dignity at Work training programme for staff • Employee Assistance Programme (EAP) in place • DIT Procedure for complaints and investigations • Student support services available 	<ul style="list-style-type: none"> • Ensure compliance with policies and procedures in place • Maintain current controls 	With current controls: L With Actions applied: L	All staff and students	Ongoing

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

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
048	Visitors <ul style="list-style-type: none"> Visitors to exhibitions and open days Attendees at tests and interviews Visiting lecturers and external examiners Contractors Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Lack of experience Lack of training Injuries Accidents and incidents Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> Front desk manned at all times by porter Swipe card access in place at main entrance Visitors report to front desk Safety booklets and safety wallet cards available at front desk Safety signage throughout building with regard to emergency procedures Hazardous/restricted areas marked with warning and PPE signs Risk assessments completed for specific events where groups of visitors are expected CCTV in building Deliveries handled by Goods Inwards Visitors briefed on emergency procedures by person they are visiting 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	All staff and visitors	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
049	Contractors / Service Providers <ul style="list-style-type: none"> Printing & Photocopier Support Service and Maintenance Event service providers e.g. catering Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Unfamiliar with DIT buildings and safety procedures Injury to contractors, staff, students, members of the public 	<ul style="list-style-type: none"> Front desk is manned by a porter Contractors/service providers to sign-in at front desk Contractors/service providers to complete online eLearning programme Contractors/service providers to carry out risk assessments and task-specific method statements and submit to DIT in advance of work being carried out Deliveries handled by DIT Goods Inwards Officer 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	Head of School	Ongoing

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

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
051	Personal Protective Equipment (PPE) <ul style="list-style-type: none"> • Disposable gloves during use of craft glues, paints etc. • Respiratory and eye protection during use of spray adhesives or other hazardous activities • Ear defenders in noisy environments • Safety shoes/ boots in workshops • No loose clothing/long hair in workshops • Durable/reusable work gloves / clothing / overalls where constant use requires it • Safety boots, hard-hat and hi-vis vest for field trips to 	<ul style="list-style-type: none"> • Improper fit and use • Incorrect type • Poor maintenance • Lack of training • Exposure to physical agents or hazardous substances • Slips, trips and falls • Lack of awareness of PPE requirements • Contamination 	<ul style="list-style-type: none"> • Appropriate selection of PPE • Consultation with staff on selection of PPE • Inspection and maintenance programme • Defective PPE reported and taken out of use • Proper storage for reusable PPE • Training, information and supervision in wear and use • Signage in place to indicate mandatory PPE • Follow manufacturer's instructions • PPE is personal use only for hygiene reasons • Students provide own 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: M With Actions applied M	All staff and students	Ongoing

	<p>construction sites</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 		<p>PPE to standard specified by School</p>				
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CHEMICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
052	Chemical Agents Solid/Liquid/Gas: <ul style="list-style-type: none"> Craft glues paints and varnishes Spray adhesives/paints and varnishes Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Skin contact Inhalation of fumes Ingestion Fire 	<ul style="list-style-type: none"> Adequate ventilation Glues/adhesives kept in original containers Follow manufacturer's safety advice on label Appropriate PPE worn/used e.g. gloves / eye protection Use of spray adhesives indoors is prohibited First-aid kit provided in each studio Mandatory training for staff – one day Emergency First-aid course 	<ul style="list-style-type: none"> Maintain current controls Develop SOP for use, storage and disposal of glues and adhesives Provide safety information and training to students Ensure supervision to confirm compliance with safe work practices 	With current controls: M With Actions applied L	<ul style="list-style-type: none"> All staff and students Head of School Lecturing staff 	Ongoing
							1 st October 2013 Ongoing

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