



FIT2GO CLUB

SAFETY STATEMENT

2014



Table of Contents	
FIT2GO CLUB EMERGENCY CONTACT DETAILS	3
INTRODUCTION	6
SAFETY RESPONSIBILITIES	9
DISCIPLINARY ACTION	13
HEALTH AND SAFETY CONSULTATION	13
PROVISION OF INFORMATION	13
RESOURCES	14
SAFE SYSTEMS OF WORK	14
PROCUREMENT CONTROL	14
INSPECTION PROCEDURES	15
TRAINING	15
EMERGENCY PLANNING AND RESPONSE	16
FIRST-AID	21
INCIDENT REPORTING AND INVESTIGATION	22
HAZARD REPORTING	22
MANAGEMENT OF CONTRACTORS/SERVICE PROVIDERS	22
PERSONAL PROTECTIVE EQUIPMENT (PPE)	22
ERGONOMICS	22
WELFARE PROVISIONS	23
SENSITIVE WORK GROUPS	23
LONE, OUT OF HOURS ACCESS	24
WORK PLACEMENT	24

FIELD TRIPS/TRAVEL	24
STAFF/STUDENTS WITH DISABILITIES	25
HEALTH SURVEILLANCE	25
WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL	25
DIGNITY AT WORK ANTI BULLYING AND HARASSMENT POLICY	25
STRESS	25
AUDIT, REVIEW AND COMMUNICATION	26
DOCUMENT CONTROL	26
HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES	26
APPENDICES	104

FIT2GO CLUB CONTACT DETAILS

Role	Name	Location	Email	Telephone Number
Head of Sport	Sinead McNulty	Grangegorman	headofsport@dit.ie	01-4028015
Facilities Manager	Niamh O'Callaghan	Aungier Street	niamh.ocallaghan@dit.ie	01-4023042
Staff member with safety responsibilities	Derrick Crowley	Kevin Street	derrick.crowley@dit.ie	01-4024715
Nominee to Student Services Health and Safety Team	Sinead McNulty	Grangegorman	headofsport@dit.ie	01-4028015
Local First-Aiders	Derrick Crowley	Fit2Go Club	derrick.crowley@dit.ie	01-4024715
	Darren Joyce	Fit2Go Club	darren.joyce@dit.ie	01-4024715
	Emma Butler	Fit2Go Club	emma.butler@dit.ie	01-4024715
	Laura Fitzpatrick	Fit2Go Club	laura.fitzpatrick@dit.ie	01-4024715
	Orla Haskins	Fit2Go Club	-	01-4024715
	Mary Byrne	Fit2Go Club	-	01-4024715
	Niall Ward	Fit2Go Club	-	01-4024715
	Darina Tully	Fit2Go Club	-	01-4024715

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

EMERGENCY CONTACT NUMBERS

Emergency Services	112/999 (You may need to dial “0” for an outside line)
Hospital	<u><i>North City:</i></u> Mater Hospital Dublin 7 (01) 803 2000 <u><i>South City:</i></u> St. James’s Dublin 8 (01) 410 3000
Dublin City Council	(01) 222 22 22

Garda Síochána	<u>North City:</u> o Bridewell Dublin 7 (01) 666 8200 <u>South City:</u> o Kevin Street Dublin 8 (01) 666 9400
Bord Gáis 24 hour emergency line	1850 20 50 50
ESB 24 hour emergency line	1850 372 999
Health and Safety Authority	1890 289 389
Samaritans	1850 60 90 90
Environmental Protection Agency	1890 33 55 99

FUNCTION & CAMPUS CONTACT DETAILS

Front Desk/Reception:		
o Linenhall	Porter on Duty	(01) 402 4000
o Kevin Street	Porter on Duty	(01) 402 4625
Incident Controller	Porter on Duty	See above numbers for front desk
Building Services Supervisor:		
o Bolton Street	Joe O'Brien	(01) 402 3793
o Kevin Street	Jimmy Kane	(01) 402 4797
Building Maintenance Manager		
o Bolton Street	Richard Smyth	(01) 402 3646
o Kevin Street	Colm Gillen	(01) 402 4646
Occupational Health Officer	Rosie Cannon	(01) 402 3615 / 087 9809194
Health & Safety Officer	Edel Niland	(01) 402 4192 / 086 3891080
Student Health Centre	Reception	o Northside (01) 402 3614 o Southside (01) 402 3051

Chaplain		
○ Bolton Street	Fr. Alan Hilliard	(01) 402 3639
○ Kevin Street	Fionnuala Walsh	(01) 402 4568
Employee Assistance Programme (EAP)	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours / 7 days a week / 365 days a year)
Student Counsellor	Secretary	(01) 402 3352 / 086 0820543
Staff Safety Representative for Student Services	Herbie McClelland	(01) 402 3042

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

TASKS	RESPONSIBLE PERSON	SIGNATURE
Coordinating and ensuring records are maintained for training and provision of Personal Protective Equipment	N/A	
Ensuring Safety Statement, risk assessments are carried out , updated and communicated	Niamh O'Callaghan	<i>Niamh O'Callaghan</i>
Ensuring the upkeep of first aid box and ordering first aid supplies from Occupational Health Officer	Niamh O'Callaghan	<i>Niamh O'Callaghan</i>
Co-ordinating contractors activities and dealing with Buildings Office for Work Permits	Niamh O'Callaghan where necessary	<i>Niamh O'Callaghan</i>
Updating the statutory registers and Safety Data Sheets	N/A	
Ensuring adequate personnel designated as fire marshals and first aiders	Niamh O'Callaghan	<i>Niamh O'Callaghan</i>

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 Fit2Go Club and the controls that have been implemented to adequately safeguard the activities.

This Safety Statement should be read in conjunction with the DIT Parent Safety Statement which is available on the [health and safety website](#).

This document applies to all staff, students, visitors, contractors/service providers, campus users, service users and club members. 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 FIT2GO CLUB

In accordance with the Safety, Health and Welfare at Work Act 2005, the management of Fit2Go Club are committed to the health and safety of its staff and customers and to carrying out its work in a safe and healthy manner, relying on the commitment and co-operation of its employees. The overall responsibility for safety in Fit2Go Club rests with me, Niamh O'Callaghan, Facilities Manager. I act through my staff who are obliged to co-operate with management, in particular by taking care of their own safety and the safety of others who use the facilities in Fit2Go Club and who may be affected by their actions or omissions.

This document incorporates the Normal Operating Procedures (NOP), Incident Reporting Procedures, Rules Governing the Use of the Facilities, Emergency Action Plan (EAP) and Fire Alarm Procedures. Also included are the Fit2Go Club staff structure and a building plan outlining the various facilities at the Fit2Go Club. It is necessary and expected that every staff member reads and understands this document in order to deliver consistent quality service to our members. Safety, Standards and Service are the three critical factors required by Fit2Go Club to retain its position as a leading fitness facility and ensure that the Club's activities are controlled to maintain a safe and enjoyable environment.

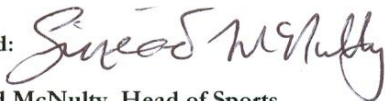
We will review this health and safety statement annually and we will consult with staff as part of this process. An assessment of the significant risks has been undertaken and is continually monitored and updated as part of the Institute's overall review of Parent Safety Statement (seeking guidance in FIT2GO Club Facilities Risk Assessment Document and overall DIT Parent Safety Statement and Safety Inspection Procedure and Checklist). Thank you to all the staff for their input in to this document.

In addition, the Fit2Go Club 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:



Sinéad McNulty, Head of Sports

Date:

24th June 2014.

Signed:



Niamh O'Callaghan, Facilities Manager

Date:

24th June 2014.

SCOPE OF SAFETY STATEMENT

The scope of our operations includes:

The Fit2Go Club is an excellent fitness facility with capacity to service up to 2,000 members with a mixture of fitness memberships, pay per play and fitness classes. The Club provides a range of sporting and participation opportunities for students, staff, the DIT community and its wider community.

The Club offers a large range of services at discounted membership packages for students, from the general fitness user to the sports club member or elite-student athletes and its wider community.

The Club is a sports facility provider to student sports clubs, schools, community sports groups and private sporting organisations for training purposes.

Staff include:

1. Derrick Crowley
2. Darren Joyce
3. Emma Butler
4. Laura Fitzpatrick
5. Orla Haskins
6. Mary Byrne
7. Niall Ward
8. Darina Tully
9. Paul Butler
10. Megan O'Reilly

HISTORY OF LOCATION

Premises:	<i>FIT2GO CLUB</i> , DIT, Kevin Street College.
Location:	Ground Floor at the rear of the College Building beside car park area
Floor Area (m²):	950m ² approx.
Storeys:	2
Facilities Include:	<ul style="list-style-type: none">• Gymnasium with an extensive variety of exercise and fitness equipment• 18 metre four lane pool ranging from 0.75m to 2m in depth• 3 Multi-purpose studio spaces for strength and conditioning training, martial arts activities and fitness classes• Spin Studio• Reception area• Male and female changing rooms• Storage areas• Lift
Year of Construction:	DIT Kevin Street College Original Building 1967; Extensions in 1987, 2003, 2006, Chemical Lab refurbished to new gym area in 2005, major facility refurbishment works in 2012.

The area incorporates a gym, swimming pool, sports hall, weights area, studio, male and female shower & changing areas, 2 storage areas, lift and reception area.

Premises:	<i>FIT2GO CLUB</i> , DIT, Bolton Street College.
Location:	Basement area at the rear of Linen Hall College through courtyard area
Floor Area (m²):	110m ² approx.
Storeys:	1
Facilities Include:	<ul style="list-style-type: none">• Gymnasium with an extensive variety of exercise and fitness equipment• Office• Male and female changing rooms
Year of Construction:	Workshop refurbished to new gym area in 2006.
Fit2Go Club Staff:	1 Facilities Manager, 4 full-time Leisure Attendants & a number of part-time supervisors & swim teachers (listed above in Scope).

SAFETY RESPONSIBILITIES

In accordance with the DIT Parent Safety Statement, the Head of Sports, Sinéad McNulty, and the Facilities Manager of the Fit2Go Club, Niamh O'Callaghan, as part of their management functions, are responsible for ensuring, so far as is reasonably practicable, the health and safety of persons working in or visiting the Fit2Go Club. In particular they are 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/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. Based on risk assessment, to arrange for the provision of adequate and appropriate personal protective equipment for employees
9. To ensure that all contractors/service providers carrying out work in the area operate under the Buildings Office Permit to Work system

All Fit2Go 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 Fit2Go 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 the Head of Function, implemented, documented in the Safety Statement and communicated effectively
- To ensure that they do not carry out repairs or servicing on plant/equipment 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 the Head of Function any person abusing facilities or equipment
- To select and appoint a Safety Representative
- To notify the Health & Safety Officer of any perceived shortcomings in the safety arrangements

Undergraduate/Postgraduate/Apprentice Students

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

- Take reasonable care of their own safety and the safety of others
- Co-operate fully with all safety rules and regulations issued by DIT e.g. smoking etc.
- Co-operate with those with responsibility for health and safety
- Not interfere or misuse any specified items of safety equipment or any safety device
- Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained
- Use equipment only if authorised and properly trained
- Report any incident, dangerous occurrence, defective equipment or potential safety hazard to the Head of Function
- To participate in any safety training programmes facilitated by the Health & Safety Office

Contractors/Service Providers

The following responsibilities are allocated to contractors/service providers:

- All contractors/service providers will be expected to comply with the 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 Function and a competent person passes it as being safe

Visitors/Service Users/Club Members (a person other than an employee or contractor/service provider)

- Visitors / club members may not be aware of the potential hazards associated with the Fit2Go Club and also may lack familiarity with the Institute's premises/facilities and are therefore a potential risk to themselves and others. All visitors/club members must identify themselves to the relevant Fit2Go Club personnel and follow all club safety procedures and policies
- Visitors / club members 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 Fit2Go Club's 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 any equipment or PPE on leaving
- In the event of an evacuation, they will be led to the Assembly Point by the Fit2Go Club person in charge
- A safety booklet and wallet card is available at reception areas and on request
- The DIT Parent Safety Statement is available on the safety website www.dit.ie/safework
- DIT has a [Child Protection Policy](#) available on the DIT website

DISCIPLINARY ACTION

Any staff or student who contravenes or fails to manage to work in accordance with current safety health and welfare legislation, the DIT Parent Safety Statement and codes of practice may be subject to the Institute's disciplinary procedures. The Buildings Officer will address any contraventions by contractors and the Facilities Officer will address any contraventions by 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 Fit2Go Club 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, and records kept of same.

A nominee from the Sport & Recreation Service, Herbie McClelland, sits on the Health and Safety Team for the Directorate of Student Services. This team meets periodically throughout the year, every two months.

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

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

PROVISION OF INFORMATION

The Fit2Go Club Safety Statement is available to download on our website www.fit2goclub.ie

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

- Agenda item at meetings / team briefings
- 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

- Social media
- Inductions are prepared and delivered by Occupational Health Officers where requested

HEALTH AND SAFETY RESOURCES

The Fit2Go Club codes all budgetary spend on activities/spend pertaining to safety, health and welfare. Considerable resources are expended by the Fit2Go Club 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. These include:

- | | |
|--|-------------|
| • Fire Alarm Procedures for Pool, Gym and Sports Hall: | Appendix 1 |
| • Swimming Pool Users Safety Code: | Appendix 2 |
| • Rules Governing the Use of the Pool: | Appendix 3 |
| • Rules Governing the Use of the Gym: | Appendix 4 |
| • Rules Governing the Use of the Studio Spaces: | Appendix 5 |
| • Normal Operating Procedures: | Appendix 6 |
| • Orders for all FIT2GO Club Staff: | Appendix 7 |
| • Emergency Action Plan | Appendix 8 |
| • Customer Care Policy: | Appendix 9 |
| • Check List of Points for Inclusion in Contracts: | Appendix 10 |
| • Hire of Facilities Agreement: | Appendix 11 |

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 Fit2Go Club follows all the guidelines as per the Parent Safety Statement and ensures that a risk assessment is carried out before

any equipment/machinery or contractor/service provider is engaged by the club. An equipment inventory is maintained – see Appendix 13.

INSPECTION PROCEDURES

All locations of work will be periodically inspected by a representative from the Health & Safety Office accompanied by local management and the Safety Representative. The Facilities Manager, Niamh O’Callaghan, will ensure non-conformances identified are rectified and a log maintained.

Where in the opinion of the Health & Safety Officer or other competent officer, there is a risk of serious injury and immediate risk to individuals, he/she will have the authority to advise that the activity is stopped until adequate steps have been taken to eliminate risk or if possible reduced to an acceptable level. Where the risk cannot be reduced to an acceptable level and finance is not available, the Head of Sports/Facilities Manager 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
Printers	Fit2Go Club Staff Offices	Full test annually	DIT Information Services
Fitness Machines & Exercise Equipment	Fit2Go Club	Every 6 months	T&T Fitness/McSports/Fittr
Pool Water	Fit2Go Club Kevin Street	Every 6 months	Buildings Office
Pool Cover	Fit2Go Club Kevin Street	Every 6 months	Buildings Office

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 [Health and Safety Training Policy for Staff](#).

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

Training required for the Fit2Go Club includes:

QUALIFICATION	UPDATE (Years)
Professional Qualifications (Essential)	
Pool Lifeguard (NPQL, RLSS, IWS)	3 Years
Exercise to Music (NCEF, ITEC, NCEHS)	Continuous
Fitness Instruction (NCEF, ITEC, NCEHS)	Continuous
National First Aid Qualification	3 Years
Professional Qualifications (Desirable)	
Fit Ball Qualification	Continuous
Indoor Cycling Qualification	Continuous
Boxercise	Continuous
Personal Training	Continuous
Aqua Fitness	Continuous
Level 1 & Level 2 Aquatics	Continuous
Staff Training & Development (DIT Essential)	
Emergency Response Training (ERT)	2 Years
Customer Care - Complaint Handling	Continuous
Manual Handling	3 Years
Dignity at Work	3 Years
Occupational First Aid including AED Training	2 Years
Child Protection Course	3 Years

EMERGENCY PLANNING AND RESPONSE

SERIOUS INCIDENT/EMERGENCY

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

REQUIRES FIRST-AID

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

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

REQUIRES FURTHER ATTENTION

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

FIRE & EVACUATION **FIT2GO CLUB STAFF**

Objectives:

To outline actions taken by Fit2Go Club staff in the event of an alarm activation

Duties:

On hearing an alarm activation or other warning:

- Instruct Fit2Go Club members and visitors to leave the club
- “Sweep search” the Fit2Go Club and evacuate the building* immediately by the nearest available exit
- Close windows and doors to confine smoke/fire
- 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.
- Report to your Assembly Point
- Confirm to the Incident Controller that the Fit2Go Club has been cleared and report details of any casualties or people needing assistance with evacuation to the Incident Controller
- Do not return to the building until instructed to do so by the Incident Controller

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

FIRE & EVACUATION **CLUB MEMBERS, USERS, VISITORS & CONTRACTORS/SERVICE** **PROVIDERS**

INSTRUCTIONS ON DISCOVERING A FIRE

- Activate the nearest fire alarm point
- Leave the Fit2Go Club 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

- Evacuate the Fit2Go Club using the nearest available exit, ensuring the safe shutdown of equipment/electricity/gas.
- Members, visitors and contractors/service providers in areas within the Fit2Go Club should be led by Fit2Go staff members/instructors if present.
- All visitors should be escorted to safety by the person they are visiting
- All persons evacuating should form a single file on both sides of the corridor or stairway, leaving the centre passageway clear
- Anyone in common areas or moving between areas, should immediately join the lines of people exiting
- Separate emergency egress plans have been prepared for people with disabilities
- All doors should be closed (not locked) by the last person in the line
- Fit2Go Club evacuation marshals should “sweep/search” their designated areas, checking to ensure that all areas of the Fit2Go Club have been evacuated. They then should leave via the nearest escape route
- All evacuation marshals/sweepers, Building Maintenance personnel, Heads of Function, First-Aiders should assemble at designated 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
- Visitors, members and contractors/service providers should disperse from the building and go to a place of safety
- No one must re-enter the building until the all clear has been given by the Incident Controller

YOU SHOULD FAMILIARISE YOURSELF WITH THE LOCATIONS OF THE FOLLOWING:

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

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

The Assembly Points for DIT Kevin Street are:

1. Bishop Street Flats (opposite Main entrance)
2. Camden Row

The Assembly Point for DIT Linenhall is:

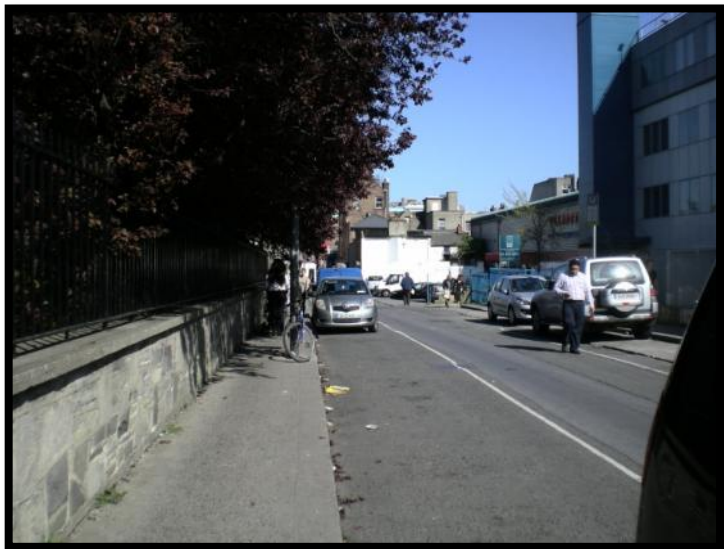
1. Henrietta Street

KEVIN STREET ASSEMBLY POINTS:

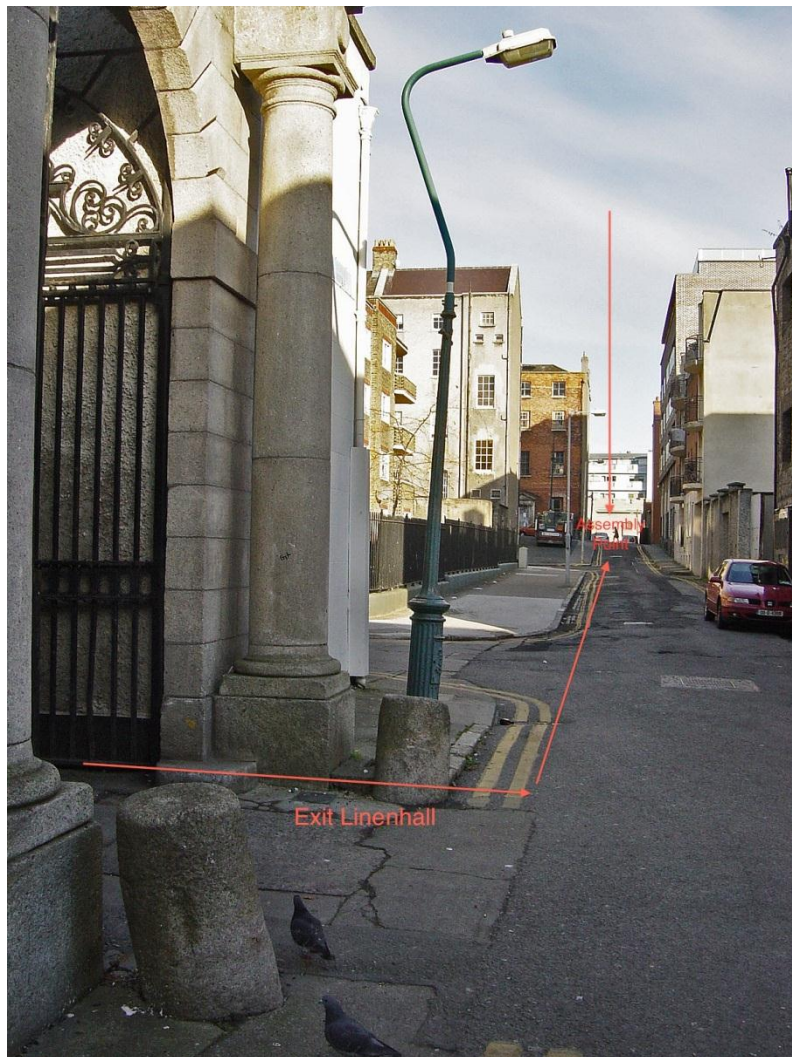
Bishop Street Flats (opposite main entrance)



Camden Row



LINENHALL ASSEMBLY POINT:



HENRIETTA STREET

The Fit2Go Club will ensure that sufficient marshals are appointed on an ongoing basis to provide an effective service.

Evacuation Marshals FIT2GO Club
<ol style="list-style-type: none">1. Derrick Crowley2. Darren Joyce3. Emma Butler4. Laura Fitzpatrick5. Orla Haskins6. Mary Byrne7. Niall Ward8. Darina Tully9. Paul Butler10. Megan O'Reilly

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

General Rule of Thumb – all staff should act as “sweepers” in the event of an emergency, checking all areas as they exit to ensure that 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](#)

9 members of FIT2GO club staff are trained Occupational First Aiders:

1. Derrick Crowley
2. Darren Joyce
3. Emma Butler
4. Orla Haskins
5. Mary Byrne
6. Niall Ward
7. Darina Tully
8. Laura Fitzpatrick

Staff may undertake 1-day refresher course/repeat the 3-day course as the need arises.

FIT2GO Club first-aid kits are located at:

- The main reception desk

Please report any used items to the trained first aiders in the Fit2Go Club as they are responsible for monitoring the contents and ensuring their replacement.

Further Treatment / Incident Report Forms

- Staff may refer students to the Student Health Centre in DIT at 01 402 3614 / 402 3051 or contact the Emergency Services on 112 / 0999 if an incident is urgent
- Incident Report forms are available from the front desk and from the reception desk of the Fit2Go Clubs and on the [health and safety website](#). When completed and signed the top white copy should be sent the DIT Health & Safety Officer
- An Occupational Health Office, 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 backup 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 must be reported immediately to the Fit2Go Club staff member on duty.

The incident report form must be forwarded to the Health & Safety Officer within 24 hours of the incident occurring or as soon as possible. Incident report forms are available at the front desk/reception area and are also available from the DIT [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 Fit2Go Club must be carried out under a Buildings Office Permit to Work.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is the policy of DIT to eliminate all hazards where reasonably practicable. DIT will assess what PPE appropriate to the task/work environment is required only as a last resort when further risk reduction is not feasible. There is no requirement for use of PPE by staff of the Fit2Go Club.

ERGONOMICS

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

Staff should consider ergonomic standards when designing new workstations and layout of new offices. It is the responsibility of the Facilities Manager, Niamh O'Callaghan, to ensure that all information on ergonomic controls is communicated to employees and students via circulars, team briefings or other means. She should also ensure that all problems identified are addressed and brought to the attention of the Health & Safety Officer.

WELFARE PROVISIONS

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

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

SENSITIVE WORK GROUPS

Protection of Children and Young Persons

In cases where children must be present on Institute premises and therefore affected by our acts/omissions, sufficient notification must be given to the Health 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. Children on site are dealt with in the risk assessment below.

When on DIT property, the Parents/Guardians are charged with responsibility for bringing the child/young person onsite, must be responsible for that child/young person and ensure that at all times they are supervised and protected throughout the duration of their visit.

In relation to young people participating in sport, the Irish Sports Council and the Sports Council for Northern Ireland published a joint Code of Ethics and Good Practice for Children's Sport in 2000. This major joint publication recognised the commitment of both Councils to ensure that young people are safeguarded in their participation in sport in the island of Ireland.

This Code has been adopted and implemented by the Sport and Recreation Service and the Fit2Go Club. All staff working in the Fit2Go Club has participated on a Code of Ethics and Good Practice for Children's Sport workshop to ensure that the welfare of all young people who use the facility is protected and maintained at all times.

Policies and procedures that we implement at all levels in sport are up-to-date and in line with relevant documents, current best practice and legislation throughout the island of Ireland.

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

Pregnant Post-Natal and Breastfeeding Employees/Students

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

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

LONE AND OUT OF HOURS ACCESS

No lone working/out of hours access takes place in the Fit2Go Club. There is strictly a minimum of two staff members on duty at any one time in the Fit2Go Club.

WORK PLACEMENT

This is not applicable to the Fit2Go Club.

FIELD TRIPS/TRAVEL

This is not applicable to the Fit2Go Club.

STAFF/STUDENTS WITH DISABILITIES

Specific risk assessments will be completed to ensure that the health and safety needs of staff and students with permanent/temporary disabilities are taken into account. Preventative and proactive measures will be put in place following the risk assessment if specific hazards are identified. Personal emergency egress plans (PEEPs) will also be prepared if required. The Disability Liaison Officer will provide specialist and competent advice and liaise with the Health & Safety Officer, Occupational Health Officers, College Manager and Building Maintenance Manager. The onus is on Fit2Go club members, visitors or contractors/service providers with a disability to notify staff at the front desk, who will assist in evacuation if required.

Club members and service users are requested to disclose medical conditions and special needs on a health screening form or through an online booking form used for schools visiting the swimming pool. Clearance is advised from a GP/consultant before commencing use of sports facilities. Service users are supervised at all times by competent staff members.

HEALTH SURVEILLANCE

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

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

WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL

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

DIGNITY AT WORK ANTI BULLYING & HARASSMENT POLICY AND PROCEDURES

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

STRESS

Risk assessments 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 Fit2Go Club 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, club members, service users, and contractors/service providers. The most recent revision of all safety statements will be available on the DIT safety website and from the Facilities Manager, Niamh O'Callaghan.

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 Sports, Sinead McNulty, 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 Parent Safety Statement outlines the generic hazards, which have been identified and the control measures that are in place.

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

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

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

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

- Physical
- Chemical
- Biological
- Operational

- Human Factors

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

Risks may be classified as:

- High
- Medium
- Low

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

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

Risk control measures are a combination of:

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

Risk Assessments for the Fit2Go Club

PHYSICAL			Control Measures				
Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required	Risk H/M/L	Person(s) Responsible	Target Date / Status
01	Fire Emergency Response & Evacuation Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • FIT2GO Club Users • 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 • 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"> • FIT2GO Club Emergency Plan in place: Appendix 8 • Staff trained in Emergency Response and are Evacuation Marshals • Sufficient fire detection and extinguishing equipment available • Emergency and first-aid procedures posted • Several means of escape present and known to occupants • Evacuation procedure practiced each semester • Assembly point known to occupants • Staff members shall escort visitors out • Intercom system in place to notify occupants of emergencies 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club staff members	Ongoing

			<ul style="list-style-type: none"> • Emergency call points available in all areas connected to reception • Foil blankets available in box at pool • Fire-fighting equipment and detection systems maintained and tested • Evacuation signage • Good housekeeping standards maintained • Several means of escape present and known to occupants • Assembly point known to occupants • Occupants escort visitors out • All exits are clear and free from obstructions • No smoking policy in place • Scheduled maintenance of services (electricity, heating, ventilation etc.) • Hot work permit system • Compliance with building regulations • Site specific Emergency Manuals available • Emergency lighting throughout 				
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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			
02	Manual Handling <ul style="list-style-type: none"> Moving machines, weights etc. Who is harmed: <ul style="list-style-type: none"> Staff members 	<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 in use Manual handling risk assessments available to all staff, contact local occupational health officer Good housekeeping Safe working environment Implement team lifting were required Adequate lighting Report issues to Facilities Manager Items not stored above shoulder height 	<ul style="list-style-type: none"> Maintain current controls Refresher training to be carried out where necessary Inspection and maintenance programme for mechanical aids 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> FIT2GO Club staff members Facilities Manager 	<ul style="list-style-type: none"> Ongoing 1st March 2014

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			
03	Work Equipment, Machinery & Tools <i>Please See Activities Section</i>	• 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			
04	Portable Appliances & Handheld Equipment None present	• 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			
05	Noise No noise above 80dB	<ul style="list-style-type: none"> Hearing loss / damage Disruption/ distraction Interference with communications and warning signals Fatigue Tinnitus 	<ul style="list-style-type: none"> No noise above 80dB 	<ul style="list-style-type: none"> None at present 	With current controls: L With Actions applied: L	FIT2GO Club staff members	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			
06	<p>Structural:</p> <p>Floors Walls Ceilings Doors Fixtures & Fittings</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • FIT2GO Club Users • Visitors • Contractors/ service providers 	<ul style="list-style-type: none"> • Personal Injury • Slips, Trips and Falls • Collapse • Trapping 	<ul style="list-style-type: none"> • Non-slip flooring throughout • Doors are self-closing • Building appears to be structurally sound • Defects and hazards are reported to the Building Maintenance Manager (BMM) or through online hazard reporting 	<ul style="list-style-type: none"> • Report defects as they arise • Maintain current controls • Repair broken tiles in shower cubicle of ladies changing room in Linenhall 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • FIT2GO Club staff members • Buildings Office • Buildings Office 	<ul style="list-style-type: none"> • Ongoing • Ongoing • 1st May 2014

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			
07	Slips, Trips & Falls <ul style="list-style-type: none"> Non-slip floor surface through-out Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors FIT2GO Club Users Contractors/ service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Slips, trips and falls from: <ul style="list-style-type: none"> uneven surfaces wet floor conditions raised obstacles trailing cables poor lighting poor housekeeping changes in floor levels 	<ul style="list-style-type: none"> All equipment put in designated area Non-slip access ramp and accessible door into reception area Flooring throughout is non-slip Buildings Office to ensure upkeep and ensure floors are maintained All routes kept clear and unobstructed SOP for cleaning Signage for wet floors in place Hazards reported Good cable management Door mats provided at main entrance Spillages cleaned up immediately Adequate lighting Good housekeeping 	<ul style="list-style-type: none"> Maintain current controls Buildings Office to ensure upkeep and maintenance of internal and external access and egress routes e.g. walkways, paths, floors, corridors, steps and stairs. 	With current controls: L With Actions applied: L	FIT2GO Club staff members Buildings Office	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			
08	<p>Access and Egress</p> <p>Opening times are available on the website – click here</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • FIT2GO Club Users • Contractors/ service providers 	<ul style="list-style-type: none"> • Security threats • Threats from public • Violence/assault • Unwanted visitors • Unauthorised access 	<ul style="list-style-type: none"> • Non-slip access ramp and accessible door into reception area • Flooring inside main reception is non-slip • Reception is manned at all times; sign-in required • Wet floor signage present • Walkie-talkie linked to Porters desk in main building from Reception • Receptionist/porter checks deliveries and accepts same if satisfactory • Turnstile present for members • Non-members sign in • Changing area is enabled for all users • Contact Gardaí where necessary • Continuous handrail available on stairs 	<ul style="list-style-type: none"> • Maintain current controls • Review access/egress for people with disabilities as entrance door to facilities in Kevin Street is too heavy to open by wheelchair users 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • FIT2GO Club staff members and Buildings Office • Buildings Office 	<ul style="list-style-type: none"> • Ongoing • 1st June 2014

			<ul style="list-style-type: none"> • Lift present for disabled to swimming pool area • Disabled toilet on ground floor with full changing facilities & call string for emergencies linked to Reception • Fulltime staff members hold keys of FIT2GO Club and return them to Porter's desk • CCTV in place • Suspicious activity reported to porters • Vision panels on doors 				
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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			
09	Photocopiers & Printers Printer present No photocopier Who is harmed: <ul style="list-style-type: none"> • Staff members • Pregnant staff members • Staff 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"> • Toner / print cartridges changed by staff members who wear gloves and wash hands after use • Power turned off before clearing jams (standard printer) • Disposal as per manufacturer's directions • Scheduled maintenance • Correct disposal of waste cartridges • Do not overload electrical sockets • Follow manufacturer's instructions 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club staff members	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			
10	Ergonomics Who is harmed: <ul style="list-style-type: none"> Staff members Staff members 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) Good housekeeping Adjustable chairs provided Good cable management Adequate services (heating, lighting ventilation) Follow manufacturer's instructions for use of equipment 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club staff members	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			
11	Mechanical Lifting Systems	• N/A	• N/A	• N/A	• N/A	• N/A	• N/A
	None present						

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			
12	Transport Vehicles/ deliveries Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/Service providers 	<ul style="list-style-type: none"> • Injury to person/struck by moving vehicle • Falling loads from delivery vehicles • Collision of vehicles with building or structure • Poor access and egress 	<ul style="list-style-type: none"> • Safe access and egress to club • Entry of delivery vehicles to campus grounds is controlled by the porter on duty • Signage, safe parking, designated walkways, adequate lighting and area for loading /unloading • FIT2GO Club members check deliveries and accept if satisfactory • Staff trained in manual handling 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club staff members Buildings Office	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			
13	Hot Surfaces / Liquids / Solids <ul style="list-style-type: none"> Hot liquids in take-away cups; cups of hot drinks Catering appliances e.g. kettle, toaster, microwave Who is harmed: <ul style="list-style-type: none"> Staff members FIT2GO Club Users Contractors/ service providers 	<ul style="list-style-type: none"> Contact burns Scalds Spillage 	<ul style="list-style-type: none"> First-aiders available First-aid kit available Running water available for burns Heat shielding of appliances Equipment well maintained Use of lids/covers to prevent spillages Procedure for dealing with spillages 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club staff members	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			
14	Pressure Systems None present	• 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			
15	Radiation None present	• 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			
16	Vibration None present	• 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			
17	Services: Heating Who is harmed: <ul style="list-style-type: none"> • Staff members • FIT2GO Club Users • Contractors/ service providers 	<ul style="list-style-type: none"> • Environment too hot or cold • Electrical hazards • Misuse of portable heaters • Leaks • Fire • Burns • Carbon monoxide poisoning 	<ul style="list-style-type: none"> • Heating in working order • Service and maintenance carried out regularly by competent person • Combustible materials kept away from direct heat source • Heat source kept clear and free from obstruction • Accessible hot pipes are lagged as required • Environmental monitoring from the Health and Safety Office on request • Adequate ventilation • Fire detection systems in place 	<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	FIT2GO Club staff members Buildings Office	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			
18	Lighting Who is harmed: <ul style="list-style-type: none"> Staff members FIT2GO Club Users Contractors/ service providers 	<ul style="list-style-type: none"> Inadequate lighting Glare Eye strain Slips, trips , falls 	<ul style="list-style-type: none"> Lighting is automatic on a sensor system Light switches easily accessible (height) Adequate lighting for nature of work/activities Protective coverings in place Environmental monitoring from the Health and Safety Office on request Service and maintenance by competent person 	<ul style="list-style-type: none"> Maintain current controls Report defects to Buildings Office 	With current controls: L With Actions applied: L	FIT2GO Club staff members Buildings Office	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			
19	Ventilation and temperature Who is harmed: <ul style="list-style-type: none"> Staff members FIT2GO Club Users Contractors/ service providers 	<ul style="list-style-type: none"> Environment too hot or cold Inadequate ventilation Falls from heights from windows Falling glass 	<ul style="list-style-type: none"> All windows openable Blinds in place and in working order Suitable equipment available for the opening and closing of windows Report defects Step ladder available for access Service and maintenance of ventilation system by competent person Office temperature of at least 17.5 degrees (after one hour of work) Environmental monitoring from the Health and Safety Office on request 	<ul style="list-style-type: none"> Maintain current controls Windows in sports hall do not appear stable. They need to be made safe Window to be repaired in spin class room Remove/treat mould and damp on ceilings and walls of changing rooms in Linenhall gym 	With current controls: M With Actions applied: L	FIT2GO Club staff members and Buildings Office Niamh O'Callaghan to contact Building Maintenance Manager	Ongoing 28 th February 2013

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			
20	Electricity Who is harmed: <ul style="list-style-type: none"> Staff members FIT2GO Club Users Contractors/ service providers 	<ul style="list-style-type: none"> Electric shock Electrocution Fire Explosion Burns Death Electrical arcing Use of faulty equipment Contact with live parts Unmarked distribution boards Inadequate electrical installations 	<ul style="list-style-type: none"> Lighting is automatic on a sensor system Light switches easily accessible (height) Sufficient numbers of electrical sockets Electric leads not worn or trailing Competent person to carry out repairs / works All works servicing and testing is carried out as per regulations Shut down when not in use and end of day Contact Buildings Office if problems arise Adequate protection for circuit boards, distribution boards etc. Enclosures/covers in place to prevent contact with live equipment/parts Report defects and take faulty equipment out of 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club staff members Buildings Office	Ongoing

			use <ul style="list-style-type: none"> • Good housekeeping • Suitable fire extinguishers provided • Equipment is switched off 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			
21	Asbestos Who is harmed: <ul style="list-style-type: none"> • Staff members • FIT2GO Club Users • Contractors/ service providers 	<ul style="list-style-type: none"> • Exposure to airborne fibres 	<ul style="list-style-type: none"> • No asbestos found during Buildings survey • Buildings Office assess situation before works are carried out 	<ul style="list-style-type: none"> • None at present 	With current controls: L With Actions applied: L	Buildings Office	Ongoing
22	Confined Spaces <i>None present</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
23	Lasers <i>None present</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • 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			
24	Construction / Maintenance Work Example: <ul style="list-style-type: none"> Noonan's Cleaners Building contractors Service providers Who is harmed: <ul style="list-style-type: none"> Staff members FIT2GO Club Users Contractors/ service providers 	<ul style="list-style-type: none"> Unfamiliar with DIT buildings and safety procedures Injury to contractors/service providers, staff, students, members of the public 	<ul style="list-style-type: none"> Buildings Office control all contractors/service providers Only trained and authorized employees carry out maintenance work Reception is manned at all times by a porter Sign in required Compliance with DIT code of practice for contractors/service providers Signage in place eLearning in place for contractors/service providers DIT Contractor safety badge worn Risk assessment and method statements completed and submitted to the Buildings Office Permit to work system for hot works, work at 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	Buildings Office	Ongoing

			<p>height, confined spaces etc.</p> <ul style="list-style-type: none">• Good housekeeping• Areas of works cordoned off with warning signage• Appropriate PPE worn/used• Tools and equipment maintained in good working order				
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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			
25	Work Activities / Processes Please See Activities Section	• N/A	• N/A	• N/A	• N/A	• N/A	• N/A

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
26	Housekeeping Who is harmed: <ul style="list-style-type: none"> • Staff members • FIT2GO Club Users • Contractors/ service providers 	<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 fuel and ignition) kept to a minimum • All escape routes and emergency exits kept clear and unobstructed • Wet floor signs available • Spillages cleaned immediately • Adequate lighting • Adequate arrangements for waste disposal and cleaning • Designated storage 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club staff members Noonan cleaning contractors	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			
27	Cleaning <ul style="list-style-type: none"> Cleaning twice daily by Noonan's contractors/service providers Who is harmed: <ul style="list-style-type: none"> Staff members FIT2GO Club Users Contractors/service providers 	<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 carried out by Noonan's Wet floor signs available Storage of cleaning equipment and cleaning substances in designated area by Noonan's Appropriate cleaning equipment/materials used Defects/hazards reported Staff and contractors/service providers trained in manual handling Appropriate PPE used by cleaning contractors Please see CHEMICAL section 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club staff members; Noonan's 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			
28	Waste Disposal & Removal Waste removed daily by Noonan's contractors/service providers Who is harmed: <ul style="list-style-type: none"> • Staff members • FIT2GO Club Users • Contractors/service providers 	<ul style="list-style-type: none"> • Waste accumulation • Fire • Sharps injuries • Exposure to bodily fluids • Manual handling injury • Exposure to hazardous substances • Spillages: slips, trips and falls • Lack of/inappropriate PPE • Odour • Vermin 	<ul style="list-style-type: none"> • Waste removed regularly by Noonan's contractors/service providers • General waste and recycling bins present • Designated foot pedal bins provided in female toilets for sanitary waste • Shredding facility present • Waste disposed of/segregated correctly • Waste is kept away from sources of ignition • Staff and contractors/service providers trained in manual handling • Appropriate PPE provided and worn for waste handling • Trolleys available for Noonan's for transporting waste 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club staff members; Noonan's contractors/service providers	Ongoing

			<ul style="list-style-type: none"> Waste is securely stored while awaiting collection Waste is collected and disposed of by a licensed operator 				
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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			
29	Signage and Documentation Who is harmed: <ul style="list-style-type: none"> Staff members FIT2GO Club Users Contractors/ service providers 	<ul style="list-style-type: none"> Lack of knowledge regarding safety and emergency procedures 	<ul style="list-style-type: none"> Emergency Exit signage in place throughout Emergency First Aid Procedures in place Evacuation plan posted throughout Staff are trained first aiders Safety Notice points posted throughout Fire Action Notice Point posted throughout No Smoking signage in place Emergency contact numbers at Reception Swimming Pool Rules posted 	<ul style="list-style-type: none"> Maintain current controls and update signage as required Replace faded pool-side sign re: operation of pool cover 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> FIT2GO Club staff members and Buildings Office Niamh O'Callaghan 	<ul style="list-style-type: none"> Ongoing 1st June 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			
30	Incidents Hazard Reporting First Aid Who is harmed: <ul style="list-style-type: none"> • Staff members • FIT2GO Club Users • Contractors/ service providers 	<ul style="list-style-type: none"> • Lack of first-aid supplies • Lack of trained first-aiders • Lack of knowledge of procedure in the event of an incident • No reporting of incident(s) • No reporting of hazards 	<ul style="list-style-type: none"> • Staff trained in emergency response, first-aid, and in use of the AED • First-aid kit, AED and incident report book available at Reception • All incidents reported immediately and an incident report form completed • First-aid supplies available from Health & Safety Office on request • Emergency first-aid procedure posted • Online hazard reporting facility available • Medical conditions disclosed by participants on health screening form / online booking form for schools (pool) • Clearance advised from GP before commencing 	<ul style="list-style-type: none"> • Maintain current controls • Attend refresher training as required 	With current controls: L With Actions applied: L	FIT2GO Club staff members and users	Ongoing

			physical activity				
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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			
31	Use of Ladders / Working at Height <i>No Use of Ladders (except swimming pool: See Swimming Pool)</i>	• N/A	• N/A	• N/A	• N/A	• N/A	• N/A

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
32	Out of Hours Access / Lone Working <i>None takes place</i>	• N/A	• N/A	• N/A	• N/A	• N/A	• N/A

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
33	Fieldtrips <i>None take place</i>	• N/A	• N/A	• N/A	• N/A	• N/A	• N/A
34	Work Placement <i>None takes place</i>	• N/A	• N/A	• N/A	• N/A	• N/A	• N/A
35	Events Hosting <i>Student sports clubs very occasionally use Fit2Go facilities to host events and separate risk assessments are completed by event organisers for such cases</i>	• N/A	• N/A	• N/A	• N/A	• N/A	• N/A

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
36	Conferences / Seminars Who is harmed: <ul style="list-style-type: none"> Staff members 	<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"> FIT2GO staff members arrange transport 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 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	FIT2GO Club staff members	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			
37	Storage Who is harmed: <ul style="list-style-type: none"> • Staff members • FIT2GO Club Users • Contractors/ service providers 	<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 • Collapse of shelving or racking • Falling objects 	<ul style="list-style-type: none"> • Safe access and egress • Designated storage area available • Equipment returned to designated area after use • Storage avoided above shoulder height • Items segregated and stored appropriately • Storage units/shelves/racking secure and fit for purpose • Storage units/shelves/racking not overloaded • Locking system in place • Step ladder available for accessing higher shelving units • Staff trained in manual handling • Appropriate signage in place • Items not stored in walkways • Defects reported 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club staff members and Club members/users	Ongoing

			<ul style="list-style-type: none">• Adequate lighting and ventilation				
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HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
38	Sensitive Work Groups: Pregnant Employees / Students & Nursing Mothers Who is harmed: <ul style="list-style-type: none"> • Staff members • FIT2GO Club Users • Contractors/ service providers 	<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 ○ Chemical agents ○ Biological agents 	<ul style="list-style-type: none"> • Specific risk assessment carried out for pregnant employees and control measures implemented as identified and necessary by Health & Safety Office • Rest facilities available in designated first-aid room in Linenhall and Kevin Street • Pregnant / nursing mothers follow medical advice • Club users should inform Fit2Go staff members when pregnant 	<ul style="list-style-type: none"> • Pregnant employees/ students and nursing mothers to contact Health & Safety Office to ensure a risk assessment is carried out 	With current controls: L With Actions applied: L	FIT2GO Club staff members; Pregnant staff members; Pregnant Club Users;	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			
39	<p>Sensitive Work Groups:</p> <p>Young Persons</p> <p><i>Children use the swimming pool:</i> <i>Please See <u>SWIMMING POOL</u></i></p> <p>Who is harmed:</p> <ul style="list-style-type: none"> Young Persons 	<ul style="list-style-type: none"> Injuries Accidents and incidents 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"> Please see Swimming Pool for controls Supervision of children at all times DIT Child Protection Policy in place DIT emergency plans in place Report all incidents and accidents to DIT Student support services available for students Staff are Garda vetted 	<ul style="list-style-type: none"> Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	FIT2GO Club staff members	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			
40	<p>Sensitive Work Groups:</p> <p>People with Disabilities</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> Staff members FIT2GO Club users including users with Disabilities Contractors/ service providers 	<ul style="list-style-type: none"> Poor access/egress Difficulty with evacuation No risk assessment (RA) completed 	<ul style="list-style-type: none"> Ramp at entrance & all flooring inside non-slip Specific risk assessment carried out for individuals on a case by case basis by Health & Safety Office Personal Emergency Egress Plan (PEEP) completed where necessary Reasonable accommodation identified in risk assessment Lift present and in working order Disability Support Service available Disabled toilet available with full changing facilities & call string for emergencies linked to Reception Health & Safety induction available to DIT staff and students 	<ul style="list-style-type: none"> Maintain current controls Staff members/students with disabilities to contact Health & Safety Office to ensure a risk assessment is carried out Advise visitors or club users to notify Fit2Go Club in advance of any special needs Review access/egress arrangements for people with disabilities as front door is too heavy to open by wheelchair users 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>FIT2GO Club staff members</p> <p>Buildings Office</p>	<ul style="list-style-type: none"> Ongoing 1st April 2014

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			
41	Sensitive Work Groups: New Recruits Who is harmed: <ul style="list-style-type: none"> • Staff members • All FIT2GO club users • New recruits 	<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"> • Induction available for new staff • Line Manager gives induction specific to Fit2Go Club • Mandatory training to be completed as soon as possible after recruitment • New recruits trained, supervised and instructed as necessary 	<ul style="list-style-type: none"> • Maintain current controls • Consider assigning a mentor/buddy to new recruits 	With current controls: L With Actions applied: L	FIT2GO Club Facilities Manager	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			
42	Sensitive Work Groups: Undergraduates <i>See ACTIVITIES</i>	• N/A	• N/A	• N/A	• N/A	• N/A	• N/A
43	Sensitive Work Groups: Postgraduates <i>See ACTIVITIES</i>	• N/A	• N/A	• N/A	• N/A	• N/A	• N/A

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
44	Stress Who is harmed: <ul style="list-style-type: none"> • Staff members • FIT2GO Club Users • Contractors/ service providers 	<ul style="list-style-type: none"> • Physical health effects • Mental health effects • Behavioural effects • Cognitive effects • Absenteeism 	<ul style="list-style-type: none"> • Good communication between FIT2GO Club staff and management • Employee Assistance Programme (EAP) in place • Occupational Stress Management Policy & Procedures in place • Training courses available to staff on stress management, time management, conflict resolution, personal skills etc. 	Maintain current controls	With current controls: L With Actions applied: L	FIT2GO Club staff members & Management	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			
45	Violence Who is harmed: <ul style="list-style-type: none"> • Staff members • FIT2GO Club Users • Contractors/ service providers 	<ul style="list-style-type: none"> • Theft • Verbal abuse/threats • Physical attacks/assault • Stress, fear, anxiety 	<ul style="list-style-type: none"> • Cash kept in a secure and safe location • Campus Life have a cash handling procedure in place • Join Online PayPal available to reduce amount of cash handled on site • Staff have completed Emergency Response Training (ERT) • CCTV in place • Reception is manned at all times • Club staff can report suspect individuals to DIT Buildings Office / Gardaí • Adequate lighting in place • Physical barrier in place i.e. reception and turnstile 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club staff members	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			
46	Bullying & Harassment Who is harmed: <ul style="list-style-type: none"> • Staff members • FIT2GO Club Users • Contractors/ service providers 	<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 • 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 	With current controls: L With Actions applied: L	FIT2GO Club staff members	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			
47	<p>Welfare Facilities:</p> <ul style="list-style-type: none"> Sanitary Facilities Staffroom / Canteen <p>Facilities include:</p> <ul style="list-style-type: none"> 1 public toilet 1 enabled toilet & changing area (ground floor) Male & Female changing areas <p>Who is harmed:</p> <ul style="list-style-type: none"> Staff members FIT2GO Club Users Contractors/ service providers 	<ul style="list-style-type: none"> Inadequate facilities No potable water No means for boiling water/heating food No seating/resting area No hand-washing facilities 	<ul style="list-style-type: none"> Full services in all facilities listed (left) Non-slip flooring throughout Adequate hot & cold water, WCs, WHBs, hand drying, soap, showers, clothes-hooks, benches, hairdryers etc. Children use changing area at off-peak times Changing area planned for swimming pool; this will be used by children All facilities cleaned twice daily by Noonan's Male cleaner cleans female changing area when empty & places sign on door Staffroom/canteen in main building with seating facilities Locker facilities available Drinking water available 	<ul style="list-style-type: none"> Maintain current controls Repair broken tiles in shower cubicles of ladies changing room in Linenhall Remove/treat mould and damp from walls and ceilings of changing rooms in Linenhall 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>FIT2GO Club staff members</p> <p>Buildings Office</p> <ul style="list-style-type: none"> Buildings Office 	<p>Ongoing</p> <ul style="list-style-type: none"> 1st June 2014

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			
48	Visitors Note types of visitors: <ul style="list-style-type: none"> • DIT Staff • DIT Students • Members of the Public • Children using swimming pool • Delivery personnel Who is harmed: <ul style="list-style-type: none"> • Staff members • FIT2GO Club Users • Contractors/ service providers 	<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"> • 3 staff members on duty at all times: 1 at pool-side, 1 at reception & 1 floating around the club • Reception manned at all times, swipe card system in place and CCTV • Visitors report to reception and cannot access facilities without authorisation by staff • Adequate signage • All classes are supervised, participants are instructed and instructor staff are competent • Rules governing Use of Studio Spaces in place: Appendix 5 • Normal Operation Procedures in place: Appendix 6 • Swimming Pool Users Safety Code in place: Appendix 2 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club staff members and Club Users	Ongoing

			<ul style="list-style-type: none"> • Rules Governing Use of Pool in place: Appendix 3 • Rules Governing Use of Gym or Weights Area in place: Appendix 4 • Risk assessments completed for activities • Please see Deliveries • Visitors briefed on emergency procedures by person they are visiting • Rules in place for swimming pool • Staff members/instructors available at all times • Emergency buttons available in all areas linked to Reception • First aid facilities, AED & first aiders available • Users requested to disclose conditions, special needs on health screening form / online booking form for schools • Clearance advised from GP before commencing physical activity 				
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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			
49	Contractors / Service Providers <ul style="list-style-type: none"> T&T Fitness Fitter Mac Sports Who is harmed: <ul style="list-style-type: none"> Staff members FIT2GO Club Users Contractors/ service providers 	<ul style="list-style-type: none"> Lack of familiarity with FIT2GO Club and its safety procedures Injury to contractors/service providers, staff, students, users, members of the public 	<ul style="list-style-type: none"> Fit2Go Club Facilities Manager controls gym equipment contractors. Buildings Office control all contractors/service providers Reception is manned at all times by club staff Contractors/service providers to sign-in at front desk Compliance with DIT code of practice for contractors/service providers Contractors/service providers to complete online eLearning programme DIT Contractor safety badge worn Risk assessment and method statements 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club staff members Buildings Office	Ongoing

			<p>completed and submitted to the Buildings Office</p> <ul style="list-style-type: none"> • Good housekeeping • Areas of works cordoned off 				
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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			
50	<p>Behaviour</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • FIT2GO Club Users • Contractors/ service providers 	<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 & followed • Employee Assistance Programme (EAP) in place • Occupational Stress Management Policy & Procedures in place • Training courses available to staff on stress management, personal skills etc. • All incidents are reported immediately • DIT Disciplinary procedures in place • DIT Procedure for the 	<ul style="list-style-type: none"> • Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	FIT2GO Club staff members and Club Users	Ongoing

			<p>Resolution of Disputes/Grievances in place</p> <ul style="list-style-type: none"> • Reception manned at all times, swipe card system in place & CCTV • Visitors report to reception and cannot access facilities without authorisation by staff • All classes are supervised, participants are instructed and instructor staff are competent • Rules governing Use of Studio Spaces in place: Appendix 5 • Normal Operation Procedures in place: Appendix 6 • Swimming Pool Users Safety Code in place: Appendix 2 • Rules Governing Use of Pool in place: Appendix 3 • Rules Governing Use of Gym or Weights Area in place: Appendix 4 				
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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			
51	Personal Protective Equipment (PPE) <i>No PPE is required for the FIT2GO Club</i>	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

CHEMICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
52	<p>Cleaning Chemicals</p> <p>Chemicals include:</p> <ul style="list-style-type: none"> Cleaning chemical (Noonan's) store in Club <p>Who is harmed:</p> <ul style="list-style-type: none"> Staff members FIT2GO Club Users Contractors/ service providers 	<ul style="list-style-type: none"> Skin or eye contact Ingestion Inhalation Environmental damage Contamination Spillage Fire 	<ul style="list-style-type: none"> Risk assessments carried out by Noonan's and staff trained Noonan's have SOP for use, handling, storage and disposal, adequate PPE, MSDS, spill kits Cleaning store has sluice sink and adequate ventilation Chemical agents kept in suitable with labels and lids kept closed when in not use Restricted access to cleaning store i.e. locked at all times; only cleaners have keys Emergency plans in place First-aid kit and first-aiders available Minimum quantities of chemicals stored on site 	<ul style="list-style-type: none"> Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	Noonan's contractors/service providers	Ongoing

			• Hand-washing facilities				
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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			
53	Biological Agents <i>No Biological Agents on site</i>	• N/A	• N/A	• N/A	• N/A	• N/A	• N/A

ACTIVITY: SWIMMING POOL							
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			
54	Pool Design Who is harmed: <ul style="list-style-type: none"> • Staff members • FIT2GO Club Users • Contractors/ service providers 	<ul style="list-style-type: none"> • Blind spots • Glare • Pool access ladders 	<ul style="list-style-type: none"> • Staff are competent and trained as lifeguards • Pool users are supervised at all times • Pool ladders checked regularly, maintained and serviced where required • Staff have good visibility of all areas 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club staff members	Ongoing
55	Pool & Pool Surround Who is harmed: <ul style="list-style-type: none"> • Staff members • FIT2GO Club Users • Contractors/ service providers 	<ul style="list-style-type: none"> • Slips, trips and falls • Lack of cleaning / hygiene • Broken / sharp tiles resulting in cuts • Accidents/Incidents 	<ul style="list-style-type: none"> • Floor surface is non-slip • Daily cleaning takes place • Poolside washed down daily • Hazards reported by staff • Pool rules clearly displayed including no running, diving etc. • Pool and pool surround flooring inspected and maintained in good condition • Pool edge marked 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club Staff Members and Swimming Pool Users	Ongoing

			<ul style="list-style-type: none"> No trailing cables; electrics suitable for wet environment 				
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ACTIVITY: SWIMMING POOL							
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			
56	Environment Who is harmed: <ul style="list-style-type: none"> Staff members FIT2GO Club Users Contractors/ service providers 	<ul style="list-style-type: none"> Inadequate lighting Inadequate heating Inadequate ventilation High humidity 	<ul style="list-style-type: none"> Services are adequate and maintained by the Buildings Office 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club staff members	Ongoing
57	Pool Inlets & Outlets Who is harmed: <ul style="list-style-type: none"> Staff members FIT2GO Club Users Contractors/ service providers 	<ul style="list-style-type: none"> Sharp edges Entrapment of body or extremities Suction of a swimmer 	<ul style="list-style-type: none"> Suitable covers on inlet and outlet of pool circulation system No sharp edges exposed Floor surface is non-slip Daily cleaning Poolside is washed down daily 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club staff members	Ongoing

ACTIVITY: SWIMMING POOL							
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			
58	Pool Equipment Example: Floats Who is harmed: <ul style="list-style-type: none"> Staff members All swimming pool users 	<ul style="list-style-type: none"> Poor condition Lack of maintenance Inadequate storage 	<ul style="list-style-type: none"> Floats and other equipment in good condition Equipment checked prior to lessons/use Swimmers/users shown how to use equipment Equipment stored in designated area Defective equipment reported/taken out of use 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club Staff Members and Swimming Pool Users	Ongoing
59	Rescue Equipment & First Aid Who is harmed: <ul style="list-style-type: none"> Staff members FIT2GO Club Users Contractors/ service 	<ul style="list-style-type: none"> Drowning Various injuries Inadequate rescue equipment Staff not competent Lack of First Aid Lack of trained first aiders 	<ul style="list-style-type: none"> Suitable and sufficient rescue equipment readily available and maintained in good condition including: spinal board, reach poles, rings, life buoys (throws), floats First aid kit available Staff are trained lifeguards & first aiders Foil blankets available at 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club staff members	Ongoing

	providers		poolside <ul style="list-style-type: none"> Emergency button linked to Reception available 				
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ACTIVITY: SWIMMING POOL							
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			
60	Pool Covers: Covering & Uncovering Who is harmed: <ul style="list-style-type: none"> Staff members FIT2GO Club Users Contractors/ service providers 	<ul style="list-style-type: none"> Manual Handling Slips, Trips & Falls 	<ul style="list-style-type: none"> Automatic system with button in place for covering (evening) and uncovering (morning) the pool Inspection and maintenance programme in place for cover system Staff guide the cover with lane rope All staff trained as lifeguards 	<ul style="list-style-type: none"> Maintain current controls Replace faded pool-side sign re: operating instructions for pool cover 	With current controls: L With Actions applied: L	FIT2GO Club staff members <ul style="list-style-type: none"> Niamh O'Callaghan 	Ongoing <ul style="list-style-type: none"> 1st June 2014
61	Hygiene Who is harmed: <ul style="list-style-type: none"> Staff members FIT2GO Club Users Contractors/ service providers 	<ul style="list-style-type: none"> Contamination Transmission of infections / diseases Growth of microorganisms Faecal fouling 	<ul style="list-style-type: none"> Users shower before entering pool Signage in place stating this Daily cleaning of poolside Chlorination of pool Pool users must wear swimming hat and 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club Staff Members and Swimming Pool Users	Ongoing

			<p>appropriate clothing</p> <ul style="list-style-type: none"> • Outdoor footwear is not permitted at the poolside • Babies required to wear special nappies in pool • All biological material is removed and disposed of correctly by Buildings Office staff • The pool is closed in the event of faecal fouling 				
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ACTIVITY: SWIMMING POOL							
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			
62	<p>Disability, Special Needs, Medical Conditions e.g. epilepsy</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • FIT2GO Club Users • Contractors/ 	<ul style="list-style-type: none"> • Drowning • Inadequate access • Asphyxiation 	<ul style="list-style-type: none"> • Users requested to disclose conditions, special needs on health screening form / online booking form for schools • Clearance advised from GP before commencing physical activity • Users supervised at all times • Staff are competent and trained/qualified 	<ul style="list-style-type: none"> • Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	FIT2GO Club Staff Members and Swimming Pool Users	Ongoing

	service providers		<ul style="list-style-type: none"> • Staff informed of medical conditions • First aid facilities/trained first aiders available • Disabled access available • Lift from reception to swimming pool • Ramp available to gym area/changing area • Parent/guardian/teacher must be present 				
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ACTIVITY: SWIMMING POOL							
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			
63	Pool Users including Children Who is harmed: <ul style="list-style-type: none"> • Staff members • All swimming pool users 	<ul style="list-style-type: none"> • Misuse of equipment • Contamination • Transmission of infections / diseases • Drowning • Various injuries • Horseplay 	<ul style="list-style-type: none"> • 1 adult supervisor from school per 10 pupils • Deep end cordoned off when children present • Restricted access over 4ft until user is 'advanced' • Water depth levels are highlighted – 0.75m at shallow end and 2.0m at the deep end 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club Staff Members and Swimming Pool Users	Ongoing

			<ul style="list-style-type: none"> • Users shower before entering pool; signage in place to this effect • Access restricted • Pool users supervised at all times • Pool users instructed in use of equipment e.g. floats, goggles • Pool rules visible, clear, easily understood, communicated and obeyed • Instructors/staff members are Garda vetted • DIT Child Protection Policy in place – appendix 7 of this policy outlines the controls and arrangements specific to the use of sports facilities by children • Normal Operation Procedures in place: Appendix 6 • Swimming Pool Users Safety Code in place: Appendix 2 • Rules Governing Use of Pool in place: Appendix 3 				
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ACTIVITY: SWIMMING POOL							
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			
64	Water Quality Who is harmed: <ul style="list-style-type: none"> • Staff members • FIT2GO Club Users • Contractors/ service providers 	<ul style="list-style-type: none"> • Under / Over-disinfection • Contamination • Poor visibility • Ill-health • Legionnaire's disease 	<ul style="list-style-type: none"> • Automatic disinfection system in place controlled by competent staff in the Buildings Office • Readings taken of pH and system automatically regulates water quality • A separate risk assessment has been completed by Buildings Office for the plant room and the disinfection/filtration system • Access to plant room is restricted to authorised and trained personnel only • Chemical and biological testing is carried out on the water as required • Where water stagnation 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	Buildings Office	Ongoing

			<p>occurs or water use is low, flushing procedures are used at water outlets e.g. showers that are seldom used</p> <ul style="list-style-type: none"> Where there is a risk of scalding, a means of controlling the water temperature at the point of use is fitted 				
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ACTIVITY: SWIMMING POOL							
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			
65	Emergencies Who is harmed: <ul style="list-style-type: none"> Staff members FIT2GO Club Users Contractors/ service providers 	<ul style="list-style-type: none"> Drowning Asphyxiation Injuries Accidents/Incidents Death Lack of training Lack of rescue equipment Lack of first aid supplies Medical conditions 	<ul style="list-style-type: none"> Emergency button (red) present linked to Reception Users disclose conditions, special needs on health screening form/online booking form for schools Clearance advised from GP before commencing Users supervised at all times by staff competent trained/qualified in 	<ul style="list-style-type: none"> Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	FIT2GO Club Staff Members and Swimming Pool Users	Ongoing

			<p>rescue and first-aid</p> <ul style="list-style-type: none">• First-aid facilities and AED available and staff trained in same• Emergency exits clear and unobstructed• Rescue equipment available and maintained; staff trained in its use• Class sizes restricted• Staff are Evacuation Marshals and trained in ERT• Foil blankets available• Normal Operation Procedures in place: Appendix 6• Swimming Pool Users Safety Code in place: Appendix 2• Rules Governing Use of Pool in place: Appendix 3				
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ACTIVITY: MARTIAL ARTS & BOXING CLASS							
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			
66	<ul style="list-style-type: none"> • Partner Work • Physical Activity • Contra-indications • Exertion • Body Contact • Warm-up • Contact with jewellery • Sparring • Slips, Trips & Falls • Blow to the head • Medical Conditions • Disability • Sparring • Spectators 	<ul style="list-style-type: none"> • Strained/torn/pulled muscles, ligaments, tendons etc. • Wrist damage • Banging heads • Muscle fatigue, cramps, sore/stiff joints • Dislocation of joints e.g. toes • Bruising to body • Loss of teeth • Concussion • Cuts/broken skin • Blisters/cut feet • Injuries to head, neck, spine • Unconsciousness • Dizziness, nausea, hyperventilation 	<ul style="list-style-type: none"> • Thorough warm-up completed with correct techniques before activity • Participants not allowed to take part if they miss warm-up • Participants told to carry water and keep hydrated • Competent instructors • Participants & partner work supervised always • Instructor teaches correct methods e.g. technique, timing, contact, etiquette, recovery time etc. • Instructor checks on participants' injuries / wellbeing before class and stops class if a participant is unfit/unwell • Activity is relevant to 	<ul style="list-style-type: none"> • Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	FIT2GO Club staff members and Martial Arts & Boxing Participants	Ongoing

	<p>Who is harmed:</p> <ul style="list-style-type: none"> • Instructors • Martial Arts Participants • Boxing Participants 	<ul style="list-style-type: none"> • Dehydration • Seizures, fainting, collapse etc. • Collision with spectators • Transmission of infections/diseases through body fluids e.g. sweat, saliva, blood 	<p>participant's ability, condition, pregnancy etc.</p> <ul style="list-style-type: none"> • Injuries/incidents reported immediately • Emergency button (red) present and linked to Reception • First aiders present & procedure in place • Training area debris-free; items stored in lockers • Medical conditions disclosed by participants on health screening form • Clearance advised from GP before commencing • Participants encouraged to train regularly • Jewellery removed or taped over • Gum shields advised. Mandatory in competitions • Wrist straps worn • Fist mitts/gloves worn during sparring and cleaned as required • Sparring is for advanced participants only • Spillages cleaned up immediately with appropriate materials • Floor/mats inspected before class and kept in 				
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			<p>good condition; removed /replaced where required; participants report defects</p> <ul style="list-style-type: none">• Spectator area at safe distance from activity• Rules governing Use of Studio Spaces in place: Appendix 5• Normal Operation Procedures in place: Appendix 6				
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ACTIVITY: FREE WEIGHTS/WEIGHT LIFTING							
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			
67	<ul style="list-style-type: none"> Physical Activity Exertion Slips, Trips & Falls Inadequate warm-up Medical Conditions Disability Storage of weights Equipment Lack of training or assistance Trapping of hands Hygiene Body fluids 	<ul style="list-style-type: none"> Strained/torn/pulled muscles, ligaments, tendons etc. Muscle fatigue, cramps, sore/stiff joints Damage to extremities e.g. hands and feet from falling weights or returning weights to storage rack Cuts/broken skin Various Injuries Unconsciousness Dizziness, nausea, hyperventilation Dehydration Seizures, fainting, collapse etc. Transmission of infections/diseases through body fluids 	<ul style="list-style-type: none"> Participants instructed on correct techniques re lifting, seating position etc. during induction Personal training plan put in place relevant to each participant's personal ability, condition, pregnancy etc. Thorough warm-up recommended Assistance available at all times Participants told to carry water and keep hydrated Competent instructors Injuries/incidents reported immediately Emergency button (red) present and linked to Reception First aiders present & 	<ul style="list-style-type: none"> Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	FIT2GO Club staff members and Weights Users	Ongoing

	<p>Who is harmed:</p> <ul style="list-style-type: none"> • Instructors • Free Weights / Weight Lifting Participants 	e.g. sweat, saliva, blood	<p>procedure in place</p> <ul style="list-style-type: none"> • Weights area debris-free and free from personal items (stored in lockers) • Participants return weights to rack & take care of fingers/hands • Medical conditions disclosed by participants on health screening form • Clearance advised from GP before commencing • Spillages cleaned up immediately with appropriate materials • Flooring is non-slip and visually inspected daily, kept in good condition; replaced where required • Equipment e.g. weights, weight benches etc. inspected daily and maintained • Participants report floor/equipment defects • Appropriate clothing and footwear worn • Weights and associated equipment cleaned as appropriate • Rules governing Use of Studio Spaces in place: Appendix 5 				
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			<ul style="list-style-type: none">• Normal Operation Procedures in place: Appendix 6• Rules Governing Use of Gym or Weights Area in place: Appendix 4				
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ACTIVITY: TRX SUSPENSION TRAINING CLASS PILATES CLASS CIRCUIT TRAINING KETTLEBELL TRAINING REBOUNDED TRAINING							
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			
68	<ul style="list-style-type: none"> Physical Activity Exertion Slips, Trips & Falls Inadequate warm-up Medical Conditions Disability Equipment Lack of training or assistance Trapping of hands Hygiene 	<ul style="list-style-type: none"> Strained/torn/pulled muscles, ligaments, tendons etc. Muscle fatigue, cramps, sore/stiff joints Damage to extremities e.g. blisters on hands Cuts/broken skin Various Injuries Unconsciousness Dizziness, nausea, hyperventilation Dehydration Seizures, fainting, collapse etc. Transmission of 	<ul style="list-style-type: none"> Thorough warm-up completed with correct techniques before activity Participants not allowed to take part if they miss warm-up Participants told to carry water and keep hydrated Competent instructors Participants supervised at all times Instructor teaches correct methods & techniques Instructor checks on participants' injuries / wellbeing before class and stops class if a participant 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	FIT2GO Club staff members; TRX Class Participants; Pilates Class Participants; Circuit Training Class Participants; Kettlebells Class Participants & Rebounding Class Participants	Ongoing

	<ul style="list-style-type: none"> • Body fluids • Falls from trampoline <p>Who is harmed:</p> <ul style="list-style-type: none"> • Instructors • TRX Class Participants • Pilates Class Participants • Circuit Training Class Participants • Kettlebells Class Participants & • Rebounding Class Participants 	<p>infections/diseases through body fluids e.g. sweat, saliva, blood</p>	<p>is unfit/unwell</p> <ul style="list-style-type: none"> • Activity is relevant to participant's ability, condition, pregnancy etc. • Injuries/incidents reported immediately • Emergency button (red) present and linked to Reception • First aiders present & procedure in place • Area debris-free and free from personal items (stored in lockers) • Equipment e.g. kettlebells, TRX equipment, mini trampolines etc. inspected daily and maintained • Weights and associated equipment cleaned as appropriate • Medical conditions disclosed by participants on health screening form • Clearance advised from GP before commencing • Spillages cleaned up immediately with appropriate materials • Flooring is non-slip and visually inspected daily, kept in good condition; 				
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			<p>replaced where required</p> <ul style="list-style-type: none">• Participants report floor/equipment defects• Appropriate clothing and footwear worn• Rules governing Use of Studio Spaces in place: Appendix 5• Normal Operation Procedures in place: Appendix 6				
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ACTIVITY: SPIN STUDIO							
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			
69	<ul style="list-style-type: none"> Physical Activity Exertion Slips, Trips & Falls Inadequate warm-up Medical Conditions Disability Equipment Lack of training or assistance Hygiene Body fluids <p>16 bikes in total</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> Instructors 	<ul style="list-style-type: none"> Strained/torn/pulled muscles, ligaments, tendons etc. Muscle fatigue, cramps, sore/stiff joints Damage to extremities e.g. blisters on hands Cuts/broken skin Various Injuries Unconsciousness Dizziness, nausea, hyperventilation Dehydration Seizures, fainting, collapse etc. Transmission of infections/diseases through body fluids e.g. sweat, saliva, blood 	<ul style="list-style-type: none"> Thorough warm-up completed with correct techniques before activity Participants not allowed to take part if they miss warm-up Participants told to carry water and keep hydrated Competent instructors Participants supervised at all times Instructor teaches correct methods & techniques Participant adjust seat etc. as required to suit needs Instructor checks on participants' injuries / wellbeing before class and stops class if a participant is unfit/unwell Activity is relevant to 	<ul style="list-style-type: none"> Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	FIT2GO Club staff members and Spinning Class Participants	Ongoing

	<ul style="list-style-type: none"> • Spinning Class Participants 		<p>participant's ability, condition, pregnancy etc.</p> <ul style="list-style-type: none"> • Injuries/incidents reported immediately • Emergency button (red) present and linked to Reception • First aiders present & procedure in place • Spinning area debris-free and free from personal items (stored in lockers) • Medical conditions disclosed by participants on health screening form • Clearance advised from GP before commencing • Spillages cleaned up immediately with appropriate materials • Flooring is non-slip and visually inspected daily, kept in good condition; replaced where required • Participants report floor/equipment defects • Appropriate clothing and footwear worn • Clothing that may get caught in bikes is not allowed • Bikes wiped down after use 				
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			<ul style="list-style-type: none"> Normal Operation Procedures in place: Appendix 6 				
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ACTIVITY: GYM							
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			
70	<ul style="list-style-type: none"> Physical Activity Exertion Slips, Trips & Falls Inadequate warm-up Medical Conditions Disability Equipment Lack of training or assistance Hygiene Body fluids <p><u>Equipment:</u></p> <ul style="list-style-type: none"> Cardiovascular Equipment: Treadmill & Cross trainer 	<ul style="list-style-type: none"> Strained/torn/pulled muscles, ligaments, tendons etc. Muscle fatigue, cramps, sore/stiff joints Various Injuries Unconsciousness Dizziness, nausea, hyperventilation Dehydration Seizures, fainting, collapse etc. Transmission of infections/diseases through body fluids e.g. sweat, saliva, blood 	<ul style="list-style-type: none"> Equipment is used and maintained in accordance with manufacturer's instructions Equipment is regularly inspected and unsafe equipment is taken out of use Staff members are trained in the use of equipment Club users instructed by staff on correct techniques re use of machines Emergency stop button on all machines Personal training plan put in place relevant to each participant's personal ability, condition, pregnancy etc. Thorough warm-up 	<ul style="list-style-type: none"> Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	FIT2GO Club staff members and Gym Users	Ongoing

	<ul style="list-style-type: none"> • Small weights area • Resistance Equipment <p>Who is harmed:</p> <ul style="list-style-type: none"> • Instructors • Gym Users 		<p>recommended</p> <ul style="list-style-type: none"> • Assistance available at all times • Participants told to carry water and keep hydrated • Competent instructors • Injuries/incidents reported immediately • Emergency button (red) present and linked to Reception • First aiders present & procedure in place • Gym area debris-free and free from personal items (stored in lockers) • Medical conditions disclosed by participants on health screening form • Clearance advised from GP before commencing • Spillages cleaned up immediately with appropriate materials • Flooring is wooden, flush, visually inspected daily, kept in good condition and replaced where required • Participants report machine defects and unsafe equipment taken out of use 				
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			<ul style="list-style-type: none"> • Inspection and maintenance programme for equipment • Appropriate clothing and footwear worn • Clothing that may get caught in machines is not allowed • Machines are wiped down after use • Rules Governing Use of Gym or Weights Area in place: Appendix 4 • Lighting: sensor system • Window blinds in place • Ramp access • Emergency exit directly outside gym 				
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ACTIVITY: STUDIO SPACES							
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			
71	<ul style="list-style-type: none"> • Environment • Slips, Trips & Falls <p><u>Activities:</u></p>	<ul style="list-style-type: none"> • Various Injuries 	<ul style="list-style-type: none"> • Maximum of 50 persons allowed at one time • Emergency signage in place • Activities restricted i.e. no 	<ul style="list-style-type: none"> • Windows in Studio Space do not appear stable. They need to be made safe • Maintain current controls 	<p>With current controls: M</p> <p>With</p>	Niamh O'Callaghan to contact Building Maintenance Manager	March 2014

	<ul style="list-style-type: none"> • Martial Arts • Weights area • Resistance Equipment <p>Please see <u>ACTIVITIES</u></p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Instructors • Gym Users 		<p>ballistic sports allowed due to hazards and unsuitability of area</p> <ul style="list-style-type: none"> • Assistance available at all times • Rules governing Use of Studio Spaces in place: Appendix 5 • Normal Operation Procedures in place: Appendix 6 • Injuries/incidents reported immediately • Emergency button (red) present and linked to Reception • First aiders present & procedure in place • Sports hall is debris-free and free from personal items (stored in lockers) • Spillages cleaned up immediately with appropriate materials • Flooring is wooden, flush, visually inspected daily, kept in good condition and replaced where required • Appropriate clothing and footwear worn • Equipment stored neatly at walls 		<p>Actions applied: L</p>		
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			<ul style="list-style-type: none">• Equipment store (locked) off Studio Spaces				
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Appendix 1

"Hire of Facilities"

FIRE ALARM PROCEDURES FOR FIT2GO CLUB FITNESS FACILITIES

INSTRUCTIONS FOR User(s) – Schools, Community, Public and Private Groups	
SMOKING	is not permitted in the Fit2Go Club Facilities
DOORS	Fire control doors should not be left 'wedged/propped' open
EVACUATION	Group supervisors are responsible for evacuating their members: please make sure your members are familiar with our safety procedures
THE FIRE ALARM	is a continuous siren in the building
ON HEARING THE ALARM	evacuate those present quickly by the nearest Fire Exit: no one should stop to collect personal belongings. Contact the Emergency Services by dialing 999 or 112
FIRE EXITS	are clearly identified and adequately illuminated in the Fit2Go Club facilities: All escape routes and emergency exits must not be obstructed: you should familiarise yourself and

	your members with those exits
ASSEMBLY POINT	The assembly point at DIT Kevin Street College is located at the rear of the College building, proceed out the back gate to Camden Row and the assembly point at DIT Bolton Street College is located on Henrietta Street, proceed out the College Gate and turn left. Please remain with your members at your assembly point until authority is given to return to the building
TELEPHONES	Fit2Go Club reception desk and porters desk in main College building(s) and Annex building

Emergency Floor Plans and Fire Action Notices are displayed in a prominent position on every level. Floor Plans are available in the Appendices.

Appendix 2

“Swimming Pool Users’ Safety Code”

Spot the dangers

Take care, swimming pools can be hazardous. Water presents a risk of drowning, and injuries can occur from hitting the hard surrounds, or from misuse of equipment.

Always swim within your ability

Never swim after a heavy meal or after alcohol. Avoid holding your breath and swimming long distances under water. Be especially careful if you have a medical condition such as epilepsy, asthma, diabetes or a heart condition.

Check new places

Every pool is different, so always make sure you know how deep the water is, and check for other hazards such as a steep slope into deeper water etc. and always hold handrail on entry and exit of pool.

Take safety advice

Follow advice provided for your and others' safety. Avoid unruly behaviour which can be dangerous: for instance, running on the side of the pool; ducking; acrobatics in the water; or shouting or screaming (which could distract attention from an emergency). Always respect the authority of the Fit2Go Club staff member on duty and obey all times.

Look out for yourself and other swimmers

It is safer to swim with a companion. Keep an eye open for others, particularly young children, improvers and non-swimmers.

Learn how to help

If you see somebody in difficulty, get help immediately from the Fit2Go Club staff member on duty in the pool area. In an emergency, keep calm and do exactly as you are told by the staff member on duty.

Appendix 3

“Rules Governing the Use of the Pool”

1. Running, diving, jumping or acrobatics of any form are strictly prohibited in the pool area.
2. Shouting or boisterous behaviour is not permitted.
3. Appropriate swimwear and swim hats must be worn in the pool at all times.
4. Flip-flops or similar footwear must be worn to and from the pool area.
5. User(s) must shower before accessing the pool area.
6. All visitors must sign a waiver of liability before they can access the pool area.
7. All child non-swimmers must wear buoyancy aids. Adult non swimmers are also advised to wear armbands if entering deep water.
8. All children under the age of 12 must be accompanied by an adult at all times.
9. Children (under 12 years of age) may not access the pool area after 6pm.
10. The wearing of plasters or wound dressings of any kind is forbidden in the pool in the interest of hygiene.
11. Children who are not toilet trained must wear a swim nappy in the pool.
12. Outdoor shoes are not permitted on the pool deck, spectators must wear the designated footwear at poolside.
13. Food or drink cannot be consumed in the pool area.
14. The lifeguard’s instructions must be obeyed at all times.

Appendix 4

“Rules Governing the Use of the Gym or Weights Area”

1. Gym usage is strictly for over 16's only.
2. Personal training is only allowed to be carried out by the Fit2Go Club staff.
3. Sports bags are not to be brought into the gym area. Lockers are provided and require a refundable €1 coin to use.

4. Please wear appropriate footwear and clothing at all times.
5. A screening form and induction programme must be completed before using the gym fitness equipment.
6. Visitors accessing the gym on a 'pay as you go' basis must sign a waiver of liability before they can use the fitness equipment.
7. All individuals with a pre-existing medical condition should not use the gym without express agreement of their G.P.
8. During peak times user(s) must not hog the equipment between sets and limit their time to 20 minutes on any piece of cardiovascular fitness equipment.
9. Replace any free weights, discs, dumbbells or barbells immediately after use as it is dangerous to leave them lying around the floor
10. Use paper towels provided to clean all pieces of gym fitness equipment down after use.
11. Please carry a towel to lie/sit on when using the equipment as it is more hygienic for others.
12. Food or drink (except water) is strictly prohibited in the gym area.
13. Report any faults immediately to the Fit2Go Club staff member on duty.
14. Respect other peoples personal space.

Appendix 5

“Rules Governing the Use of the Studio Spaces”

1. Person or persons can only access the studio spaces if a prior booking has been agreed.
2. Groups/Clubs/Sporting Organisations that have booked one of the studio spaces must sign in at reception.
3. There should be a minimum of 2 people participating in activities in Studio 2 or 3 at any given time in the interest of safety.
4. Appropriate footwear is to be worn at all times.
5. Food and drink (except water) cannot be consumed in the studios.
6. All equipment must be stored away tidily in the store room and left in the same condition that user(s) found.
7. Care should be taken when moving equipment and replaced when finished.
8. Report any damaged equipment immediately to staff on duty.
9. Ballistic sports are not permitted in the studio spaces.
10. The studios must be vacated 5 minutes prior to the commencement of the next scheduled booking to allow for the set-up of activities.

Appendix 6

“Normal Operation Procedures”

Purpose: This document is to ensure that all Staff who work at the Fit2Go Club Facilities understand their responsibilities as Leisure Attendants /Swimming Teachers/Fitness Instructors.

Scope: This document applies to all staff members who undertake duties at the facilities at the Fit2Go Club.

Responsibility: This document will be updated by as necessary by the Facilities Manager with input from the Fit2Go Club staff members.

Implementation: This document is to be read in conjunction with the documents entitled “Orders for all Fit2Go Club Staff” and “Emergency Action Plan”.

1- Swimming Pool

1.1- Specification of Pool

Dimensions: The pool: 18m x 8m. Deep end: approx. 2m. Shallow end: approx .75m

The pool is used for DIT Club training sessions, swim lessons, aqua-fit classes, leisure and lane swimming and is also hired out to external private groups.

1.2- Potential Risk Areas

a. Diving

Diving into insufficient depth of water, backward dives and somersaults etc. are strictly prohibited. Staff on duty in the pool area must ensure that swimmers do not perform any of these activities so that potential risks are minimized.

b. Physical Hazards in General

The pool surrounds are to be kept tidy to minimize the risk of trip hazards in the pool such as slippery pool surrounds, steps, etc. Staff on duty in the pool area must be aware of the dangers that these present and ensure that swimmers behave accordingly so that these potential risks are minimized i.e. no running around the pool, etc.

c. Activity Hazards

Boisterous games are not permitted. Balls, floats, snorkels, fins and other special swimming equipment are permitted at the discretion of Staff.

d. User(s) swimming out of their depth

Staff on duty in the pool area must be aware of the level of competence of pool user(s) to ensure the safety of all occupants.

e. Absence of, or inadequate, response to emergency situation

Initial awareness and assess the incident. Put EAP into place to minimize potential risks to club members and visitors.

1.3- Maximum Swimmer Loads

The accepted maximum number of swimmers in the pool at one time should not exceed 25. At very busy periods users can be asked to limit their stay to a maximum period of say 1 hour or to delay their arrival to the pool area.

1.4- First Aid

A first Aid box is to be found on the pool deck. Staff on duty are to administer first aid to swimmers who request/need it, but only to the depth of the provisions of the First Aid box and/or training. You should never leave the poolside to administer first aid without first pressing the pool emergency button to summon assistance of another staff member on duty. When dealing with body fluids, i.e. blood, vomit, urine, etc. then protective gloves are to be worn. If the injury necessitates aid beyond the scope already described, contact the emergency services by dialing 112 or 999. Notify the porter's desk to make them aware that an incident has occurred and that an ambulance is on route so they can direct the ambulance to the pool. Whenever first aid is administered the Incident Report Form is to be completed and signed by the injured party and forwarded to the DIT Health and Safety Office and a copy may be given to the injured party also. A contact/emergency telephone list is

displayed at reception next to the telephone (no. 01-4024715 – DIT Kevin Street, no. 01-4024009 – DIT Bolton Street). An Incident Report form should be completed for each incident/first aid treatment.

1.5- Conditions of Hire

When the pool is on hire to private groups, or used by “student sport clubs”, e.g. sub aqua, canoe or waterpolo clubs, etc., it is the responsibility of the club concerned (see para no. 10) to provide Pool Supervisors who will adhere to the Pool Written Procedures and Fit2Go Club Staff Orders. It is the responsibility of the Facilities Manager to ensure that all pool supervisors are inducted in the operating procedures and emergency action plan. This training and their qualifications must be signed off in the booking form. Any Incidents that occur during their pool session must be recorded on an Incident Form and completed Incident Report Forms must be given in at reception as soon after completing the form as is possible.

1.6- Alarm System

Staff on duty in the pool area must carry a whistle at all times. Staff on duty are to use a whistle to attract the attention of swimmers. **One short blast** is to be used to attract the attention of a swimmer; **Two short blasts** to attract the attention of other Lifeguards; **Three short blasts** indicate your intention to enter the water; **One long blast**, lasting approx 3 secs, is to be the alarm to clear the pool.

1.7- Staff Duties

These are detailed in the Order for All Fit2Go Club Staff attached. All Staff members are to read these orders.

1.8- Swimming Instructions

The Fit2Go Club staff member/lifeguard is not to act as a Swimming Teacher.

1.9- Staffing Levels

One Fit2Go Club staff member (NPLQ, IWS or RLSS or recognized equivalent qualification) is to be present on the pool side at all times. It is the responsibility of the staff on duty to only allow as many swimmers in the pool as are allowed, [see para 3].

The overall maintenance of the Pool is the responsibility of the Building’s Maintenance Manager.

2- Gym

2.1- Specification of Gym (Fitness Area)

Dimensions: Gym at DIT Kevin Street: 10.7m x 10.1m.

Gym at DIT Bolton Street: 17m x 4m

The gym is equipped with cardiovascular and resistance machinery (an equipment inventory can be found in the Appendices). Students, staff and the wider general public are eligible to access the gym on a pay and play basis or for an annual or monthly fee.

2.2- Potential Risk Areas

a. Pre-existing medical conditions

The staff member on duty must be aware of any existing health issues e.g. heart condition, asthma, epilepsy or high blood pressure. New members or visitors must complete a screening form so that any pre-existing conditions can be identified prior to participating in any fitness training programme.

b. Physical Hazards in General

The gym area is to be kept tidy to minimise the risk of hazards in the gym such as free weights, dumbbells or barbells etc. lying around or electrical cables uncovered. Staff on duty in the gym area must be aware of the dangers that these present and ensure that all gym users behave accordingly and respect the rules and regulations in place so that these potential risks are minimised i.e. replace free weights immediately after use.

c. Induction Programme

The staff member on duty in the gym area must ensure that new members and visitors complete an induction programme before using any of the fitness equipment. Users must be shown how to execute exercises correctly.

d. Absence of, or inadequate, response to emergency situation

Initial awareness and assess the incident. Put EAP into place to minimise potential risks to club members and visitors.

2.3- Maximum Capacity (Users)

The accepted maximum number of users in the gym at DIT Kevin Street at one time should not exceed 35 and at DIT Bolton Street facility should not exceed 25.

2.4- First Aid

A first Aid box is to be found on the wall of the gym area. Staff on duty are to administer first aid to gym users who request/need it, but only to the depth of the provisions of the First Aid box and/or training.

2.5- Staff Duties

These are detailed in the Order for All Fit2Go Club Staff attached. All Staff members are to read these orders.

2.6-Staffing Levels

All Fit2Go Club staff members possess (NCEF, ITEC, NCEHS or recognized equivalent qualification). It is the responsibility of the staff on duty to only allow as many users in the gym as are allowed, [see para 3].

2.7- Maintenance of Fitness Equipment

The overall maintenance of the fitness equipment is the responsibility of the appointed Fit2Go Club staff member equipment officer.

3- Hall

3.1- Specification of Studio Spaces (Studio 1, 2 and 3)

Dimensions: Hall: 24.2m x 11.5m

The studio spaces are used for DIT Club training sessions and private group activity sessions. Activities include: Judo, Karate, Krav Maga, Akido, Taekwon-do and Archery. A range of fitness classes delivered by Fit2Go Club staff members are hosted in the studio spaces.

3.2- Potential Risk Areas

a. Physical Hazards in General

Care should be taken when moving equipment and replaced when finished. All equipment must be stored away tidily in the store room and left in the same condition that it was found.

b. Ballistic Sports

Ballistic sports are not permitted in this area.

c. Absence of, or inadequate, response to emergency situation

Initial awareness and assess the incident. Put EAP into place to minimize potential risks to club members and visitors.

3.3- Maximum Capacity (Users)

The accepted maximum number of users in the studio spaces at one time should not exceed 50.

3.4- First Aid

A first Aid box is to be found at the Club reception area. The appointed group supervisor should call one of the staff members on duty to administer first aid to sports hall users who request/need it, but only to the depth of the provisions of the First Aid box and/or training.

3.5- Conditions of Hire

When a studio space is on hire to external groups, or used by “student sport clubs”, e.g. any of the Martial Arts Clubs etc., it is the responsibility of the Club concerned to provide a coach/instructor with the required national governing body qualification. The coach/instructor is the appointed group supervisor who will adhere to the rules and regulations and Fit2Go Club Staff Orders. It is the responsibility of the Facilities Manager to ensure that all group supervisors provide copies of their coaching certificates and are inducted in the operating procedures and emergency action plan. This training and their qualifications must be signed off in the booking form. Any Incidents that occur during their activity session must be recorded on an Incident Form and completed Incident Report Forms must be given in at reception as soon after completing the form as is possible. The group supervisor responsible for instruction or coaching should be aware of any existing health issues of all participants. The group supervisor should be the last person to leave the area.

3.6- Staff Duties

These are detailed in the Order for All Fit2Go Club Staff attached. All Staff members are to read these orders.

“The Facilities Manager is responsible for the employment of the Fit2Go Club facility staff and will ensure that all the rules contained in the NOP, EAP and Fit2Go Club Staff Orders are provided and that they are complied with.”

Appendix 7

“Orders for All Fit2Go Club Staff”

A: ORDERS

Purpose: This order is to ensure that all Staff who undertake duties at the Fit2Go Club Facilities understand their responsibilities as a Fit2Go Club employee.

Scope: This order applies to all Staff who work at the Fit2Go Club.

Responsibility: These orders will be updated by the Facilities Manager as necessary. Any change in the Orders, NOPs (Normal Operating Procedures) and EAPs (Emergency Action Plans) will be made by consensus of Fit2Go Club Staff.

Implementation: This order is to be read in conjunction with “Normal Operating Procedures” and “Emergency Action Plans” Documents.

1- Swimming Pool

1.1- Initial Checks

Before opening the pool to swimmers the staff member on duty is to check that the pool is safe to use. This check is to include a physical inspection of all areas including the changing areas and the pool itself, looking too for water clarity and foreign objects in the pool. Emergency equipment in particular the AED must be checked every morning.

1.2- Hygiene

Staff are to ensure that swimmers are suitably presented for entering the pool, and request that they avail of the showers before entering the pool area.

1.3- Swimmer Behaviour

The staff member on duty in the pool area is responsible for maintaining safe environment for the users of the swimming pool facility. This includes ensuring that bathers abide by the swimming pool rules and by minimising potential risks.

1.4- Swimmers' Safety

When on duty, the safety of all swimmers is the responsibility of the staff member on duty in the pool area. Swimmers must obey the staff member on duty and abide by the pool rules and regulations. Staff members are to make their own judgement as to what is safe behaviour.

1.5- Pool Supervision

When patrolling the poolside the staff member must be in a position to see all areas of the pool to ensure that the pool can be scanned in 10 seconds and a casualty can be reached within approximately 20 seconds. They should not enter the water except to deal with an emergency.

1.6- Food and Drink

No food or drink is to be consumed in the pool area.

1.7-Pool Emergency Button

The button is to be used only to make contact with other staff members on duty if assistance is required or in case of emergency. A contact/emergency telephone list is displayed on the wall at the Club reception area.

1.8- Water Clarity

If the pool water becomes unclear and swimmer's feet cannot be seen at the bottom of the pool the staff member on duty must cease all swimming activity and clear the pool. This may be caused by the condition of the water creating surface distortion.

1.9- Dress and Behaviour

Staff should be clean, smart and behave well. Uniforms are to be worn at all times and dress while on pool duty will be tracksuit bottoms or shorts and polo shirt or tee-shirt with a Fit2Go Club logo. It is essential to bear in mind that staff may be required to enter the pool within seconds to respond to a swimmer in difficulty. Staff is on duty to safeguard life and must therefore act responsibly at all times.

1.10- Concentration on Swimmer Safety

When on duty, all Staff must be aware of swimmer safety at all times. A register of all pool users must be kept. Reading or listening to music is NOT allowed whilst swimmers are in the pool area.

1.11- End of Duty/Handover Procedure

Before handing over to the oncoming staff members, the off-going staff must ensure that no physical damage has occurred to the pool during his/her period of responsibility and that all swimmers who should have cleared the pool have done so. When checking the pool, all staff members check the pool itself for damage and foreign objects. Any irregularity is to be reported to the Pool Maintenance Staff as soon as is reasonably practicable and should be noted on in the Equipment Log Book provided. Staff members should not be in the pool area for a period longer than 1 hour before rotating to another area.

1.12- Safety Equipment

Safety equipment should be checked daily when the facility opens and records of these checks must be kept. The staff member on pool duty must ensure that the following rescue aids are available at the poolside when the pool is being used: 2 Ring Buoys, one Reach Pole.

The Automatic External Defibrillator must be checked daily to ensure that it is fully charged and is stocked with the appropriate defibrillation electrode pads. A record of the expiry dates of the pads should be noted in the Equipment Log Book and replaced before the expiration date. An extra pair should be available to keep the AED in service in the event of a rescue.

Location of Defibrillators (AEDs)

- i) Club Reception Area at DIT Kevin Street and Bolton Street
- ii) Porters Desk, Main Building at DIT Kevin Street and Bolton Street

"ALL SAFETY EQUIPMENT MUST BE SERVICEABLE AND CORRECTLY LOCATED. UNSERVICEABLE ITEMS ARE TO BE BROUGHT PROMPTLY TO THE ATTENTION OF THE FACILITIES MANAGER. "

2- Gym

2.1- Fitness Equipment

The staff member on duty in the gym area must report any faults to the service and maintenance company immediately and record the problem in the service log book. An 'out of order' sign should be placed on the defective equipment.

2. 2- Gym Users Safety

When on duty, the safety of all gym users is the responsibility of the staff members on duty. Gym users must obey the staff member on duty and abide by the rules and regulations governing this area.

2.3- Hygiene

Staff are to ensure that users carry a towel to sit/lie on when using the equipment as it is more hygienic for others.

2.4- Cleaning Fitness Equipment

All cardiovascular and resistance machinery should be cleaned and maintained on a daily basis and recorded to ensure quality control. Machines should be cleaned by the staff member on duty in the morning shift and a set cleaning rota should be upheld.

2.5- Supervision

At a minimum the staff member on duty should circulate around the gym area at regular intervals

3- Studio Spaces

3.1- Equipment

Staff should only erect and dismantle equipment in this area. In all cases equipment should be set up in accordance with best practice as defined by the sports governing body, manufacturers, suppliers and any training. Under no circumstances should high risk equipment be left unattended once erected. Identified defective equipment should be removed to a safe and secure place of storage and marked 'out of order'. Defective equipment must be brought to the attention of the Facilities Manager who shall make arrangement for repair and replacement.

Appendix 8

"Emergency Action Plan"

B: EMERGENCY ACTION PLAN

Purpose: This document is to provide all Staff who work at the Fit2Go Club Facilities with an understanding of what emergency action should be taken under certain emergency conditions.

Scope: This document applies to all Staff who undertake duties at the Fit2Go Club Facilities

Implementation: There are several reasons why emergency action needs to be taken and most occasions are detailed below showing what action needs to be taken. In all cases implement the actions using all available resources in the facility. Once the incident is over, the accident incident must be written down and reported to the Facilities Manager. In all circumstances if any of the facility areas is rendered unsuitable for use, then a notice must be left for all other users.

1. In the event of a fire being discovered in the Fit2Go Club facilities

- At DIT Kevin Street activate the nearest fire alarm point (located at main entrance to Club facilities, at the reception area, across from the enabled changing facility, in the locker area outside the gym, in the stairwell area at the emergency exit and opposite the spin studio on the upstairs corridor). At DIT Bolton Street activate the nearest fire alarm point located inside the door at the only entry point to the gym.
- All club members, visitors and private groups should be led by a Fit2Go staff member on duty and or group supervisor to the nearest exit route. All areas must be checked if safe to do so to make sure the entire facility is evacuated

- The nearest exits for the gym and pool areas at DIT Kevin Street are the two emergency exits located in the corridor leading to both areas and the nearest exit for the upstairs and changing areas is the emergency exit located behind the stairwell area. Follow the green signs which are lit over the doorways.
- If fire is small & contained a trained staff member can use the fire extinguishers located at the reception desk.
- Disperse from the building and move away to a place of safety
- The nearest assembly point is located in the Camden Row at the back of the Fit2Go Club facilities in the road parallel to the back car park and the nearest assembly point at DIT Bolton Street College is located on Henrietta Street, outside and left of the College Building.
- No one must re-enter the building until the all clear has been given

2. Incident in Pool Area (Drowning or Seriously Injured Swimmer)

- Initial awareness & assess the incident. Spot the casualty.
- Put EAP into place. Press pool emergency button to summon assistance of other staff members on duty and clear the pool of all other occupants
- Staff Member to phone the porter's desk on Ext. 4625 and make them aware of the incident. Ask them to call for an ambulance if required.
- If you can't get an answer from the porter's desk call the ambulance yourself. Dial 112 or 999 and ask for the service required. (The porter on duty will still need to be notified that an ambulance is on the way so they can direct them to the pool area and are aware an incident has occurred).
- Deal with the incident, you may need to enter pool to rescue casualty and remove to safety.
- The casualty may require further treatment, give first aid until EMS arrive and hand over incident report record.
- Complete the necessary incident report form. Incident Report Forms are located at the Club reception desk or at the porter's desk. When completed, they must be given to the DIT Health and Safety Office.
- Notify the Facilities Manager (Niamh O'Callaghan) on Ex. 3042 of the incident.
- Return to normal work. Clear up any contamination; replace any first aid consumables used, and return any equipment used. Clean if necessary.

4. Injured/Ill user(s)

- Initial awareness & assess the incident.
- If casualty is responsive and doesn't require an ambulance administer first aid treatment but only to the depth of the provisions of the First Aid box and/or training.
- If the casualty requires an ambulance and medical assistance, press pool emergency button to summon assistance of other staff members on duty and put EAP into place.
- Staff Member to phone the porter's desk on Ext. 4625 – DIT Kevin Street, Ext. 4000 – DIT Bolton Street and make them aware of the incident. Ask them to call for an ambulance if required.
- If you can't get an answer from the porter's desk call the ambulance yourself. Dial 112 or 999 and ask for the service required. (The porter on duty will still need to be notified that an ambulance is on the way so they can direct them to the pool area and are aware an incident has occurred).
- Administer first aid until EMS arrive and hand over incident report record.

- Complete the necessary incident report form. Incident Report Forms are located in the pool observation room or at the porter's desk. When completed, they must be sent to the DIT Health and Safety Office.
- Notify the Facilities Manager (Niamh O'Callaghan) on Ex. 3042 of the incident.

5. Overcrowding

If any activity areas become overcrowded, cease admitting and request that some leave the pool/gym/studio spaces (see NOP also).

6. Disorderly Behaviour

If behaviour becomes disorderly and uncontrollable then clear the identified area and ask the offending user(s) to leave. Do not get involved further, but report the incident to the Facilities Manager as soon as possible thereafter.

7. Lack of Water Clarity

If the clarity of the water is seen to fail then clear the pool of swimmers and contact Pool Maintenance Staff. If outside normal working hours it should be reported at the start of the next working day. The pool must not be used if the clarity of the water is deemed to be unacceptable.

8. Structural Failure

Should the building structure begin to fail then close the facility, clear the building and inform the Facilities Manager.

9. Foreign Objects in the Pool

If foreign objects are found in the pool (apart from the usual which can be cleared by the staff member on duty) then it must be cleared of swimmers and reported to the Pool Maintenance Staff and Facilities Manager. If outside normal working hours it should be reported the next working day and the pool should be closed and not re-opened or used until the pool has been cleared of the foreign objects.

10. Lost Person

If someone reports a missing person (e.g. a child during the fun splash or swim lessons) check that they have looked in the changing rooms, etc. and then clear the pool. Check the bottom of the pool, especially in the corners, before looking anywhere else. If the lost person cannot be found then contact the Garda by using the telephone at reception and dialling 999 or 112.

11. Spinal

In the event of a suspect spinal injury, clear the pool, phone for medical help (or get another staff member on duty to ring for medical assistance and report back to you) and, using the spinal board stabilize and immobilize the casualty. If the casualty is in the water, carry out a vice-grip or clamp IF trained to do so. If they are on land, do not move them.

12. First Aid

Where necessary, First Aid should be administered whilst waiting for Emergency Services or in response to a minor injury. An Incident report form should be completed for each incident/first aid treatment.

**Fit2Go Club Facilities Manager
April 2014**

Appendix 9

"Customer Care Policy"

"This policy is in place to facilitate the quick, fair and complete investigation of complaints. It is underpinned by the concept of natural justice."

It is the right of the Fit2Go Club service users to make a complaint where standards of care, treatment and practice are perceived to fall short of what is acceptable. In these circumstances, the complainant should have ease of access to an effective and fair system to deal with their complaint.

Fit2Go Club is committed to providing a system for the management of complaints that facilitates effective feedback from and communication to all service users.

Responding effectively to complaints received and learning from them is a key aspect to providing a high quality customer focused service. Fit2Go Club aims to create an environment where service users feel comfortable and have the opportunity to provide feedback about services experienced and equally where staff feels comfortable about taking ownership of this process.

All staff members have a responsibility to participate and take responsibility in managing complaints and other such feedback as appropriate. Openness and accountability are key elements in service provision and this is a philosophy adopted by the Complaints Management Process.

It is important to acknowledge that both the service user and service provider have an equal voice and are of equal importance in this process.

The emphasis is on the swift and positive resolution of complaints. Sympathy and willingness to listen may be all that is necessary in some cases. It is also important to recognise that complaints are often useful to the organisation, service and individual members of staff.

Each complaint should be viewed as an opportunity to review a service, or an aspect of the service, and where indicated, support development or change.

Appendix 10

"Check List of Points for Inclusion in Contracts"

1. Information on numbers participating and their level of skill.
2. Name of hirer's representative who will be in charge of the group.
3. Numbers and skills/qualifications of group supervisors to be present during the session; and whether these will be provided by the hirer.
4. Hirer to be given copies of normal and emergency operating procedures, and to sign to the effect that these have been read and understood.

5. Specific agreement on the respective responsibilities of the Fit2Go Club Management and the hirer for action in any emergency. A distinction needs to be drawn between:
6. Emergencies arising from the activities of the group using the facilities; and
7. Other emergencies (structural or power failures, etc.).
8. Responsibilities for the latter will remain with the Fit2Go Club Management who will need, accordingly, to have competent staff in attendance during the hire session.
9. Any rules of behaviour to be enforced during the session.
10. Any advice on safety to be given to participants.

Appendix 11

"Hire of Facilities Agreement"

HIRE OF FACILITIES AGREEMENT

THIS AGREEMENT is made: the Day of _____ BETWEEN:

(School/Sports Club/Community/Private Group) (1)

And

Fit2Go Club (DIT Kevin Street College) (2)

for the use of:

- **Swimming Pool**
- **Studio Space**

Required for the Company and offered by the Fit2Go Club Management:-

From: **Date DD/MM/YYYY to Date DD/MM/YYYY**

Confirmation of the facilities that have been reserved during the period above is subject to the following conditions.

The price payable to the Club shall be

Swimming Pool: €50 per hour

Hall: €45 per hour

The Club does not accept any responsibility or liability in respect of loss or damage to any property brought to the premises by or on behalf of the *School/Sports Club/Community or Private Group*, its servants, agents or persons authorised by them to visit the premises and the appropriate insurance cover should be obtained by the *School/Sports Club/Community or Private Group*.

The *School/Sports Club/Community or Private Group* shall accept the responsibility for and shall indemnify the Club against all claims:

For loss or damage (other than any fire damage against the risk of which the College may be insured from time to time) to the premises and their contents occupied or used during the period of the hire where such loss or damage is caused by or occurs as a result of any action taken by the *School/Sports Club/Community or Private Group* its servants, contractors, agents or licencees or invitees made by or against the *School/Sports Club/Community or Private Group* or the College or its or their servants contractors agents or licensees arising from loss or damage to property or bodily injury to the *School/Sports Club/Community or Private Group* its servants contractors or agents other than arising from the acts of others.

The College does not accept responsibility for any claims for consequential loss suffered by the *School/Sports Club/Community or Private Group* its servants, agents, contractors or licensees following cancellation or abandonment.

No financial or other liability will be accepted by the College if for any reason beyond its control it is found necessary to cancel any activity arising out of the hiring and in particular but without prejudice to the generality of the foregoing by reason of: structural damage making buildings unusable e.g. fire explosion, flood etc. failure of services e.g. gas, electricity, water drainage, ventilation etc.

industrial or disruptive action by the Club's employees e.g. pickets or interruption of supplies as a result of industrial dispute at the College or elsewhere.

The *School/Sports Club/Community or Private Group* undertakes to appoint a Group Supervisor in possession of the mandatory National Sports Governing Body qualification to supervise its members above mentioned at all times and, particularly in the case of the Swimming Pools, takes responsibility for the Health and Safety of persons using the facilities.

The *School/Sports Club/Community or Private Group* undertakes that those areas occupied by them shall be in a clean and tidy condition at the end of the hiring period. It further undertakes not to grant access to the property to, or use of facilities by any person or persons not forming a part of the *School/Sports Club/Community or Private Group* staff or members.

Signed this: Day of _____

On behalf of *School/Sports Club/Community or Private Group*:

Signed: _____

Witness: _____

Address: _____

On behalf of Fit2Go Club Management

Signed: _____

Witness: _____

Address: _____