



## INFORMATION SERVICES

## SAFETY STATEMENT

2014



Version	Date	Name
1.0	30 <sup>th</sup> April 2014	Ms. Bridget Gleeson

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**INFORMATION SERVICES CONTACT DETAILS**

Please see [Information Services contacts](#) for a full Listing

<b>Role</b>	<b>Name</b>	<b>Location</b>	<b>Email</b>	<b>Telephone Number</b>
Chief Information Officer	Bridget Gleeson	Aungier Street	bridget.Gleeson@dit.ie	(01) 402 4124/ 087 2367689
Deputy Chief Information Officer	Conor Cahill	Aungier Street	Conor.Cahill@dit.ie	(01) 402 3088/ 087 2350260
IT Business Development Officer	Paul Reardon	143-149 Rathmines Road	paul.reardon@dit.ie	(01) 402 3383/ 087 6949892
IT Services Officer	Bridget Gleeson	Aungier Street	bridget.Gleeson@dit.ie	(01) 402 4124/ 087 2367689
IT Compliance Officer	Eoin Dunne	143-149 Rathmines Road	Eoin.dunne@dit.ie	(01) 402 3453/ 087 6308215
Nominees to the HR & Finance & Resources Health and Safety Team	Eoin Dunne	143-149 Rathmines Road	Eoin.dunne@dit.ie	(01) 402 3453/ 087 6308215
Nominee to College of Engineering & Built Environment Health & Safety Team	Ian Campbell	Room 108 in Bolton Street	Ian.Campbell@dit.ie	(01)402 4074
Nominee to College of Business Safety Team	Peter O'Brien	Aungier Street	Peter.obrien@dit.ie	(01) 402 3046
Local First-Aiders	John Clarke	143-149 Rathmines Road	john.clarke@dit.ie	(01) 402 3322
	Pat Walsh	Kevin Street	Patrick.Walsh@dit.ie	(01) 402 2818
Staff Safety Representative	TBC			

## **EMERGENCY CONTACT NUMBERS**

Emergency Services	112/999 (You may need to dial “0” for an outside line)
Hospital	South Side: St. James’s, James’s Street, Dublin 8 (01) 410 3000/416 2774/416 2775 North Side: Mater Hospital Eccles St, Dublin 7 (01)803 2000
Dublin City Council	(01) 222 22 22
Garda Síochána	196 Rathgar Road, Rathmines, Dublin 6 (01) 6666700 41 Upper Kevin Street, Dublin 8 (01) 6669400 Fitzgibbon Street, Dublin 8 (01) 6668600
Bord Gáis 24 hour emergency line	1850 20 50 50
ESB 24 hour emergency line	1850 372 999
Health and Safety Authority	1890 289 389
Samaritans	1850 60 90 90
Environmental Protection Agency	1890 33 55 99





## **CAMPUS CONTACT DETAILS**

<b>Campus</b>	<b>Contact</b>	<b>Name</b>	<b>Telephone</b>
South City Campus Buildings Office	Front Desk/ Reception (143-149 Rathmines Road)	Porter On Duty	(01) 402 3339
	Front Desk/ Reception (163-167 Rathmines Road)	Porter On Duty	(01) 402 3451
	Front Desk/ Reception (Chatham Row)	Porter On Duty	(01) 402 3576
	Building Service Supervisor	Ciaran Stone	(01) 402 7666/087 6675703
	Buildings Maintenance Manager	Colm Gillen	(01) 402 4646/ 087 2888294
	Front Desk/ Reception (Temple Bar)	Porter On Duty	(01) 402 9244
	Front Desk/ Reception (Mount Street)	Porter On Duty	(01) 402 7287
	Building Service Supervisor	Ciaran Stone	(01) 402 7666/087 6675703
	Buildings Maintenance Manager	Paul Mc Dunphy	(01) 402 3362 / 087 2250015
Aungier Street	Front Desk/ Reception	Porter On Duty	402 3061

	(Aungier St entrance)		
	Front Desk/ Reception (Bishop St entrance)	Porter On Duty	402 7004
	Building Service Supervisor	Pat Healy	(01) 402 3277 / 087 7675770
	Buildings Maintenance Manager	Colm Gillen	(01) 402 4646/ 087 2888294
Bolton Street	Front Desk/ Reception (Bolton St entrance)	Porter On Duty	402 3607
	Front Desk / Reception (Linenhall entrance)	Porter On Duty	402 4000
	Front Desk/ Reception (Beresford St entrance)	Porter On Duty	402 7157
	Front Desk/ Reception (E-block)	Porter On Duty	402 3724
	Building Service Supervisor	Joe O'Brien	(01) 402 3793/ 086 1953854
	Buildings Maintenance Manager	Richard Smyth	(01) 402 3646/ 086 3831428
North City Campus Buildings Office	Front Desk/ Reception (Cathal Brugha St entrance)	Porter On Duty	402 4302
	Front Desk/ Reception (Marlborough St entrance)	Porter On Duty	402 4500
	Front Desk/ Reception (Mountjoy Square)	Porter On Duty	402 4100
	Front Desk/ Reception (Sackville Place)	Porter On Duty	402 7542
	Front Desk/ Reception (Portland Row)	Porter On Duty	402 3555
	Building Service Supervisor	Derek Bowden	(01) 402 4381/ 087 9404632
	Buildings Maintenance Manager	Terry Maher	(01) 402 4523/ 087 1958120
Kevin Street	Front Desk/ Reception (Kevin St entrance)	Porter On Duty	402 4625
	Front Desk/ Reception	Porter On Duty	402 4612

	(Annexe entrance)		
	Front Desk/ Reception (Church Lane)	Porter On Duty	402 4622
	Building Service Supervisor	Jimmy Kane	(01) 402 4797/ 087 2254365
	Buildings Maintenance Manager	Colm Gillen	(01) 402 4646/ 087 2888294
163 Rathmines Road, Dublin 6	Front Desk/ Reception	Porter On Duty	(02)402 3451
	Building Services Supervisor	Ciaran Stone	(02)402 7666/087 6675703
	Buildings Maintenance Manager	Colm Gillen	(01) 402 4646/ 087 2888294
Occupational Health Officer Information Services		Orlaith Waters	(01)402 4317 / 087 980 9131
Health and Safety Officer		Edel Niland	(01)402 4192 / 086 3891080
Chaplain		Rev Alan Hilliard (Coordinator)	(01) 402 3639 / 087 7477110
Employee Assistance Programme (EAP) Contact	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours / 7 days a week / 365 days a year)	Employee Assistance Programme (EAP) Contact

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

<b>TASKS</b>	<b>RESPONSIBLE PERSON</b>	<b>SIGNATURE</b>
Coordinating and ensuring records are maintained for training and provision of Personal Protective Equipment	Bridget Gleeson	
Ensuring safety statement, risk assessments are carried out, updated and communicated	Bridget Gleeson	
Ensuring the upkeep of first-aid box and ordering first-aid supplies from Occupational Health Officer	Not applicable	
Co-ordinating contractors activities and dealing with Buildings Office for Work Permits	Information Services in conjunction with DIT Buildings Office	
Updating the statutory registers and Safety Data Sheets	Eoin Dunne	
Ensuring adequate personnel designated as evacuation marshals and first-aiders	Eoin Dunne	



## INTRODUCTION

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

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

This Safety Statement has been prepared in compliance with the Act and provides details of the specific hazards relevant to Information Services 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 [www.dit.ie/safework](http://www.dit.ie/safework).

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

## SAFETY POLICY & OBJECTIVE FOR INFORMATION SERVICES

Information Services 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:  
Bridget Gleeson, Chief Information Officer

Date: 14<sup>th</sup> May-2014

## **SCOPE OF SAFETY STATEMENT**

The mission of the Information Services (IS) Department is to drive the deployment of information and communications technologies and systems within the Institute so that DIT can achieve its strategic and operational goals in teaching, learning, research, technology transfer, community support and effective administration.

**The scope of our operations includes:**

- Standard IT Services
- Application Services
- Hosting Services
- Infrastructure Services
- Professional Services
- Compliance

## **HISTORY OF LOCATION**

IS staff offices and dedicated operations centres are located in approximately 60 locations where IS staff work out of, they include Mountjoy Square, Cathal Brugha Street, Bolton Street, Kevin Street, Aungier Street, Chatham Row, Rathmines, Sackville Place, Rathmines Conservatory and a number of DIT annexes.

## **SAFETY RESPONSIBILITIES**

In accordance with the DIT Parent Safety Statement, the Chief Information Officer, Bridget Gleeson as part of her management function, is responsible for ensuring, so far as is reasonably practicable, the health and safety of persons working, studying or visiting their area of responsibility. In particular she is responsible for the following:

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

### **All Institute Staff**

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

### **Statutory Requirement**

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

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

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

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

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

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

*In addition, staff have the following responsibilities:*

- To participate in and put into practice all training provided by DIT, to ensure compliance with safety, health & welfare legislation
- To co-operate with those responsible for health and safety
- To familiarise themselves with the contents of the Health and Safety Statement, safety policies and procedures and Codes of Practice
- To assist in the preparation and updating of the Information Services Safety Statements

- 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 Chief Information Officer, implemented, documented in the Health and 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 adhere to policies, procedures in the case of lone working/out of hours access
- To report to the Chief Information Officer 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

### **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 Chief Information Officer and a competent person passes it as being safe

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

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

### **DISCIPLINARY ACTION**

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

### **HEALTH AND SAFETY CONSULTATION**

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

A nominee from Information Services, Eoin Dunne sits on the Health and Safety Team for HR & Finance & Resources. 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.

HR & Finance & Resources Health and Safety Team has selected and appointed Safety Representatives. Details of current Safety Representatives may be found on the health and safety website ([www.dit.ie/safework](http://www.dit.ie/safework))

## **PROVISION OF INFORMATION**

### **Information to Information services staff**

Information is provided to Information Services staff through the following media:

- Staff memos and emails
- Meetings and staff briefings
- On-going training and personal development is provided
- Use of notice boards (including digital notice boards)
- Representation at Health and Safety Team meetings

### **Information to DIT staff, students and visitors**

Information is provided to DIT Staff, students and visitors through the following media:

- Staff memos and emails
- Use of notice boards (including digital notice boards)
- Meetings and staff briefings
- Publication of Communication Plans based on an approved template
- Representation at Health and Safety Team meetings

It is imperative that affected or potentially affected parties are notified of Information Services activities. When an activity is being carried out that may impact users, potentially impacted parties are advised via a combination of the above media.

## **HEALTH AND SAFETY RESOURCES**

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

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

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



## **SAFE SYSTEMS OF WORK**

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

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

Management shall keep a watching brief on safety matters and where necessary adjust or alter systems of work to make them as safe as is reasonably practicable.

## **PROCUREMENT CONTROL**

The purchasing of equipment, plant and substances is subject to the provisions of the *Safety, Health and Welfare at Work Act 2005* and associated regulations, thus all equipment, plant or substances will undergo risk assessment prior to acceptance into the Institute. Information Services 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 Information Services.

## **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 Chief Information Officer 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 Chief Information Officer shall ensure the activity is ceased.

In accordance with statutory requirements, certain examinations, testing and inspections are carried out on specific items.

A list of those items, the frequency of inspection and the testing body is presented below:

<b>Item</b>	<b>Location</b>	<b>Test Frequency</b>	<b>Test Company Details</b>
<i>UPS and generator</i>	<i>Data Centre. Aungier St</i>	<i>As required</i>	<i>DIT, IS/ Contractor</i>
<i>UPS</i>	<i>A208, Kevin Street</i>	<i>Annual</i>	<i>E-tec</i>
<i>PCs</i>	<i>All offices</i>	<i>As required</i>	<i>DIT, IS</i>
<i>Printers</i>	<i>All offices</i>	<i>As required</i>	<i>DIT, IS</i>

## **TRAINING**

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

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

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

Training required for Information Services staff includes:

**Mandatory Training:**

- Emergency Response Training (half day course, every 2 years)
- Manual Handling (half day course, every 3 years)
- FAS Safe Pass – IS staff involved in Buildings Office works projects (full day course, every 4 years)
- Legal Update for Managers (for Supervisory/Senior Technical Officers/Grades VII and up)
- Dignity at Work Awareness Training

**Specialist Training:**

- Occupational First-aid (3 day course, 1 day refresher every 2 years)
- Emergency First-aid (1day course, refresher every 2 years)

<b>EMERGENCY PLANNING AND RESPONSE</b>
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**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 for details
- Injured unwell staff/students:

Occupational Health Officer

Orlaith Waters                      087 9809131

- Injured/Unwell Students:

Student Health Centres

Northside 01 4023614

Southside 01 4023051

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



### **REQUIRES FURTHER ATTENTION**

- Staff members should attend their local GP  
Students should attend the Student Health Centre
- Structural safety matters - should be referred to the local 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](http://www.dit.ie/safework))

### **FIRE & EVACUATION** **INFORMATION SERVICES STAFF**

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

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

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

##### **Objectives:**

To outline actions to be taken by Information Services staff in the event of an alarm activation

##### **Duties:**

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

- Instruct students and staff to leave offices, computer rooms, training rooms, staff room, lecture theatres, sanitary facilities, common areas
- All visitors should be escorted to safety by the person they are visiting
- Anyone in common areas or moving between areas, should immediately join the lines of people exiting
- Shut down equipment if safe to do so and time permits
- Close windows and doors to confine smoke/fire
- “Sweep search” the area specify area (offices, classrooms, cloakrooms, sanitary facilities, storage areas, computer rooms, common areas), evacuate the building\* immediately by the nearest available exit. Marshals should then leave immediately via the nearest escape route
- If required, assist any individuals to evacuate the area
- Form a single file on both sides of the corridor or stairway, leaving the centre passageway clear
- Do not delay or stop to collect personal belongings
- Do not use the lift
- If heavy smoke present, try to find another exit or crouch low to the floor
- All doors should be closed (not locked) by the last person in the line
- Report to your [Assembly Point\(s\)](#)
- All evacuation marshals/sweepers, Building Maintenance personnel, Chief Information Officer, first-aiders should assemble at the assembly point(s) to check in, reporting to the

Incident Controller details of any casualties or people needing assistance with evacuation. This information is then given by the Incident Controller to the Emergency Services.

- Confirm to the Incident Controller that the area has been cleared and report details of any casualties or people needing assistance with evacuation to the Incident Controller
- Do not return to the building until instructed to do so by the Incident Controller

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

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

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

Please see link to all [DIT Assembly Points](#) and pictures

Evacuation marshals for Information Services include the following:

### **DIT, 143 Rathmines Road**

- Eoin Dunne
- John Clarke

Information Services will ensure that sufficient marshals are appointed on an ongoing basis to provide an effective service. All IS staff will act as evacuation marshals in accordance with local evacuation procedures in their respective areas.

- Please see [contacts](#) for a full listing of staff who should act as evacuation

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

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

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

### **FIRST-AID**

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

There are currently two first-aiders in Information Services: John Clarke and Pat Walsh (see contact page for details)

First-aid kits are located at the Front desk/ Reception of all DIT Buildings

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

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

- Staff may refer students to the Student Health Centre in DIT Linenhall 01 4023614/ DIT Aungier street 01 4023051 or contact the Emergency Services on 0112 / 0999 if an incident is urgent
- Staff members should attend their local GP or contact the Emergency Services on 0112 / 0999 if an incident is urgent
- Incident Report forms are available from the Front desk. When completed and signed the top white copy should be sent the DIT Health & Safety Officer
- An Occupational Health Officer (Orlaith Waters) is available at 087 9809131 weekdays 9:00am – 5:00 pm to deal with the occupational health, safety and welfare needs of all staff and students and to provide a backup first-aid service

### **INCIDENT REPORTING AND INVESTIGATION**

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

The incident report form must be forwarded to the Health & Safety Officer within 24 hours of the incident occurring or as soon as possible. Incident report forms are available at the front desk/reception area.

### **HAZARD REPORTING**

DIT recognises the part that its staff/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 Information Services must be carried out under a Buildings Office Permit to Work.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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

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

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

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

PPE should be of a type suitable for the conditions in the workplace and take account of the user's state of health. It is in principle intended for one's personal use only, however if it is necessary for an item of PPE to be worn or used by more than one person, measures should be taken to ensure that it does not create any health or hygiene problems for the users. The supply, issue and record of all PPE is the responsibility of Supervisors. Employees and students must be informed of all risks they are being protected from, instructed on the use of the PPE and given adequate information, training and demonstration in the wearing of such equipment and the level of protection afforded by its use. Every person provided with PPE must take reasonable care of such equipment and must make proper use of it where there is a foreseeable risk of injury and where they have been instructed to do so. They must also ensure that it is returned to storage subsequent to use. Supervision and monitoring are required to ensure PPE is used /worn.

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

**PPE required for Information Services includes:**

- Safety shoes, hard hat, safety glasses and Hi Vis Jacket (required when working in areas of construction/ refurbishment)
- Hearing protection (working in server rooms)
- Safety glass (where there is risk of injury to eyes)
- Gloves for changing tonner and handling loads
- Safety shoes required when lifting / moving loads

## **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 Chief of Information Services to ensure that all information on ergonomic controls is communicated to employees via circulars, team briefings or other means. He

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 DIT Campuses have staff rooms/ 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 - a room maybe made available where possible, contact the Health and Safety Office
- 
- 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.
  - Drinking water is available to all staff via water dispensers throughout DIT campuses

## **SENSITIVE WORK GROUPS**

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

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

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

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.

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

- 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 employee should advise the Health and 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 any new mothers who are breastfeeding and require facilities should contact the Health and Safety Office

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

On very rare occasions IS staff might be required to come on to a DIT site to carry out work on IS systems out of normal working hours. See risk assessment for further details.

#### **WORK PLACEMENT**

Work placement is not applicable to IS.

#### **TRIPS/TRAVEL**

Trips do not apply to IS.

#### **STAFF WITH DISABILITIES**

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

Please ensure all staff are familiar with the procedure and are referred to relevant services where necessary.

Information Services staff are made aware through Emergency Response training and Legal Update for Managers for Supervisory/Senior Technical Officers/Grades VII and above.

#### **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.

Information Services have identified that no health surveillance is required outside of periodic risk assessments.

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 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. Staff should familiarise themselves with the [Addiction and Substance Abuse Policy](#).

## **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 will not be tolerated. Please ensure that all staff are familiar with the relevant [policy/procedure](#).

## **STRESS**

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

## **AUDIT, REVIEW AND COMMUNICATION**

Information Services ensures that periodic health and safety audits are completed and a review of all Safety Statements and documentation takes place. This will be approved by DIT's SLT Health and Safety Sub-Committee. All changes will be communicated to all staff, visitors and contractors/service providers. The most recent revision of all Safety Statements will be available on the DIT safety website and from the Chief Information Officer.

## **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 Chief Information Officer 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:

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

**Risk Assessments for DIT Information Services**

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
001	<b>Fire Emergency Response &amp; Evacuation</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Staff unfamiliar with evacuation procedure</li> <li>• Lack of evacuation drills</li> <li>• Use of naked flames</li> <li>• Improper storage of flammable or combustible materials</li> <li>• Smoking in undesignated areas</li> <li>• Faulty electrics</li> <li>• Inadequate emergency equipment</li> <li>• Misuse of equipment</li> <li>• Loss of files/ data</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained in Emergency Response Training (ERT)</li> <li>• Sufficient firefighting equipment available (break glass units, extinguishers, fire blanket)</li> <li>• Firefighting equipment and detection systems maintained and tested</li> <li>• Fire and evacuation signage in place</li> <li>• Emergency and first-aid procedures posted</li> <li>• Good housekeeping standards maintained</li> <li>• Waste removed regularly</li> <li>• Evacuation procedure practiced each semester</li> <li>• Assembly point known to occupants</li> <li>• Several means of escape</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Ensure compliance with ERT and evacuation procedure</li> <li>• Ensure clear access to firefighting equipment</li> <li>• Ensure escape routes and emergency exits are kept clear and</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>DIT Buildings Office, Chief Information Officer, all staff visitors, contractors/ service providers</b>  <b>All staff</b>	<b>On going</b>

			<p>present and known to occupants</p> <ul style="list-style-type: none"> <li>• Occupants escort visitors out</li> <li>• Emergency exits are clearly marked and free from obstructions</li> <li>• Emergency lighting in place</li> <li>• Staff members act as evacuation marshals</li> <li>• No smoking policy in place</li> <li>• Proper storage of flammable liquids and gas cylinders</li> <li>• Scheduled maintenance of buildings services (heating, electricity, ventilation etc.)</li> <li>• All DIT data/ files are backed up on a daily/ weekly bases</li> <li>• Hot work permit system in place</li> <li>• Compliance with building regulations</li> <li>• <a href="http://www.dit.ie/safework">Site specific Emergency Manual available on the website www.dit.ie/safework</a></li> </ul>	<p>unobstructed</p> <ul style="list-style-type: none"> <li>• Ensure staff participation in the role of evacuation marshal</li> </ul>			
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
002	<b>Manual Handling</b> <ul style="list-style-type: none"> <li>Moving and setting up VDU's, printers/ projectors</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Manual Handling-related injuries, e.g. back injury</li> <li>Slips, trips, falls</li> </ul>	<ul style="list-style-type: none"> <li>All staff compliant with and adhere to mandatory manual handling training</li> <li>Trolleys available for staff</li> <li>Task is organised to ensure handling is carried out between waist and shoulder height</li> <li>Heavy or large/unwieldy loads are broken down into more manageable weights or are lifted by 2 people</li> <li>Work is planned to prevent handling over long distances or frequent repetitions</li> <li>Manual handling risk assessments available to all staff, contact local Occupational Health Officer</li> <li>PPE provided – safety shoes and gloves (where required)</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Refresher training to be carried out where necessary</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	All staff	<b>On going</b>  <b>As necessary</b>

			<ul style="list-style-type: none"><li>• Good housekeeping maintained</li><li>• Suitable environment Workplace is organised to ensure adequate room to prevent bending, twisting, and/or unstable posture</li><li>• Adequate lighting maintained</li><li>• Implement team lifting were required (see assistance from colleagues)</li><li>• Report issues to line manager</li><li>• Avoid storing items above shoulder height</li><li>• Shelves are not overloaded</li><li>• Deliveries – dealt with by the Goods Inwards/ DIT Buildings Office</li></ul>				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
003	<b>Work Equipment</b> <ul style="list-style-type: none"> <li>Desktop PCs</li> <li>Printers</li> <li>Shredders</li> <li>Guillotines</li> <li>Filing Cabinets</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Personal injury due to:</li> <li>Chemical contact when changing toner</li> <li>Burns from clearing jams</li> <li>Electrical shock/contact with live parts</li> <li>Entanglement in moving parts</li> <li>Incorrect disposal</li> <li>Lack of information / training</li> </ul>	<ul style="list-style-type: none"> <li>Standard Operating Procedures (SOP): use and maintenance of IS equipment</li> <li>Information and training provided to IS staff on the use of work equipment</li> <li>Service and maintenance carried out by competent person</li> <li>Signage – warning signage located at entrance to service and comms rooms</li> <li>Supervision of staff</li> <li>Visual check carried out on equipment before use</li> <li>Report defects to line manager</li> <li>Follow manufacturer's instructions</li> <li>Shut down equipment after use and end of day</li> <li>Equipment CE mark</li> <li>Damaged equipment marked and taken out of</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<p><b>With current controls: L</b></p> <p><b>With Actions applied: L</b></p>	All staff	On going

			<p>service</p> <ul style="list-style-type: none"><li>• Preventative maintenance schedule for all IS equipment</li><li>• Adequate lighting, ventilation and heating is available</li><li>• PPE is available</li><li>• All equipment is used in accordance with the manufacturers manual</li><li>• Power sockets are not overloaded</li><li>• Loose clothing, dangling jewellery and unsecured long hair should be avoided when using shredders</li><li>• Power turned off before clearing jams or making adjustments to office equipment</li><li>• Filing cabinets fitted with ant-tilt mechanism</li></ul>				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
004	<b>Portable Appliances &amp; Handheld Equipment</b> <ul style="list-style-type: none"> <li>E.g. Laptops</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Electrics</li> </ul>	<ul style="list-style-type: none"> <li>SOP: use and maintenance of IS equipment</li> <li>Staff receive training and information on work duties</li> <li>Service and maintenance carried out by competent person</li> <li>Supervision of staff</li> <li>Visual check carried out on equipment before use</li> <li>Report defects to line manager</li> <li>PPE worn where required</li> <li>Equipment CE mark</li> <li>Shut down after use and end of day</li> <li>Follow manufacturer's instructions</li> <li>Repairs carried out as required</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	All staff	On going



PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
005	<b>Noise</b> <ul style="list-style-type: none"> <li>Service/ network equipment in service and comms rooms</li> </ul>	<ul style="list-style-type: none"> <li>Hearing loss / damage</li> <li>Disruption/ distraction</li> <li>Interference with communications and warning signals</li> <li>Fatigue</li> <li>Tinnitus</li> </ul>	<ul style="list-style-type: none"> <li>Provision of hearing protection</li> <li>Supervision to ensure wearing of hearing protection</li> <li>Information and training with regard to noise and use of hearing protection</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>	<b>All staff</b>  <b>Chief Information Officer</b>	<b>On going</b>  <b>As necessary</b>
				<ul style="list-style-type: none"> <li>Contact Health and Safety Office if monitoring is needed</li> <li>Put signage in places where hearing protection must be worn</li> </ul>	<b>With Actions applied: L</b>		

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
006	<b>Structural:</b> Floors Walls Ceilings Doors Fixtures and fittings  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Personal Injury</li> <li>• Slips, Trips and Falls</li> <li>• Collapse</li> <li>• Trapping</li> </ul>	<ul style="list-style-type: none"> <li>• Building and associated fixtures and fittings appear to be stable and structurally sound</li> <li>• Defects and hazards are reported to the Building Maintenance Manager or through online hazard reporting</li> <li>• Opening / closing safely</li> <li>• Vision panel in place</li> <li>• Ceiling tiles removed in comms rooms – as wires run in and out of the rooms to other locations</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Contact Buildings Office if problems arise</li> <li>• Ensure where vision panels on fitted on doors they are not obstructed</li> <li>• Maintenance and inspection programme to be implemented</li> <li>• Aungier Street room 3005 – telematics facility ceiling tile missing. Replace ceiling tile</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<b>All Staff</b>  <b>All Staff</b>          <b>Staff member to report to DIT Buildings Office (Estates help desk)</b>	<b>As necessary</b>  <b>On going</b>          <b>May 2014</b>

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
007	<b>Slips, Trips &amp; Falls</b> <ul style="list-style-type: none"> <li>Carpet/ tiles</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Slips, trips and falls</li> <li>Uneven surfaces</li> <li>Wet floor conditions</li> <li>Raised obstacles</li> </ul>	<ul style="list-style-type: none"> <li>Buildings Office to ensure upkeep and ensure floors are maintained</li> <li>All routes kept clear and unobstructed</li> <li>SOP for cleaning – floors generally cleaned early morning when most personnel are off site (See Noonan risk assessments and SOPs)</li> <li>Use of warning signage where appropriate</li> <li>Report hazards to line manager</li> <li>Good cable management - Trailing cables and leads are re-routed, removed or secured</li> <li>Changes in floor levels identified and marked</li> <li>Door mats provided at entrance (main entrance) are properly located, fitted and secured</li> <li>Safety foot worn where required</li> <li>Hand-rail on steps/stairs</li> <li>Stair nosing fitted with anti-slip finish</li> <li>Adequate lighting</li> <li>Good housekeeping maintained</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>DIT Buildings Office and all staff</b>	<b>On going</b>

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
008	<b>Access and Egress</b>  Opening Times: Opening times are on the DIT website  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Security threats</li> <li>• Threats from public</li> <li>• Violence / Assault</li> <li>• Unwanted visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Sign in/ key system implemented in a number of DIT buildings</li> <li>• Front desk/reception is manned at all times by a porter/ receptionist</li> <li>• Security camera in common areas</li> <li>• Suspicious activity reported to porters</li> <li>• Restricted access to offices/ comms rooms etc. Offices and rooms locked when not in use</li> <li>• Students have DIT I.D. card</li> <li>• Vision panels on doors</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Do not allow suspect individuals access – inform porter on duty</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>DIT Buildings Office</b>  <b>All building occupants</b>	<b>On going</b>  <b>As necessary</b>

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
009	<b>Photocopiers &amp; Printers</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Changing toner etc.: chemical contact</li> <li>• Clearing jams: burns</li> <li>• Not wearing gloves</li> <li>• Not turning off electrical supply</li> <li>• Incorrect disposal</li> <li>• Personal injury</li> <li>• Lack of information / training</li> </ul>	<ul style="list-style-type: none"> <li>• Toner / print cartridges changed by staff members - gloves worn when changing cartridges (PPE) and wash hands after use</li> <li>• Power turned off before clearing jams (standard printer)</li> <li>• Datapac carry out scheduled maintenance and repairs on student printers and photocopiers</li> <li>• ICT carry out scheduled maintenance and repairs on staff printers and photocopiers</li> <li>• Disposal as per manufacturer's directions</li> <li>• Correct disposal of waste cartridges</li> <li>• Report hazard to line manager</li> <li>• Manufacturer's instructions followed for use</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Provide gloves for changing cartridges</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>Datapac staff and all staff</b>  <b>Chief Information Officer</b>	<b>On going</b>  <b>As necessary</b>

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

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



PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
012	<b>Vehicles/ Deliveries on Site</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Injury to person/ struck by vehicle</li> <li>• Poor access and egress</li> </ul>	<ul style="list-style-type: none"> <li>• Safe access and egress for deliveries</li> <li>• Deliveries to be coordinated with suppliers</li> <li>• Safe parking – delivery vehicles and staff vehicles</li> <li>• Obey speed limit</li> <li>• Designated area for loading and unloading goods (good inwards areas located in a number of DIT buildings)</li> <li>• Warning signage located in areas where required</li> <li>• Full driver's license</li> <li>• Designated walk ways (where required on DIT sites)</li> <li>• Adequate lighting</li> <li>• Hi Vis clothing provided (if required)</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	DIT Buildings Office and all staff	On going

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
013	<b>Hot Surfaces / Liquids / Solids</b> <ul style="list-style-type: none"> <li>Catering appliances in staff common room or canteen: kettle/ toaster/ microwave/ burco boiler</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Contact burns</li> <li>Scalds</li> <li>Spillage</li> </ul>	<ul style="list-style-type: none"> <li>Warning signage - hot surfaces</li> <li>Heat shielding of hot surfaces</li> <li>Equipment well maintained</li> <li>Use of lids/covers to prevent spillages</li> <li>Procedure for dealing with spillages</li> <li>It is DIT Policy that use of domestic appliances by students or staff in classrooms and offices is prohibited</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	All staff	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			
014	Pressure Systems	N/A	N/A	N/A	N/A	N/A	N/A

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

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
017	<p><b>Services: Heating</b></p> <p>Oil/ gas controlled by the Building Office</p> <p><b>Who is harmed:</b></p> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Environment too hot or cold</li> <li>• Electrical hazards</li> <li>• Misuse of portable heaters</li> <li>• Leaks</li> <li>• Fire</li> <li>• Burns</li> <li>• Carbon monoxide poisoning</li> </ul>	<ul style="list-style-type: none"> <li>• Heating in working order</li> <li>• Room users can adjust heating levels</li> <li>• Electricians appear to be up to standard</li> <li>• Cables neatly positioned</li> <li>• Contact Buildings Office if problems or defects arise</li> <li>• Service and maintenance by competent person</li> <li>• Combustible material kept away from heat source</li> <li>• Heat source kept clear and free from obstruction</li> <li>• Environmental monitoring from the Health &amp; Safety Office on request</li> <li>• Adequate ventilation</li> <li>• Fire detection systems in place</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Contact <b>Buildings Office</b> if problems or defects arise</li> </ul>	<p><b>With current controls: L</b></p> <p><b>With Actions applied: L</b></p>	DIT Buildings Office and all staff	On going

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
018	<b>Lighting</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Inadequate lighting</li> <li>• Glare</li> <li>• Slips, trips , falls</li> </ul>	<ul style="list-style-type: none"> <li>• Light switches easily accessible (height)/ areas with sensor systems automatically turn on lights</li> <li>• Adequate lighting level for nature of work</li> <li>• Report defects to line manager</li> <li>• Complete the Buildings Office on-line maintenance request form</li> <li>• Protective coverings</li> <li>• Environmental monitoring from the Health &amp; Safety Office on request</li> <li>• Service and maintenance by competent person</li> </ul>	<ul style="list-style-type: none"> <li>• Contact <b>Buildings Office</b> if problems or defects arise</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	All staff	As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
019	<b>Ventilation and temperature</b>  Windows open in/ out/ sash windows  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Environment too hot or cold</li> <li>• Inadequate ventilation</li> <li>• Falls from heights from windows</li> </ul>	<ul style="list-style-type: none"> <li>• Openable windows available for intake of fresh air</li> <li>• Blinds in place and in working order</li> <li>• Suitable equipment/devices available for the opening and closing of high level windows</li> <li>• Report defects to line manager</li> <li>• Complete the Buildings Office on-line maintenance request form</li> <li>• Service and maintenance of ventilation system by competent person</li> <li>• Office temperature of at least 17.5 degrees (after one hour of work)</li> <li>• Environmental monitoring from the Health &amp; Safety Office on request</li> <li>• Ventilation filter units are cleaned as part of general maintenance in accordance with the manufacturer's instructions</li> <li>• Accessible hot pipework is lagged as required</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Contact <b>Buildings Office</b> if problems or defects arise</li> </ul>	With current controls: <b>L</b>  With Actions applied: <b>L</b>	<b>DIT Buildings Office and all staff</b>  <b>All staff</b>	<b>On going</b>  <b>As necessary</b>

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
020	Electricity	<ul style="list-style-type: none"> <li>Electric shock</li> <li>Electrocution</li> <li>Ignition source</li> <li>Fire</li> <li>Explosion</li> <li>Death</li> <li>Electrical arcing</li> <li>Damaged electrical equipment</li> <li>Use of faulty equipment</li> <li>Contact with live parts</li> <li>Unmarked distribution boards</li> <li>Inadequate electrical installations</li> </ul>	<ul style="list-style-type: none"> <li>Sufficient numbers of electrical sockets</li> <li>Electric leads not trailing or worn</li> <li>Competent person to carry out repairs / works</li> <li>All works servicing/ new electrical installations and all extensions are carried out, tested and certified as safe, by a competent qualified electrician (as per regulations)</li> <li>Shut down when not in use and at the end of day</li> <li>Contact <b>Buildings Office</b> if problems arise</li> <li>Adequate protection for circuit boards, distribution boards etc.</li> <li>Report defects to line manager, take equipment out of use</li> <li>Good housekeeping maintained</li> <li>Suitable fire extinguishers provided</li> <li>Switch off equipment before cleaning or making adjustments</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Contact <b>Buildings Office</b> if problems arise</li> <li>Do not overload sockets</li> <li>Keep use of adaptors and extension leads to a minimum</li> <li>PAT testing of portable electrical appliances subject to wear and tear</li> </ul>	<p><b>With current controls: M</b></p> <p><b>With Actions applied: L</b></p>	<p><b>DIT Buildings Office, and all staff</b></p> <p><b>All staff</b></p> <p><b>Chief Information Officer</b></p>	<p><b>On going</b></p> <p><b>As necessary</b></p> <p><b>On going</b></p> <p><b>As necessary</b></p>

			<ul style="list-style-type: none"><li>• Enclosures/covers are in place to prevent contact with live electrical equipment/parts</li><li>• Damaged extension leads are repaired or removed from use</li><li>• Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations</li><li>• Work on live electrical equipment is avoided where reasonably practicable</li><li>• All circuits supplying socket outlets are protected by an Residual Current Devices (RCD)</li><li>• Operation of the RCD is tested regularly in accordance with the manufacturer's instructions</li><li>• Electrical equipment and fittings are suitable for the work environment</li><li>• Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person</li></ul>				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
021	Asbestos	N/A	N/A	N/A	N/A	N/A	N/A

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

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
024	<b>Construction / Maintenance Work</b>  <b>Example:</b> <ul style="list-style-type: none"> <li>Building up grades or refurbishment</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Unfamiliar with DIT buildings and safety procedures</li> <li>Injury to contractors, staff, students, members of the public</li> </ul>	<ul style="list-style-type: none"> <li>Buildings Office control all contractors carrying out building up grades or refurbishment</li> <li>Permit to work system for hot works, work at height, confined spaces</li> <li>Front desk/reception is manned at all times by a porter/ receptionist</li> <li>Warning signage (where required) in place</li> <li>Compliance with DIT code of practice for contractors</li> <li>Contract personnel have completed DIT's Emergency Response eLearning training programme</li> <li>DIT Contractor safety badge worn</li> <li>Risk assessment and method statements completed and submitted</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>IS staff required to carry out work in Grangegorman during construction/ refurbishment must attend the one day FÁS safe pass course</li> <li>A specific risk assessment is required for IS staff carrying out work in Grangegorman during any time of</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>DIT Buildings Office, Chief Information Officer and all staff</b>  <b>Chief Information Officer and all staff</b>	<b>Ongoing</b>  <b>As necessary</b>

			<p>to the Buildings Office</p> <ul style="list-style-type: none"><li>• Good housekeeping maintained</li><li>• Areas of works cordoned off where required</li><li>• All staff (including IS) accessing construction/ refurbishment areas of a building are required to have FAS Safe Pass</li><li>• PPE (safety shoes, hard hat and Hi Vis jacket) must be worn by staff working in construction/ refurbishing areas</li></ul>	construction and refurbishment			
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
025	<b>Work Activities / Processes</b> <ul style="list-style-type: none"> <li>Maintenance and repair of IS equipment (computer/projectors etc.)</li> <li>Services comms rooms as required</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant</li> </ul>	<ul style="list-style-type: none"> <li>Manual handling (see risk assessment)</li> <li>Slips, trips and falls (see risk assessment)</li> <li>Electricity (see risk assessment)</li> <li>Work equipment (see risk assessment)</li> <li>Housekeeping (see risk assessment)</li> <li>Accessing cables in awkward locations (under and behind desks)</li> <li>Eye fatigue when working for long periods of time on computer screens/ programmes</li> <li>Access to ceiling mounted projectors</li> <li>Loss of data/ files material due to fire/ damage to systems</li> </ul>	<ul style="list-style-type: none"> <li>Information and training provided to staff on work activities and processes</li> <li>Supervision of staff</li> <li>Wear appropriate personal protective clothing and equipment (PPE) as necessary</li> <li>Signage – warning signage located in areas where required</li> <li>Safe systems of work: Standard Operating Procedures' (SOP) in place for work processes, maintains and repairs of IS equipment</li> <li>Defects reported to line manager</li> <li>Maintenance and servicing of equipment by a competent person</li> <li>Calibration and</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>Chief Information Officer and all staff</b>	<b>On going</b>

	<p>women</p> <ul style="list-style-type: none"> <li>• people with disabilities</li> </ul>		<p>certification of equipment where required</p> <ul style="list-style-type: none"> <li>• CE Mark on IS and AV equipment</li> <li>• Staff training records maintained</li> <li>• Ventilation in offices/ work areas</li> <li>• Where possible cables/ wires located in accessible areas</li> <li>• Where possible move furniture/ desk to access awkward areas to avoid awkward positions</li> <li>• Seek assistances from a colleague where required</li> <li>• Take regular breaks when working at a computer screen(s)</li> <li>• Use of remote controls for routine checks on AV equipment</li> <li>• AV operated from podiums/ wall controls</li> <li>• Routine checks on comms and server room systems -controlled remotely by computers in offices</li> </ul>				
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
026	<b>Housekeeping</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Slips, trips and falls</li> <li>• Increased fire load</li> <li>• Falling objects</li> <li>• Collisions</li> </ul>	<ul style="list-style-type: none"> <li>• Fire load kept to a minimum</li> <li>• All escape routes and emergency exits kept clear and unobstructed</li> <li>• Wet floor signs where required</li> <li>• Spillages cleaned immediately</li> <li>• Adequate lighting</li> <li>• Adequate waste disposal</li> <li>• Designated storage/ Lockers available for storage of personal belongings</li> <li>• Refuse and recycling bins are provided in offices and meeting rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>All staff and cleaning contractors</b>	<b>On going</b>

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
027	<b>Cleaning</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of cleanliness or hygiene</li> <li>• Manual handling injury</li> <li>• Exposure to hazardous substances</li> <li>• Spillages: slips, trips and falls</li> <li>• Lack of/inappropriate PPE</li> </ul>	<ul style="list-style-type: none"> <li>• Daily/ weekly cleaning schedule</li> <li>• SOPs in place (see Noonan risk assessments)</li> <li>• PPE for cleaning staff</li> <li>• Proper labeling of cleaning agents</li> <li>• Information and training for cleaning staff on chemicals</li> <li>• Signage (e.g. wet floor signs) available and used</li> <li>• Proper storage of cleaning equipment and cleaning substances</li> <li>• Use of appropriate cleaning equipment</li> <li>• Report defects and hazards to line manager</li> <li>• Mandatory manual handling training</li> <li>• DIT Buildings Office remove bins and waste as required</li> <li>• See Noonan risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	All staff and cleaning contractors	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
028	<b>Waste Disposal &amp; Removal</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Waste accumulation</li> <li>• Fire</li> <li>• Sharps injuries</li> <li>• Exposure to bodily fluids</li> <li>• Manual handling injury</li> <li>• Exposure to hazardous substances</li> <li>• Spillages: slips, trips and falls</li> <li>• Lack of/inappropriate PPE</li> </ul>	<ul style="list-style-type: none"> <li>• Paper recycling bins present</li> <li>• Shredding facility present</li> <li>• General waste bins present, red/ green/ brown bins available</li> <li>• General waste and recycling bins present</li> <li>• Dispose of waste appropriately in bins /containers provided</li> <li>• Segregate waste as appropriate e.g. toner etc.</li> <li>• Waste is kept away from sources of ignition</li> <li>• General waste removed on a regular basis by cleaning contractors</li> <li>• Appropriate PPE provided and worn for waste handling</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<p><b>With current controls: L</b></p> <p><b>With Actions applied: L</b></p>	All staff and cleaning contractors	On going



OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
029	<b>Signage and Documentation</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of knowledge regarding safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>• The following signage is in place:</li> <li>• Emergency Exit</li> <li>• Emergency First Aid Procedure</li> <li>• Evacuation plan</li> <li>• Fire Action Notice Point</li> <li>• Safety Notice point</li> <li>• No Smoking</li> <li>• Emergency contact numbers</li> <li>• Refuge point(s)</li> <li>• PPE</li> <li>• Hazard warning (where appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls and update signage as required</li> <li>• Observe signage in place</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<b>Chief Information Officer and DIT Buildings Office</b>  <b>Staff, students, visitors, contractors/ service providers</b>	<b>On going</b>

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

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
031	<b>Use of Ladders / Working at Height</b> <ul style="list-style-type: none"> <li>Maintenance and repair of ceiling mounted projectors in class rooms and theaters</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Falls from height</li> <li>Falling objects</li> <li>Slips, trips and falls</li> <li>Manual handling injuries</li> <li>Manual handling (see risk assessment)</li> </ul>	<ul style="list-style-type: none"> <li>Avoid working at heights if possible</li> <li>ladders are used only for light work and for short duration</li> <li>Follow manufacturer's instructions when using ladders</li> <li>Only trained persons to use ladders</li> <li>All working at height activities are planned and supervised</li> <li>Work equipment (ladders) are inspected regularly (and before use) and any defects found are reported to line manager and repaired</li> <li>Records kept of ladder inspection</li> <li>Users ensure they wear appropriate footwear and clothing when using ladders</li> <li>Safe and secure storage arrangements for ladders and equipment</li> <li>Adhere to H.S.A Codes of Practice for Safe Use of Ladders</li> <li>Remote controls used to carry out routine checks on AV equipment</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Provide training and information to staff on the safe use of ladders</li> <li>Standard Operating Procedure required for the safe use of ladders</li> <li>Staff to work in pairs when using ladders</li> </ul>	<b>With current controls: H</b>  <b>With Actions applied: L</b>	<b>Chief Information Officer and all staff</b>  <b>Chief Information Officer and Senior Technical Officer Media Services</b>  <b>All staff</b>	<b>On going</b>  <b>May 2014</b>

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
032	<b>Lone/ Out of Hours Access</b> <ul style="list-style-type: none"> <li>On very rare occasions IS staff might be required to come on to a DIT site to carry out work on IS systems out of normal working hours</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Violence</li> <li>Inability to make contact in the event of an emergency etc.</li> <li>Unauthorised access</li> </ul>	<ul style="list-style-type: none"> <li>DIT Policy in place</li> <li>Risk assessment carried out and control measures implemented</li> <li>Buddy system in place</li> <li>Structural and security controls for safe access and egress</li> <li>Mandatory training</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>Chief Information Officer and all staff</b>	<b>On going</b>

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
033	Trips/ Travel	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			
034	<b>Work Placement</b> <ul style="list-style-type: none"> <li>Secondary school student/ intern occasionally complete work placements with IS</li> </ul>	<ul style="list-style-type: none"> <li>Injuries</li> <li>Accidents and incidents</li> <li>Lack of familiarity with work environment and work practices</li> </ul>	<ul style="list-style-type: none"> <li>Specific risk assessment carried out and control measures implemented</li> <li>DIT work placement mentor appointed</li> <li>DIT guidance notes on work placements available from the Health &amp; Safety Office</li> <li>Report all incidents and accidents to DIT (on incident report form)</li> <li>Training (i.e. inductions and emergency procedures) and supervision of students by DIT mentor/ IS staff</li> <li>Student supervised on work placement by mentor</li> <li>Students following evacuation procedure in work placement locations</li> <li>DIT Child Protection Policy in place – staff to adhere to the Policy</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Ensure insurance cover is in place</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>Chief Information Officer, all staff and placement student</b>	<b>On going</b>  <b>As necessary</b>

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
035	<b>Events Hosting</b> <ul style="list-style-type: none"> <li>External speakers / suppliers providing a brief to IS staff</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Injuries</li> <li>Accidents and incidents</li> <li>Unfamiliar with DIT premises and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>Specific risk assessment carried out for each event and control measures implemented</li> <li>Emergency plans in place with regard to evacuation and first-aid</li> <li>Report all incidents and accidents to DIT</li> <li>Provide relevant health and safety information to event participants</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>Chief Information Officer, all staff and visitors</b>	<b>On going</b>

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
036	<b>Conferences / Seminars</b> <ul style="list-style-type: none"> <li>IS staff attending conferences/ training outside of DIT</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>providers</li> <li>Sensitive risk groups</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Travel to and from</li> <li>Road traffic accidents</li> <li>Unfamiliar with venue</li> <li>Medical emergency</li> <li>Missing persons</li> </ul>	<ul style="list-style-type: none"> <li>Taxi vouchers available to staff</li> <li>Staff obey rules of the road if driving or cycling</li> <li>Adequate insurance, tax and NCT on vehicles used for transport</li> <li>Familiarise yourself with local emergency procedures and first-aid arrangements</li> <li>Report defects and incidents to venue management</li> <li>Approval sought from line manager as per DIT procedures</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>Chief Information Officer and all staff</b>	<b>On going</b>



OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
037	<b>Storage</b> <ul style="list-style-type: none"> <li>Storage of IS material and equipment</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Inadequate storage</li> <li>Improper storage</li> <li>Inadequate space for safe manual handling</li> <li>Poor housekeeping</li> <li>Slips, trips and falls</li> <li>Unsafe access and egress</li> <li>Inadequate lighting and/or ventilation</li> </ul>	<ul style="list-style-type: none"> <li>Safe access and egress</li> <li>Storage avoided above shoulder height where possible</li> <li>Items stored appropriately and securely</li> <li>Items segregated where necessary</li> <li>Storage units/shelves/racking secure and fit for purpose</li> <li>Storage units/shelves/racking not overloaded</li> <li>Step ladder/foot stool or other suitable equipment available for accessing higher shelving units</li> <li>Items not stored in walkways</li> <li>Staff trained in manual handling</li> <li>Defects reported to line manager</li> <li>Adequate lighting and ventilation</li> <li>Lockers available to staff for personal belongings</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Inspection and maintenance programme for storage units/shelves/racking</li> <li>Inspection and maintenance programme for safety ladders/foot stools</li> <li>Aungier Street room 3095.3 storage room – access is restricted due to material obstructing. Improve housekeeping</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<b>All staff</b>  <b>Chief Information Officer</b>  <b>Chief Information Officer</b>	<b>On going</b>  <b>May 2014</b>

				<ul style="list-style-type: none"> <li>Dipping in shelving (store room in MJSQ penthouse) – reduce weight on shelving</li> </ul>			
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HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
038	<b>Sensitive Work Groups:</b>  <b>Pregnant Employees &amp; Nursing Mothers</b>	<ul style="list-style-type: none"> <li>Harm to Mother, unborn child or breastfeeding baby</li> <li>Physical risks</li> <li>Chemical risks</li> <li>Biological risks</li> </ul>	<ul style="list-style-type: none"> <li>Specific risk assessment carried out for individual pregnant employees/students and control measures implemented as identified and necessary by Health &amp; Safety Office</li> <li>Sanitary facilities available</li> <li>Designated first-aid room located on DIT sites - Room available for expressing milk</li> <li>Follow medical advice</li> </ul>	<ul style="list-style-type: none"> <li>Pregnant employees and nursing mothers to contact Occupational Health Officer Orlaith Waters to ensure a risk assessment is carried out</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	All staff	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
039	Sensitive Work Groups:  Young Persons	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			
040	<b>Sensitive Work Groups:</b>  <b>People with Disabilities</b>	<ul style="list-style-type: none"> <li>• Lack of access/egress</li> <li>• Difficulty with evacuation</li> <li>• No risk assessment (RA) completed</li> </ul>	<ul style="list-style-type: none"> <li>• Specific Risk Assessment carried out by Health &amp; Safety Office</li> <li>• Personal Emergency Egress Plan (PEEP) completed where necessary</li> <li>• Reasonable accommodation identified in risk assessment</li> <li>• Lift present and in working order</li> <li>• Disability Support Service available</li> <li>• Disabled toilets located in DIT buildings</li> <li>• Health &amp; Safety Induction available to staff</li> </ul>	<ul style="list-style-type: none"> <li>• Staff with disabilities to contact Occupational Health Officer Orlaith Waters to ensure a risk assessment is carried out</li> <li>• Advise visitors to the Function to notify DIT host in advance of any special needs</li> </ul>	<p><b>With current controls: L</b></p> <p><b>With Actions applied: L</b></p>	<p><b>All staff</b></p> <p><b>Chief Information Officer</b></p>	<b>On going</b>

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
041	<b>Sensitive Work Groups:</b>  <b>New Recruits</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Sensitive risk groups</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of experience</li> <li>• Lack of training</li> <li>• Injuries</li> <li>• Accidents and incidents</li> <li>• Lack of training and experience</li> <li>• Lack of familiarity with DIT work environment, work practices and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>• Induction available (in person or online)</li> <li>• Line Manager gives induction for Function (job roll)</li> <li>• Mandatory training to be completed as soon as possible after recruitment</li> <li>• SOP for work activities</li> <li>• Supervision of new staff</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>Chief Information Officer and all staff</b>	<b>On going</b>

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

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

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

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
045	<b>Violence</b> <ul style="list-style-type: none"> <li>Front line staff dealing with staff/ students</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Theft</li> <li>Attacks/assault</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Response Training (ERT) mandatory for staff</li> <li>Porter on duty at front desks/ reception</li> <li>DIT staff and students report suspect individuals to DIT Buildings Office</li> <li>Adequate lighting</li> <li>Lone working policy in place</li> <li>Rooms locked when not in use</li> <li>CCTV in common areas</li> <li>Vision panels fitted on doors</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>Chief Information Officer, DIT Buildings Office and all staff</b>	<b>On going</b>



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

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

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
048	<b>Visitors</b> <ul style="list-style-type: none"> <li>E.g. contractors (datapac)/ sales persons</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Lack of experience</li> <li>Lack of training</li> <li>Injuries</li> <li>Accidents and incidents</li> <li>Lack of familiarity with DIT work environment, work practices and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>Front desk/ reception manned at all times by a porters on duty</li> <li>Visitors report to Front desk/reception</li> <li>Safety booklets and safety wallet cards available</li> <li>Safety signage throughout the building</li> <li>Risk assessments completed for specific events where groups of visitors are expected</li> <li>Swipe card/ fob system in place DIT Bolton Street and Rathmines</li> <li>CCTV in buildings</li> <li>Visitors briefed on emergency procedures by the person they are visiting</li> <li>Datapac staff working on DIT sites compliant with DIT eLearning induction training</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	All staff and visitor	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
049	<b>Contractors / Service Providers</b> <ul style="list-style-type: none"> <li>E.g. Datapac/ ITC carrying out IS services maintenance or repairs</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Unfamiliar with DIT buildings and safety procedures</li> <li>Injury to contractors, staff, students, members of the public</li> </ul>	<ul style="list-style-type: none"> <li>Chief Information Officer /IS staff have a responsibility for contractors carrying out services maintenance or repairs on IS equipment</li> <li>Reception/ front desk is manned at all times by a porter</li> <li>Safety signage in place</li> <li>Compliance with DIT Code of Practice for Contractors</li> <li>eLearning course available for contractors/ service providers</li> <li>DIT Contractor safety badge worn</li> <li>Good housekeeping maintained</li> <li>Contractors/ service provider to ensure they have appropriate insurance cover</li> <li>Correct manual handling</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>Chief Information Officer, IS staff and Contractors / Service Providers</b>	<b>On going</b>  <b>May 2014</b>

			<p>techniques should be used when dealing with equipment or supplies</p> <ul style="list-style-type: none"><li>• Mechanical aids to be used where it is reasonably practicable e.g. trolleys</li><li>• Risk assessment and method statements completed and submitted to the Chief Information Officer</li><li>• Contractor/ Service Provider: staff members working on DIT sites compliant with DIT eLearning induction training</li><li>• Contractors/ Service Providers complaint with all health and safety requirements at the start of their contacts</li></ul>				
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HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
050	<b>Behaviour</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Aggression</li> <li>• Violence</li> <li>• Stress</li> <li>• Bullying</li> <li>• Harassment</li> </ul>	<ul style="list-style-type: none"> <li>• DIT Dignity at Work: Anti Bullying &amp; Harassment Policy in place</li> <li>• Employee Assistance Programme (EAP) in place</li> <li>• Occupational Stress Management Policy &amp; Procedures in place</li> <li>• Training courses available on Stress Management, personal skills etc. to staff</li> <li>• All incidents are reported immediately</li> <li>• DIT Disciplinary procedures in place</li> <li>• DIT Procedure for the Resolution of Disputes/Grievances in place</li> </ul>	<ul style="list-style-type: none"> <li>• Follow procedures in DIT's Dignity at Work: Anti Bullying &amp; Harassment Policy</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>Chief Information Officer and all staff</b>	<b>On going</b>

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
051	<b>Personal Protective Equipment (PPE)</b> <ul style="list-style-type: none"> <li>Safety shoes, hard hat, safety glasses, Hi vis jacket, hearing protection, gloves</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Improper fit and use</li> <li>Incorrect type</li> <li>Poor maintenance</li> <li>Lack of training</li> <li>Exposure to physical or hazardous substances</li> <li>Slips, trips and falls</li> <li>Lack of awareness of PPE requirements</li> <li>Contamination</li> </ul>	<ul style="list-style-type: none"> <li>Wear appropriate personal protective clothing and equipment (PPE) as necessary</li> <li>Appropriate selection of PPE: <ul style="list-style-type: none"> <li>Safety shoes, hard hat, safety glasses and Hi Vis Jacket (required when working in areas of construction/ refurbishment)</li> <li>Hearing protection</li> <li>Safety glass (where there is risk of injury to eyes)</li> </ul> </li> <li>Consultation with staff regarding the PPE worn</li> <li>Inspection and maintenance of PPE</li> <li>Cleaning arrangements (staff maintain their own PPE)</li> <li>Defects reported to line manager</li> <li>Safe storage location of PPE</li> <li>Training, information and supervision provided to staff</li> <li>Signage – e.g. PPE must be worn</li> <li>Follow manufacturer's instructions</li> <li>Personal use only</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	Chief Information Officer and all staff	On going

CHEMICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
052	<b>Chemicals</b>  Chemicals used by IS: <ul style="list-style-type: none"> <li>• Invertible air duster</li> <li>• Anti-static wet &amp; dry screen wipes</li> <li>• Anti-static foam cleaner (all supplied by Radionics)</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Skin contact</li> <li>• Ingestion</li> <li>• Inhalation</li> <li>• Environmental damage</li> <li>• Contamination</li> <li>• Spillage</li> </ul>	<ul style="list-style-type: none"> <li>• Substitute with less hazardous chemicals where possible</li> <li>• Specific chemical risk assessments carried out</li> <li>• Chemical labels and Material Safety Data Sheets (MSDS) are available for each chemical and the associated hazards of each chemical has been identified (Link to MSDS <a href="#">here</a>)</li> <li>• Staff are provided with training and information on the safe use of chemicals</li> <li>• Adequate ventilation is provided</li> <li>• A wash hand basin, soap and disposable towels/hand dryer are available</li> <li>• All chemicals are used, stored and disposed of in accordance with the MSDS or supplier recommendations</li> <li>• Wear appropriate personal protective clothing and equipment (PPE) as necessary</li> <li>• Stored in a safe location</li> <li>• Minimum quantities on site</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:::</b> <b>L</b>	<b>Chief Information Officer and all staff</b>	<b>On going</b>



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			
053	Gas	N/A	N/A	N/A	N/A	N/A	N/A

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

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			
055	<b>Comms Rooms/ Data center</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Persons working alone in comms rooms</li> <li>• Electrical fault/ electrocution</li> <li>• Emergency situations: evacuation/ person falling unwell</li> </ul>	<ul style="list-style-type: none"> <li>• Information and training provided to IS staff on the use of work equipment</li> <li>• Service and maintenance carried out by competent person (IS staff or contractor)</li> <li>• Staff to follow Standard Operating Procedure for accessing and working in comms rooms/ data center</li> <li>• Access to comms and server rooms is restricted (key or fob access)</li> <li>• Re-release button on the inside of comms rooms</li> <li>• Phones present in comms rooms</li> <li>• Remote access to comms room on computer systems located in offices (reduces the need for staff to work in the area)</li> <li>• Staff work in comms rooms (i.e. patch work) for short periods of time</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Signage required for doors identifying Comms/ Server room</li> <li>• Sackville Place and Mountjoy Square (MJSQ comms room no. 223 is incorrect) - no phones present. Put a phone into the comms room.</li> <li>• Mountjoy Square no fire extinguisher present (comms room 223 – incorrect number on door)</li> <li>• No phone in comms room 218 MJSQ (however this room is next door to the technician staff office and on a corridor occupied by class rooms)</li> </ul>	<b>With current controls: M</b>  <b>With Actions applied: L</b>	<b>All staff</b>  <b>Chief Information Officer and relevant staff to report to DIT Buildings Office (Estates help desk) actions regarding firefighting equipment and building maintenance</b>	<b>On going</b>  <b>May 2014</b>

			<ul style="list-style-type: none"> <li>• Contact Health and Safety Office if monitoring is needed</li> <li>• Audible evacuation alarms</li> <li>• Fire extinguishers present</li> <li>• Supervision of staff</li> <li>• Visual check carried out on equipment before use</li> <li>• Report defects to line manager</li> <li>• Follow manufacturer's instructions</li> <li>• Equipment CE mark</li> <li>• Damaged equipment marked and taken out of service</li> <li>• Preventative maintenance schedule for all IS equipment</li> <li>• Adequate lighting, ventilation in place (ventilation systems in operation)</li> <li>• PPE is available (if required)</li> <li>• All equipment is used in accordance with the manufacturers manual</li> </ul>	<ul style="list-style-type: none"> <li>• Bolton Street comms room 310 extinguisher service required. No phone (not required because of location)</li> <li>• Maintain good housekeeping in the area</li> <li>• 163 Rathmines – extinguisher requires a service</li> <li>• Chatham Row - Comms cupboard requires a lock to restrict access</li> <li>• Kevin Street KA208 extinguisher present requires a service</li> <li>• Kevin Street K134.1 lighting requires repairs</li> <li>• Aungier Street room 2.067 – extinguisher blocked – ensure safe access to extinguisher</li> <li>• Implement preventative maintenance schedule for IS server rooms and data/ wire centers</li> </ul>			
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Ref	Hazard	Risk(s) Associated /Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
056	<b>Staff offices</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Poor housekeeping</li> <li>• See ergonomics risk assessment</li> <li>• See manual handling risk assessment</li> <li>• See work equipment risk assessment</li> <li>• See storage risk assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain good housekeeping</li> <li>• Complete maintenance request form</li> <li>• Complete hazard report forms</li> <li>• Report defects to line manager</li> <li>• Follow manufacturer instruction for all equipment</li> <li>• It is DIT Policy that use of domestic appliances by students or staff in classrooms and offices is prohibited</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Bolton Technicians Office 379 (no natural light or windows which open) Server box/unit located at the back wall of the office – air conditioning/ air handling unit located on the wall entering the office (not effective at reduce the heat generated from the serve) – relocate server unit to room not occupied by staff / divide the room in two</li> <li>• Bolton Street (room 323) Vision panel obstructed – remove cover.</li> <li>• Comms cabinet in office – sound proof/ or relocate to room not occupied by staff</li> <li>• Avoid storing material at a height</li> </ul>	<b>With current controls: M</b>  <b>With Actions applied: L</b>	<b>All staff</b>  <b>Chief Information Officer and all staff</b>	<b>On going</b>  <b>May 2014</b>

				<ul style="list-style-type: none"> <li>• Cathal Brugha Street room M203 switch cabinet located in the office - generates heat and low volume noise – relocate to room not occupied by staff.</li> <li>• Maintain housekeeping – additional storage space required for material</li> <li>• 143 -149 Rathmines open plan office – extinguisher obstructed by coat stand – relocate coat stand</li> <li>• 163 Rathmines G002 Prefab 2 – maintain housekeeping. Additional storage space required for material/ equipment</li> <li>• Kevin Street room A317 light fitting loose – requires repair</li> <li>• Aungier St room 4.001 - maintain housekeeping. Additional storage required for material/ equipment</li> </ul>			
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				<ul style="list-style-type: none"> <li>• Aungier Street room 3.093 – vision panel obstructed – remove</li> <li>• Aungier Street room 4.093 improve housekeeping in office and on shelving</li> <li>• Aungier Street room 2.087 – Technician work area avoid over stacking equipment. Ensure the safe storage and stacking (if required) of IS equipment</li> <li>• Augier street room G.017 – additional storage space required for material/ equipment</li> <li>• Aungier Street room G007.2 – improve housekeeping</li> <li>• Aungier Street room 5051 – carpet frayed (currently tapped down) requires repair or replacing. Improve housekeeping in the area. Vision panel obstructed – remove obstruction</li> </ul>			
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