

INTERNATIONAL OFFICE

SAFETY STATEMENT

2014



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INTERNATIONAL OFFICE CONTACT DETAILS

Role	Name	Location	Email	Telephone Number
Head of International Affairs	Dr Robert Flood	143-149 Rathmines Road	robert.flood@dit.ie	(01) 402 3411
Head of International Partnering & Engagement	Prof. Bing Wu	143-149 Rathmines Road	bing.wu@dit.ie	(01) 402 3341
International Office Manager	Patricia Coleman / Janette Conlan	143-149 Rathmines Road	international@dit.ie	(01) 402 3418
International Office nominee to Directorate of Student Services Health & Safety Team	Patricia Coleman / Janette Conlan	143-149 Rathmines Road	international@dit.ie	(01) 402 3418

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

EMERGENCY CONTACT NUMBERS

Emergency Services	112/999 (You may need to dial “0” for an outside line)
Hospital	<u>North City:</u> Mater Hospital Dublin 7 (01) 803 2000 <u>South City:</u> St. James’s Dublin 8 (01) 410 3000
Dublin City Council	(01) 222 22 22
Garda Síochána	<u>North City:</u> <ul style="list-style-type: none">o Store Street Dublin 1 (01) 666 8000o Bridewell Dublin 7 (01) 666 8200 <u>South City:</u> <ul style="list-style-type: none">o Kevin Street Dublin 8 (01) 666 9400o Rathmines Dublin 6 (01) 666 6700
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

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Approval: <i>Robert Flood</i>		

CAMPUS CONTACT DETAILS

Building Maintenance Manager:		
Mountjoy Square	Terry Maher	(01) 402 4523 / 087 1958120
Rathmines	Paul McDunphy	(01) 402 3362 / 087 2250015
Building Services Supervisor:		
Mountjoy Square	Derek Bowden	(01) 402 4381 / 087 9404632
Rathmines	Ciaran Stone	(01) 402 3361 / 087 6675703
Occupational Health Officer	Rosie Cannon	(01) 402 4148 / 087 9809194
Health & Safety Officer	Edel Niland	(01) 402 4192 / 086 3891080
Student Health Centre	Receptionist	o Northside (01) 402 3614 o Southside (01) 402 3051
Chaplaincy Co-Ordinator	Fr. Alan Hilliard	
Employee Assistance Programme (EAP) Contact	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours/7 days a week/365 days a year)
Student Counsellor	Secretary	(01) 402 3352 / 086 0850543
Staff Safety Representative for Student Services	Herbie McClelland	(01) 402 3042

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

TASKS	RESPONSIBLE PERSON	SIGNATURE
Coordinating and ensuring records are maintained for training and provision of Personal Protective Equipment	N/A	N/A
Ensuring Safety Statement, risk assessments are carried out, updated and communicated	Dr Robert Flood Head of International Affairs	<i>Robert Flood</i>
Ensuring the upkeep of first aid box and ordering first aid supplies from Occupational Health Officer (travel only)	International Office Manager Janette Conlon/Patricia Coleman	<i>Janette Conlon Patricia Coleman</i>
Co-ordinating contractors activities and dealing with Buildings Office for Work Permits	IO Manager	
Updating the statutory registers and Safety Data Sheets	N/A	N/A
Ensuring adequate personnel designated as fire marshals and first aiders	Health & Safety Team for Directorate of Student Services	

INTRODUCTION

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

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

This Safety Statement has been prepared in compliance with the Act and provides details of the specific hazards relevant to the International Office and the controls that have been implemented to adequately safeguard the activities. This Safety Statement should be read in conjunction with the DIT Parent Safety Statement which is available on the [health and safety website](#).

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

SAFETY POLICY & OBJECTIVE FOR THE INTERNATIONAL OFFICE

The International Office 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:

Dr Robert Flood, Head of International Affairs

Date: 30.09.2014

SCOPE OF SAFETY STATEMENT

The scope of our operations includes:

- Recruitment of students from outside the EEA region
- Coordinating institutional activities for international partnering
- Coordinating institutional activities for the Erasmus programme
- Providing direction and guidance for academic schools to assist in the development of internationalised programmes and research
- Providing administrative support for non-EEA students to complete registration within DIT and ensure compliance with visa requirements before and during their period of study within DIT
- Organising and disseminating pre-departure information for non-EEA students, hosting and coordinating inductions and orientation events for students at the commencement of each Semester, as required
- Providing pastoral supports to non-EEA students to access a wide range of support services
- Engagement with Irish Government Departments and State Agencies to promote DIT and Irish higher education abroad
- Engagement with overseas governments and agencies to promote DIT as a destination of choice for overseas study abroad
- Overseas travel by staff from the International Office (IO) to undertake recruitment and partnering activities

HISTORY OF LOCATION

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

The IO is in existence for over ten (10) years. It is currently located in Rathmines House, with staff located in various locations within the building. The full staff complement is thirteen (13). From time-to-time the IO engages interns from the student body to provide administrative support.

SAFETY RESPONSIBILITIES

In accordance with the DIT Parent Safety Statement, the Head of the International Office, Dr. Robert Flood, as part of his management function, is responsible for ensuring, so far as is reasonably practicable, the health and safety of persons working, studying or visiting their area of responsibility. In particular he is responsible for the following:

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

All Institute Staff

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

Statutory Requirement

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

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

- (a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,
- (b) ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,
- (c) if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,

- (d) co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,
- (e) not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,
- (f) attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,
- (g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,
- (h) report to his or her employer or to any other appropriate person, as soon as practicable—
- (i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,
- (ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
- (iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.

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

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

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

In addition, staff have the following responsibilities:

- To participate in and put into practice all training provided by DIT, to ensure compliance with safety, health & welfare legislation
- To co-operate with those responsible for health and safety
- To familiarise themselves with the contents of the Safety Statement, safety policies and procedures and Codes of Practice
- To assist in the preparation and updating of the International Office Safety Statement
- To assist and co-operate with periodic safety inspections/audits
- To assist in the completion of standard hazard identification control sheets and co-operate with the reporting and investigation of incidents
- To ensure that equipment is operated in a safe manner and good housekeeping standards are maintained at all times
- To promote safe work practices
- To ensure that all safety rules are communicated to students, contractors and visitors, other campus users
- To use equipment only if authorised and trained
- To ensure that any safety measures associated with new equipment is brought to the attention of the Head of International Office, Dr. Robert Flood, implemented, documented in the Safety Statement and communicated effectively
- To report to the Head of International Office, Dr. Robert Flood, 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 CCFI 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 International Office unless written permission is received from the Head of International Office, Dr. Robert Flood, 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
- 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. The International Office ensures that health and safety is an agenda item at all meetings and ensures that working groups are appointed to deal with certain health and safety items if required.

A nominee from the International Office, Patricia Coleman/Janette Colman, sits on the Health and Safety Team for the Directorate of Student Services. This team meets periodically throughout the year every two months.

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

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

PROVISION OF INFORMATION

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

- Agenda item at team meeting
- Desktop Emergency Response Flip charts
- Health & Safety notice boards
- Health & Safety Newsletters
- Toolbox talks
- Health & Safety Induction
- Health & Safety Training courses
- Signage:
 - Safety notice points
 - Emergency first aid procedure signs
 - Emergency floor plans
 - Assembly point maps
 - Fire actions notices
- Emergency Response posters
- Safety booklets
- Safety wallet cards
- Social media
- Website www.dit.ie/safework
- Posters
- Inductions are prepared and delivered by Occupational Health Officers where requested

HEALTH AND SAFETY RESOURCES

The International Office codes all budgetary spend on activities/spend pertaining to safety, health and welfare. Considerable resources are expended by the International Office 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. 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.

Staff in the IO are required, as appropriate to undertake work outside of Ireland. Staff travelling abroad on IO business are covered under the Appended Policy (Ref IO/04/2012).

PROCUREMENT CONTROL

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

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 Head of the International Office, Dr Robert Flood, will ensure non-conformances identified are rectified and a log maintained.

Where in the opinion of the Health & Safety Officer or other competent officer, there is a risk of serious injury and immediate risk to individuals, he/she will have the authority to advise that the activity is stopped until adequate steps have been taken to

eliminate risk or if possible reduced to an acceptable level. Where the risk cannot be reduced to an acceptable level and finance is not available, the Head of the International Office, Dr Robert Flood, shall ensure the activity is ceased.

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

Item	Location	Test Frequency	Test Company Details
PC's Printers Photocopiers	All staff offices	As required	I.S. and/or external service provider

TRAINING

Health and Safety training is a legal requirement specified by the Safety, Health and Welfare at Work Act, 2005. It is also Institute policy that all employees attend such health and safety training and assessment. Please see the Institute's [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.

Health and safety training required for the International Office includes:

Mandatory Training:

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

Specialist Training:

- Evacuation Marshal

EMERGENCY PLANNING AND RESPONSE

SERIOUS INCIDENT/EMERGENCY

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

REQUIRES FIRST-AID

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

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

REQUIRES FURTHER ATTENTION

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

FIRE & EVACUATION **INTERNATIONAL OFFICE**

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.)

On hearing alarm activation or other warning:

- Instruct staff and students to leave all areas including offices, meeting rooms, sanitary facilities, common areas etc.
- 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 (offices, meeting rooms, sanitary facilities, storage areas), and 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 the designated Assembly Point(s) for your building – click [here](#) for details
- All evacuation marshals/sweepers, Building Maintenance personnel, Heads of Function, first-aiders should assemble at the assembly point to check in, reporting to the Incident Controller details of any casualties or people needing assistance with evacuation. This information is then given by the Incident Controller to the Emergency Services.
- Do not return to the building until instructed to do so by the Incident Controller

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

YOU SHOULD FAMILIARISE YOURSELF WITH THE LOCATIONS OF THE FOLLOWING:

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

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

The International Office will ensure that sufficient marshals are appointed on an ongoing basis to provide an effective service. All staff of the International Office will act as evacuation marshals in accordance with local evacuation procedures in their respective areas.

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, meeting rooms, sanitary facilities and storage 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](#)

List members of staff trained in this area:

- All staff required to travel overseas on business are required to complete the 1-day Emergency First-Aid training course. All affected staff will be required to complete said training by the 1st December, 2014 and undertake updates as advised by the Health & Safety Office

First-aid kits are located at the front desk of each building. 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 at 01 402 3614 / 402 3051 or contact the Emergency Services on 112 / 0999 if an incident is urgent
- Incident Report forms are available from the front desk and on the [health and safety website](#)
- An Occupational Health Officer Rosie Cannon is available at 087 9809194 weekdays 9:00am – 5:00 pm to deal with the occupational health, safety and welfare needs of all staff and students and to provide a back-up first aid service

INCIDENT REPORTING AND INVESTIGATION

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

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

HAZARD REPORTING

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

MANAGEMENT OF CONTRACTORS/SERVICE PROVIDERS

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

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

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 Head of the International Office, Dr. Robert Flood, to ensure that all information on ergonomic controls is communicated to employees and students via circulars, team briefings or other means. She should also ensure that all problems identified are addressed and brought to the attention of the Health & Safety Officer.

WELFARE PROVISIONS

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

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

SENSITIVE WORK GROUPS

Protection of Children and Young Persons

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

All staff in the International Office who undertake interviews/tests or events with minors, will be required to be Garda Vetted as soon as is practicable, following ratification of this policy. This is to ensure compliance with the Institute's Child Protection (HRP058) and Garda Vetting (HRP035) Policies, and subsequent amendments. While laws vary between jurisdictions staff must comply with all their obligations under DIT policies at all times.

International Office staff are required to note the following at all times, when conducting business on behalf of DIT.

- The International Office has a high level of engagement with second-level schools and interacts on a regular basis with the staff, students and recruitment agents in schools in different countries around the world. As part of the International Office remit, members of staff visit schools to provide information to recruit applicants to DIT's undergraduate programmes.
- Several members of staff from the International Office attend such visits at various points throughout the year.
- International Office staff attend education fairs or invite students to specifically organised DIT events, events organised by schools or recruitment agents where they would come into contact with children or potential students under the age of 18. On occasion an individual second level student would seek information and call at the International Office for advice on programmes.
- When visits or events involving DIT International Office staff take place in schools, a school teacher/official must remain present at all times. The school is responsible for the safety and well-being of the child at all times. School rules apply at all times.
- When visits or events involving DIT International Office staff take place in recruitment agent's offices (or premises rented for the purpose), a recruitment agent or counsellor (employed by the agent) must remain present at all times. The recruitment agent is responsible for the safety and well-being of the child at all times.

- When events take place within DIT premises, DIT is responsible for a child for the duration of the visit. Staff should conduct their business with these students in the presence of other staff and responsible adults.
- Open days and specific information events are public in nature. There should not be private or one to one mentoring sessions away from the public arenas, such as foyers, halls, canteens, lecture halls and classrooms.
- When working overseas, staff should only undertake interviews/tests with students during normal working hours. Under no circumstances should such interviews/tests take place after 9:00 PM local time.
- When a student under the age of 18 attends at the International Office, there is a public meeting area available for staff to meet with them. No member of the International Office staff will mentor or meet on a one-to-one basis with an underage student save for in the designated public area.

Pregnant Post-Natal and Breastfeeding Employees/Students

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

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

LONE AND OUT OF HOURS ACCESS

Staff required to work alone or out of hours when overseas are required to adhere to the procedures outlined in IO/04/2012 and normal risk assessment procedures apply.

WORK PLACEMENT

This is not applicable to the International Office.

TRIPS/TRAVEL

All trips and travel proposals must have a risk assessment completed prior to the event as per IO/04/2012 – see Appendices 1 & 2.

STAFF/STUDENTS WITH DISABILITIES

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

HEALTH SURVEILLANCE

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

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

Staff required to travel overseas are responsible for ensuring they receive, in advance of travel, all necessary vaccinations and medication that may be required. Staff are advised to retain such records with their own GP in the event of a follow up medical

intervention. IO/04/2012 outlines all relevant procedures/policies and makes provision for routine staff screening, to assess their suitability for long-haul travel if it is deemed necessary.

WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL

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

DIGNITY AT WORK ANTI BULLYING & HARASSMENT POLICY AND PROCEDURES

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

STRESS

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

AUDIT, REVIEW AND COMMUNICATION

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

DOCUMENT CONTROL

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

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES

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

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

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

Staff are encouraged to become involved and participate in safety, health & welfare issues. In particular, they are encouraged to identify any potential hazards, which may exist, and to ensure that a risk assessment is carried out. Ongoing hazard inspections will be carried out periodically to ensure that the information is updated, controls are adequate and where necessary the risks are reassessed.

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

- Physical
- Chemical
- Biological
- Operational
- Human Factors

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

Risks may be classified as:

- High
- Medium
- Low

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

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

Risk control measures are a combination of:

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

Risk Assessments for the International Office

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
001	Fire Emergency Response & Evacuation Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Staff unfamiliar with evacuation procedure • Lack of evacuation drills • Use of naked flames • Improper storage of flammable or combustible materials • Smoking in undesignated areas • Faulty electrics • Inadequate emergency equipment • Misuse of equipment • Collision with vehicle traffic when evacuating premises 	<ul style="list-style-type: none"> • Staff trained in Emergency Response Training (ERT) • Sufficient fire detection and extinguishing equipment available • Fire-fighting equipment and detection systems maintained and tested • Fire and evacuation signage in place • Emergency first aid procedures posted • Good housekeeping standards maintained • Waste removed regularly • Means of escape present and known to occupants • Evacuation procedure in place and practiced each semester • Assembly point known to occupants • Emergency exits are clearly marked and free from obstructions • Emergency lighting in place • Staff members act as evacuation marshals • Evacuation marshals provided with high visibility jackets 	<ul style="list-style-type: none"> • Maintain current controls • Garda assistance to be sought if traffic calming measures are required in the event of an emergency evacuation • Staff away on trips/travel to familiarise themselves with local fire safety arrangements and evacuation procedure • Ensure compliance with ERT and evacuation procedure • Ensure clear access to firefighting equipment • Ensure escape routes and emergency exits are kept clear and unobstructed 	With current controls: M With Actions applied: L	<ul style="list-style-type: none"> • All staff and Head of Function 	<ul style="list-style-type: none"> • Ongoing
						<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • Ongoing

			<ul style="list-style-type: none"> No smoking policy in place Proper storage of flammable liquids and gas cylinders Scheduled maintenance of buildings services (heating, electricity, ventilation etc.) Permit system in place for hot works Compliance with building regulations Site specific Emergency Manuals for each campus available on the website www.dit.ie/safework 	<ul style="list-style-type: none"> Announce the location of emergency exit(s) and assembly point at the commencement of meetings/ seminars with visitors All service ducts will be maintained for that purpose only. No other materials (toilet rolls, cleaning materials, old furniture) will be allowed to be stored in these ducts Ensure staff participation in the role of evacuation marshal 		<ul style="list-style-type: none"> Head of Function 	<ul style="list-style-type: none"> Ongoing
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PHYSICAL			Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required			
002	Manual Handling <i>(lifting, putting down, pushing, pulling, carrying or moving of a load)</i> <ul style="list-style-type: none"> Office supplies Files 	<ul style="list-style-type: none"> Manual Handling-related injuries, e.g. back injury Slips, trips, falls Load is too heavy, large, and awkward or is carried away from the body Load is lifted too high 	<ul style="list-style-type: none"> All staff compliant with and adhere to mandatory manual handling training Safety ladder/step stool available for access to high shelves Manual handling risk assessments available to all staff, contact local 	<ul style="list-style-type: none"> Maintain current controls Refresher training to be carried out as required Heavy or large/unwieldy loads are broken 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> Ongoing

	<ul style="list-style-type: none"> Laptops Promotional & event materials Luggage <p>Who is harmed:</p> <ul style="list-style-type: none"> Staff members Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<p>or carried too far/too often or involves bending and/or twisting</p> <ul style="list-style-type: none"> Inadequate space, uneven floor or steps/ramps 	<p>Occupational Health Officer</p> <ul style="list-style-type: none"> Good housekeeping Implement team lifting with assistance from colleagues where required Adequate lighting maintained Report issues and health concerns to Line manager Heavy items not stored above shoulder height Lift available and in working order Luggage provided with handles and wheels for ease of transport 	<p>down into more manageable weights or are lifted by 2 people</p> <ul style="list-style-type: none"> Work is planned to avoid long distances, repetition, twisting, bending and/or unstable posture Place heavier items on shelving at mid-rift level and lightweight items at higher levels Inspection and maintenance programme for safety ladders/step stools Head of Function must correct any staff member who may be lifting loads improperly Matrix of staff members who require training to be compiled Ensure racking/shelving is maintained and checked for stability 		<ul style="list-style-type: none"> Head of Function 	<ul style="list-style-type: none"> 1st August 2014
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
003	Work Equipment, Machinery & Tools	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			
004	Portable Appliances & Handheld Equipment	N/A	N/A	N/A	N/A	N/A	N/A

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
006	Structural: Floors Walls Ceilings Doors Windows Fixtures and fittings: <ul style="list-style-type: none"> Shelving Furniture Partitions Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Personal Injury Slips, Trips and Falls Collapse Trapping 	<ul style="list-style-type: none"> Building and associated fixtures and fittings appear to be stable and structurally sound Defects and hazards are reported to the Building Maintenance Manager or through online hazard reporting 	<ul style="list-style-type: none"> Contact Buildings Office if problems arise Ensure where vision panels on fitted on doors they are not obscured Maintenance and inspection programme to be implemented with records kept 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> All Staff All Staff Buildings Office 	<ul style="list-style-type: none"> As necessary Ongoing Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
007	Slips, Trips & Falls Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Slips/trips/falls from: <ul style="list-style-type: none"> wet floor conditions uneven surfaces trailing cables raised obstacles poor lighting poor housekeeping changes in floor levels 	<ul style="list-style-type: none"> All routes kept clear and unobstructed SOP for cleaning and spillages – floors generally cleaned early morning by contractors when most personnel are off site Use of warning signage where appropriate Hazard reporting system in place Good cable management - trailing cables and leads are re-routed, removed or secured Changes in floor levels identified and marked Door mats provided at main entrance Hand-rail on steps/stairs Stair nosing fitted with anti-slip finish Adequate lighting Good housekeeping 	<ul style="list-style-type: none"> Maintain current controls Staff should not leave drawers and filing cabinets open which could cause trip hazards Buildings Office to ensure upkeep and maintenance of internal and external access and egress routes e.g. walkways, paths, floors, corridors, steps and stairs 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> All staff Building Maintenance Manager 	<ul style="list-style-type: none"> Ongoing Ongoing

PHYSICAL							
		Risk(s) Associated /	Control Measures		Risk H/M/L	Person(s)	Target Date /
				Further			

Ref	Hazard	Description	Current Controls	Actions Required	(with controls)	Responsible	Status
008	Access and Egress Opening/closing times for buildings are on the DIT website – click here Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Security threats Threats from public Violence / assault Unwanted visitors 	<ul style="list-style-type: none"> Front desk of main buildings are manned Sign-in required by visitors at front desk Swipe card/keypad access in place in some areas CCTV in common areas Rooms locked when not in use Adequate lighting Students have DIT I.D. card Vision panels on doors Sweep-search of building conducted by porter as part of closing down procedure 	<ul style="list-style-type: none"> Maintain current controls Report suspicious activity to front desk Secure personal property Carry out spot-checks of student I.D. cards Ensure vision panels on doors are not obscured 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> Buildings Office All staff All staff 	<ul style="list-style-type: none"> Ongoing As necessary Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
009	Office Equipment: <ul style="list-style-type: none"> Desktop PCs Laptops Photocopiers Printers Shredders 	<ul style="list-style-type: none"> Personal injury due to: <ul style="list-style-type: none"> chemical contact when changing toner burns from clearing jams electrical 	<ul style="list-style-type: none"> Gloves worn when changing cartridges and wash hands after use Power turned off before clearing jams or making adjustments Manufacturer's instructions 	<ul style="list-style-type: none"> Maintain current controls Where necessary, competent 	With current controls: L With Actions	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> Ongoing

	<ul style="list-style-type: none"> Guillotines Filing Cabinets AV Projectors <p>Who is harmed:</p> <ul style="list-style-type: none"> Staff members Sensitive risk groups: <ul style="list-style-type: none"> pregnant women people with disabilities 	<p>shock/contact with live parts</p> <ul style="list-style-type: none"> entanglement in moving parts contact with sharp edges <ul style="list-style-type: none"> Incorrect disposal Lack of information / training 	<ul style="list-style-type: none"> PCs and printers supported and maintained by DIT Information Services Correct disposal of waste cartridges Ensure no loose or dangling clothing/personal effects when operating equipment with moving/rotating parts e.g. shredder Do not overload electrical sockets Ensure guard in place on guillotine Filing cabinets fitted with ant-tilt mechanism Label defective equipment and report to line manager 	Service Engineers will be called to carry out repairs and scheduled maintenance	applied: L		
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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	<p>Office / Workstation Ergonomics</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> Staff members Sensitive risk groups: 	<ul style="list-style-type: none"> Musculoskeletal Disorders (MSD's) Upper limb disorders Poor posture Back problems Fatigue Eyestrain Thermal discomfort 	<ul style="list-style-type: none"> Online ergonomics eLearning programme available Workstation risk assessments and information and training available from the Health & Safety Office on request Eye tests available for staff at the DIT National Optometry Centre (NOC) Adjustable chairs 	<ul style="list-style-type: none"> Maintain current controls Contact Occupational Health Office for assessment of individual workstations Contact NOC for eye test 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> Ongoing As necessary As

	<ul style="list-style-type: none"> pregnant women people with disabilities 		<ul style="list-style-type: none"> Window blinds in place Adequate space Adequate storage Good housekeeping Good cable management Adequate building services (heating, lighting ventilation) Follow manufacturer's instructions for use of equipment 	<ul style="list-style-type: none"> Ensure laptops are not used in place of desktop PCs for prolonged computer work Where refurbishment is being carried out, consideration should be given to best practice in ergonomics All chairs to be checked annually by a designated person. Defective chairs to be removed and labelled until repair/disposal 		<ul style="list-style-type: none"> Head of Function 	<p>necessary</p> <ul style="list-style-type: none"> Ongoing
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PHYSICAL			Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required			
011	Mechanical Lifting Systems	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL			Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required			
012	Transport See Ref 033 Trips/Travel	See Ref 033 Trips/Travel	See Ref 033 Trips/Travel	See Ref 033 Trips/Travel	See Ref 033 Trips/Travel	See Ref 033 Trips/Travel	See Ref 033 Trips/Travel

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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
013	Hot Surfaces / Liquids / Solids Catering appliances in canteen and/or staff room. For example: <ul style="list-style-type: none"> • Kettle • Toaster • Microwave • Burco boiler Who is harmed: <ul style="list-style-type: none"> • Staff members • Visitors • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Contact burns • Scalds • Spillage 	<ul style="list-style-type: none"> • Warning signage in place • Heat shielding of hot surfaces • Equipment well maintained • Use of lids/covers to prevent spillages • Procedure for dealing with spillages 	<ul style="list-style-type: none"> • Maintain current controls • Take due care with appliances • Report defects to Buildings Office 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • Ongoing • As necessary

PHYSICAL							
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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			
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 See Ref 033 Trips/Travel	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	Services: Heating Who is harmed:	<ul style="list-style-type: none"> Environment too hot or cold Misuse of portable 	<ul style="list-style-type: none"> Heating in working order Room users can adjust heating levels 	<ul style="list-style-type: none"> Maintain current controls Ensure that no 	With current controls: L	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> Ongoing

	<ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	heaters <ul style="list-style-type: none"> • Fire • Burns • Carbon monoxide poisoning 	<ul style="list-style-type: none"> • Service and maintenance by competent person • Combustible materials kept away from heat source • Heat source kept clear and free from obstructions • Environmental monitoring from the Health and Safety Office on request • Fire detection systems in place 	storage heater is covered or used to dry clothes <ul style="list-style-type: none"> • Contact Buildings Office if problems or defects arise 	With Actions applied L		<ul style="list-style-type: none"> • As necessary
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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			
018	Lighting <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk 	<ul style="list-style-type: none"> • Inadequate lighting • Glare • Eyestrain • Slips, trips , falls 	<ul style="list-style-type: none"> • Light switches easily accessible • Adequate lighting level for nature of work • Environmental monitoring available from the Health and Safety Office on request • Service and maintenance by competent person 	<ul style="list-style-type: none"> • Maintain current controls • Contact Buildings Office if problems or defects arise 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • As necessary

	groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 						
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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			
019	Ventilation and temperature Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Environment too hot or cold • Inadequate ventilation • Falls from heights from windows 	<ul style="list-style-type: none"> • Openable windows available for intake of fresh air • Blinds in place and in working order • Suitable equipment/devices available for the opening and closing of high level windows • Service and maintenance of ventilation system by competent person • Office temperature of at least 17.5 degrees Celsius (after one hour of work) • Environmental monitoring from the Health and Safety Office on request 	<ul style="list-style-type: none"> • Maintain current controls • Ensure all ventilation, heating and air conditioning systems are used and maintained in accordance with the manufacturer's instructions • Contact Buildings Office if problems or defects arise 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • Ongoing • As necessary

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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			
020	Electricity Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Electric shock • Electrocutation • Burns • Fire • Explosion • Electrical arcing • Use of faulty equipment • Contact with live parts • Unmarked distribution boards • Inadequate electrical installations 	<ul style="list-style-type: none"> • Sufficient numbers of electrical sockets • Electric leads not worn or trailing • Competent person to carry out repairs / works • All works, servicing and testing is carried out as per regulations • Shut down equipment when not in use and at end of day • Adequate protection and signage for circuit boards, distribution boards etc. • Report defects and take damaged equipment out of use • Good housekeeping • Suitable fire extinguishers provided • Switch off equipment before cleaning or making adjustments 	<ul style="list-style-type: none"> • Maintain current controls • Contact Buildings Office if problems arise • Do not overload sockets • Keep use of adaptors and extension leads to a minimum 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
021	Asbestos	N/A	N/A	Review if changes develop Where maintenance work may involve disturbing asbestos, all possible types and locations will be identified by a competent person and suitable control measures put in place before the work commences	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	Radon	N/A	N/A	Indoor workplaces at ground floor or basement	N/A	N/A	N/A

				level to have radon measurements carried out Where reference levels are exceeded, appropriate measures to be taken			
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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			
024	Construction / Maintenance Work Example: <ul style="list-style-type: none"> Building contractors Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Unfamiliar with DIT buildings and safety procedures Injury to contractors, staff, students, visitors members of the public 	<ul style="list-style-type: none"> Buildings Office control all contractors Permit to work system in place for hot works, work at height, confined spaces The front desk is manned at all times by a porter Sign-in required by contractors at front desk Compliance with DIT code of practice for contractors Contractors complete DIT induction via online eLearning programme DIT Contractor safety badge must be worn Risk assessment and method statements completed and submitted to the Buildings Office Good housekeeping Areas of hazardous works cordoned off Warning signage put in place as required 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> Building Maintenance Manager 	<ul style="list-style-type: none"> Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
025	Work Activities & Processes <ul style="list-style-type: none"> Recruitment of and provision of support to international students Administration Overseas travel Engagement with governments and external agencies 	See Hazard References: <ul style="list-style-type: none"> 009 Office Equipment 010 Office/ Workstation Ergonomics 033 Trips/Travel 035 Events 036 Conferences/Seminars 039 Young Persons 	See Hazard References: <ul style="list-style-type: none"> 009 Office Equipment 010 Office/ Workstation Ergonomics 033 Trips/Travel 035 Events 036 Conferences/Seminars 039 Young Persons 		With current controls: L With Actions applied L	•	

	Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 						
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
026	Housekeeping Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Slips, trips and falls • Increased fire load • Falling objects • Collisions 	<ul style="list-style-type: none"> • Fire load (i.e. sources of ignition and fuel) kept to a minimum • All escape routes and emergency exits kept clear and unobstructed • Wet floor signs used where required • Spillages cleaned immediately • Adequate lighting • Adequate waste disposal • Refuse and recycling bins are provided • Designated storage provided • Goods should not be stored temporarily or permanently in areas which may obstruct access to emergency exits 	<ul style="list-style-type: none"> • Maintain current controls • Storage and stacking of goods must be done in specifically designated places and located in such a manner so as to minimise the hazard of falling objects • Any signs of vermin to be reported immediately to the Buildings Office 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
027	Cleaning Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of cleanliness or hygiene • Manual handling injury • Exposure to hazardous substances • Spillages: slips, trips and falls • Lack of/inappropriate PPE 	<ul style="list-style-type: none"> • Daily cleaning schedule • Signage (e.g. wet floor signs) available and used • Proper storage of cleaning equipment and cleaning substances • Proper labeling of cleaning agents • Use of appropriate cleaning equipment • Report defects and hazards • Appropriate information and training provided to cleaning staff • SOPs in place by cleaning contractors • PPE for cleaning staff 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> • Contract cleaning staff and supervisors (Noonan) 	<ul style="list-style-type: none"> • Ongoing

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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
028	Waste Disposal & Removal Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Waste accumulation • Fire • Spillages • Odour • Vermin 	<ul style="list-style-type: none"> • General waste and recycling bins present • Dispose of waste appropriately in bins provided • Segregate waste as appropriate • Waste removed on a regular basis by cleaning contractors • Keep waste away from sources of ignition e.g. heaters, electrical appliances 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff • Cleaning contractors 	<ul style="list-style-type: none"> • Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
029	Signage and Documentation Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of knowledge regarding safety and emergency procedures 	The following signage is in place throughout each building: <ul style="list-style-type: none"> • Emergency Exit • Emergency First-aid Procedure • Evacuation plan • Fire Action Notice • Safety Notice point • No Smoking • Emergency contact numbers • Refuge point 	<ul style="list-style-type: none"> • Maintain current controls and update signage as required • Observe signage in place 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • Head of Function and Building Maintenance Manager • All staff 	<ul style="list-style-type: none"> • Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
030	Incidents	<ul style="list-style-type: none"> • Lack of first-aid supplies 	<ul style="list-style-type: none"> • First-aid kit, AED and 	<ul style="list-style-type: none"> • Attend 	With	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • As

	Hazard Reporting First-Aid Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of trained first aiders • Lack of knowledge/skills in the event of an incident • No reporting of incident(s) • No reporting of hazards 	<p>incident report forms available at the front desk of each main campus building</p> <ul style="list-style-type: none"> • All incidents to be reported immediately and an incident report form completed • First-aid supplies available from Health & Safety Office on request • Mandatory training for staff in Emergency Response • List of trained first aiders available online at www.dit.ie/safework • Emergency first-aid procedure posted • Online hazard reporting facility available 	mandatory training as per DIT Policy	current controls: L With Actions applied L		required
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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			
031	Working at Height <ul style="list-style-type: none"> • Access to goods stored at a height • Opening high level windows Who is harmed: <ul style="list-style-type: none"> • Staff members 	<ul style="list-style-type: none"> • Falls from height • Falling objects 	<ul style="list-style-type: none"> • Safety ladder/step stool provided for safe access to high shelves • Use of chairs /tables for access to height is prohibited • Suitable equipment/devices available for the opening 	<ul style="list-style-type: none"> • Maintain current controls • Inspection and maintenance programme for safety ladders/step stools 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> • All staff • Head of Function 	<ul style="list-style-type: none"> • Ongoing • 1st July 2014

	<ul style="list-style-type: none"> Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 		<ul style="list-style-type: none"> and closing of high level windows Items should not be thrown from a height 				
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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			
032	Out of Hours Access / Lone Working <ul style="list-style-type: none"> Out of hours access does not occur Staff may work alone from time to time when travelling abroad and in DIT offices 	<ul style="list-style-type: none"> Violence Inability to make contact in the event of an emergency etc. Unauthorised access Locked into building 	<ul style="list-style-type: none"> The front desk is manned at all times CCTV in common areas Vision panels fitted on doors Sweep-search of building conducted by porter as part of closing down procedure Building opening/closing times posted on DIT website Offices equipped with telephones Staff provided with 24 hour phone access to 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> Head of Function and Building Maintenance Manager 	<ul style="list-style-type: none"> Ongoing

	during normal opening hours		Head of International Affairs when travelling abroad and registered with local embassy/consulate				
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
033	Trips/Travel <ul style="list-style-type: none"> Overseas and long-haul travel outside the EEA region e.g. to Asia, Middle East and South America on DIT business, student recruitment, international partnering etc. Who is harmed: <ul style="list-style-type: none"> Staff members Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons 	<ul style="list-style-type: none"> Injuries Medical emergencies Missing persons Road traffic accidents Inclement weather Site terrain Personal security/safety Food poisoning Exposure to physical/chemical/biological agents Human factors Weather extremes Jet lag/fatigue Deep vein thrombosis (DVT) Cosmic radiation exposure Communicable diseases Lone/remote working 	<ul style="list-style-type: none"> The International Office has a written policy/procedure in place for overseas travel which includes a travel checklist, safety guidelines for overseas travel, and a standard risk assessment template for overseas travel – See Appendices 1 & 2 Separate trip risk assessment template completed for each trip and control measures implemented Staff to check and comply with country-specific safety advice on the Department of Foreign Affairs & Trade website www.dfa.ie/travel Staff to seek medical advice re: vaccinations and fitness to travel where 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: M With Actions applied: M	<ul style="list-style-type: none"> Head of Function and all staff 	<ul style="list-style-type: none"> As required

	<ul style="list-style-type: none"> pregnant women people with disabilities 		<ul style="list-style-type: none"> appropriate Staff to disclose pre-existing medical conditions and disabilities as part of the risk assessment process Adherence to local customs and laws by DIT staff A copy of full travel itinerary and next of kin details to be provided by staff to the International Office 				
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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			
034	Work Placement N/A	N/A	N/A	N/A	N/A	N/A	N/A

OPERATIONAL							
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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			
035	Events <ul style="list-style-type: none"> Induction and orientation for students Open days Education/recruitment fairs Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Injuries Accidents and incidents Unfamiliar with DIT premises and emergency plans 	<ul style="list-style-type: none"> Specific risk assessment carried out for each event and control measures implemented Emergency plans in place with regard to evacuation and first aid Report all incidents and accidents to DIT Provide relevant health and safety information to event participants 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> Head of Function and all staff 	<ul style="list-style-type: none"> As required

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
036	Conferences / Seminars	<ul style="list-style-type: none"> Travel to and from Road traffic accidents Unfamiliar with venue Medical emergency 	<ul style="list-style-type: none"> Taxi vouchers available to staff for travel in Dublin Staff obey rules of the road if driving or cycling Adequate insurance, tax 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L	<ul style="list-style-type: none"> Head of Function and all staff 	<ul style="list-style-type: none"> As required

	Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Missing persons 	<ul style="list-style-type: none"> and NCT on vehicles used for transport • Familiarise yourself with local emergency procedures and first aid arrangements • Report defects and incidents to venue management • Approval for attendance to be sought from Line Manager as per DIT procedures • IO/04/2012 applies for overseas events 		With Actions applied: L		
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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			
037	Storage Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant 	<ul style="list-style-type: none"> • Inadequate storage • Improper storage • Inadequate space for safe manual handling • Poor housekeeping • Slips, trips and falls • Unsafe access and egress • Inadequate lighting and/or ventilation 	<ul style="list-style-type: none"> • Safe access and egress • Storage avoided above shoulder height where possible • Items stored appropriately • Items segregated where necessary • Storage units secure and fit for purpose • Step ladder/foot stool available for accessing higher shelving units • Staff trained in manual 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • Ongoing

	<ul style="list-style-type: none"> women people with disabilities 		<ul style="list-style-type: none"> handling Items not stored in walkways Defects reported Adequate lighting and ventilation 				
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HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
038	Sensitive Work Groups: Pregnant Employees & Nursing Mothers	<ul style="list-style-type: none"> Fatigue Harm to mother, unborn child or breastfeeding baby from exposure to: <ul style="list-style-type: none"> Physical agents e.g. noise, vibration, manual handling Chemical agents Biological agents 	<ul style="list-style-type: none"> Specific risk assessment carried out for individual pregnant and breastfeeding employees and control measures implemented as identified and necessary by the Health & Safety Office Rest facilities available Follow medical advice as necessary 	<ul style="list-style-type: none"> Pregnant employees and nursing mothers to contact Occupational Health Officer Rosie Cannon to ensure a risk assessment is carried out 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> As necessary

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
039	Sensitive Work Groups: Young Persons <ul style="list-style-type: none"> Induction and orientation for students Open days Interviews Education/recruitment fairs Secondary school visits 	<ul style="list-style-type: none"> Lack of training and experience Lack of familiarity with DIT work environment, work practices and emergency plans Exposure to special risks: <ul style="list-style-type: none"> Physical agents Chemical agents Biological agents Hours of work 	<ul style="list-style-type: none"> Induction programme for all new students Supervision of students by staff DIT Child Protection Policy DIT emergency plans in place Student support services available Garda vetting in place for staff For School visits, a school teacher/official remains present at all times For visits or events at a recruitment agency, a recruitment agent or counsellor employed by the agency remains present at all times Open days and such events are public in nature and take place during normal working hours and in public areas 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> Head of Function 	Ongoing

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

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			

041	Sensitive Work Groups: New Recruits	<ul style="list-style-type: none"> Lack of experience Lack of training Accidents and incidents Lack of training and experience Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> Induction available for new staff Line Manager gives induction specific to local department Mandatory training to be completed as soon as possible after recruitment Supervision of new staff 	<ul style="list-style-type: none"> Maintain current controls Consider assigning a mentor/buddy to new recruits 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> Head of Function 	<ul style="list-style-type: none"> Ongoing
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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			
042	Sensitive Work Groups: Undergraduate students	N/A	N/A	N/A	N/A	N/A	N/A

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

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

HUMAN FACTORS			Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required			
045	Violence Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant 	<ul style="list-style-type: none"> • Theft • Verbal threats/abuse • Physical assault / injuries • Stress, fear, anxiety 	<ul style="list-style-type: none"> • Emergency Response Training (ERT) mandatory for staff • Front desk is manned at all times • DIT staff and students report suspect individuals to DIT Buildings Office • Adequate lighting • Lone/out of hours working access does not take place • Rooms locked when not in use • CCTV in common areas • Vision panels fitted on doors 	<ul style="list-style-type: none"> • Maintain current controls • Attend training and refresher as required 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • Head of Function and all staff 	<ul style="list-style-type: none"> • Ongoing

	<ul style="list-style-type: none"> women people with disabilities 		<ul style="list-style-type: none"> Offices are equipped with telephones Training available for staff on how to deal with conflict, aggression etc. One-to-one appointments/meetings held during normal office hours (i.e. Monday to Friday 09.00 – 17.00) unless specific safety measures are put in place 				
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HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
046	Bullying & Harassment Who is harmed: <ul style="list-style-type: none"> Staff members Students Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Effects on physical and mental well-being 	<ul style="list-style-type: none"> DIT Dignity at Work: Anti Bullying & Harassment Policy in place Dignity at Work contact persons available Dignity at Work training programme for staff Employee Assistance Programme (EAP) in place DIT Procedure for complaints and investigations 	<ul style="list-style-type: none"> Ensure compliance with policies and procedures in place Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> All staff and Head of Function 	<ul style="list-style-type: none"> Ongoing

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

HUMAN FACTORS							
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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			
048	Visitors Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Injuries • Accidents and incidents • Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> • Front desk manned at all times • Visitors report to front desk for sign-in • Safety booklets and safety wallet cards available at front desk • Safety signage throughout building with regard to emergency procedures • Risk assessments completed for specific events where groups of visitors are expected • CCTV in building • Visitors briefed on emergency procedures by person they are visiting 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff and Head of Function 	<ul style="list-style-type: none"> • Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
049	Contractors / Service Providers	<ul style="list-style-type: none"> • Unfamiliar with DIT buildings and safety procedures 	<ul style="list-style-type: none"> • Front desk is manned at all times • Contractors/service 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L	<ul style="list-style-type: none"> • Head of Function 	<ul style="list-style-type: none"> • Ongoing

	Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 		providers to sign-in at front desk <ul style="list-style-type: none"> • Contractors/service providers to complete online eLearning programme 		With Actions applied: L		
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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	Behaviour Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: 	<ul style="list-style-type: none"> • Aggression • Violence • Stress • Bullying • Harassment • Noise • Disturbance • Horseplay 	<ul style="list-style-type: none"> • DIT Dignity at Work: Anti Bullying & Harassment Policy in place • Employee Assistance Programme (EAP) in place • Occupational Stress Management Policy & Procedures in place • Training courses available to staff on stress management, personal 	<ul style="list-style-type: none"> • Maintain current controls • Follow procedures in DIT's Dignity at Work: Anti Bullying & Harassment Policy 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • Ongoing

	<ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 		<ul style="list-style-type: none"> • skills etc. • All incidents are reported immediately • DIT Disciplinary procedures in place • DIT Procedure for the Resolution of Disputes/Grievances in place 				
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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			
051	Personal Protective Equipment (PPE)	N/A	N/A	N/A	N/A	N/A	N/A

CHEMICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
052	Chemical Agents Solid/Liquid/Gas	N/A	N/A	N/A	N/A	N/A	N/A

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

Appendix I

Health & Safety Procedure for Overseas Travel IO/04/2012

1. Introduction

Overseas travel requires additional advance planning, care and common sense. It should be noted that travel abroad may expose staff to a number of health and safety hazards arising specifically from the travel itself and/or the conditions within the country being visited. These may not be necessarily directly work-related.

2. Scope

The following document sets out International Office's guidance for the management of health and safety during overseas travel by its staff. It is intended to assist you in complying with relevant procedures, the law and offers practical advice to help ensure your health, safety and welfare. It is applicable to all overseas travel undertaken by International Office staff on Institute business, research etc.

3. Legislative Requirements

DIT has a statutory duty of care to protect, so far as reasonably practicable, the health, safety and welfare of its employees whilst travelling on official business.

Under the requirements all overseas travel and its associated work activity must be covered by a suitable and sufficient risk assessment and appropriate control measures adopted.

4. Managers Responsibilities

Managers must ensure that all staff travel and any associated work activity is risk assessed in advance of travel commencing and approved by them or their appointed nominee (see Section 6.).

Managers should ensure that staff with a pre-existing medical condition or disability that could be potentially worsened by the proposed overseas travel/activity declares this and it is actively considered as part of the risk assessment process and suitable controls identified.

Procedural guidance also relevant to overseas travel:

- Policy and Procedure for Lone/Out of Hours Work
- Manual Handling

5. Travellers Responsibilities

If you are intending to travel overseas on DIT business then this document applies to you. The Overseas Travel Checklist in Appendix I will assist you in planning the health and safety arrangements associated with your travel.

All travellers are responsible for the following:

1. Familiarisation with and completion of, all necessary documentation to ensure compliance with staff travel procedures;
2. Ensuring a risk assessment is completed and submitted to your line manager to be approved by them or their appointed nominee;
3. Where relevant seeking confirmation from your GP that you are fit to travel particularly for 'long-haul' flights,

4. Declaring any relevant pre-existing medical condition or disability that could be potentially worsened by the proposed overseas travel/activity;
5. Undergoing annual medical examinations if a frequent air passenger, subject to agreement with Health & Safety Office;
6. Ensuring that you have had the necessary vaccinations as advised by your GP;
7. Checking the country specific safety advice on the Department of Foreign Affairs & Trade (DFA/T) [website](#) and complying with its requirements;
8. Providing the International Office with a travel itinerary covering issues such as flight numbers, departure times, accommodation address, telephone number, schedule of planned meetings, events etc and any other relevant contact details. Staff must ensure that next-of-kin details are accurately recorded on Core HR;
9. Registering with the DFA/T;
10. Staff are also advised to consider the potential impact of poor air/water quality (pollution) and extreme weather conditions, relative to the normal Irish climate.

5.1 Travel Registration

If you are planning to travel abroad, the DFA/T advise all Irish nationals even for short trips to register with their local embassy or consulate. The information you provide can then be used by the DFA/T or local embassy in the country you are visiting to alert you of any relevant travel concerns as well as contact you in the event of an emergency. The embassy and their crisis staff can then give you better assistance should a problem arise. Registration can be completed online prior to departure at the DFA/T [website](#)

6. Risk Assessment

All overseas work related travel and its associated work activity must be risk assessed in advance of travel commencing and be approved by the relevant line manager.

Fundamental to risk assessing overseas travel is consulting the country specific safety advice given on the DFA/T website and the [Tropical Medical Bureau](#). In areas of heavy industry, staff with pre-existing respiratory diseases (e.g. Asthma) or staff prone to respiratory infections should also consider the impacts of air pollution, in particular NOx emissions and smog.

Additional practical advice on travel to a specific country can also often be gained by talking to other staff who have experience of the particular country. Such advice must be incorporated into the risk assessment where relevant. Particular attention should be paid to countries or specific areas where the DFA/T advise against 'all' or 'all but essential travel'.

Please Note: No member of staff is permitted to travel to any country or area where the DFA/T advise against 'all' or 'all but essential travel'. The DFA/T define 'essential travel' as consular work, emergency humanitarian aid, etc and not business, personal travel, etc.

Additionally no member of staff should be expected to travel to a country or to a specific area where there are legitimate concerns about personal health or safety expressed by the DFA/T, e.g. due to a high risk of violence, natural disaster, etc.

Where risk assessments are completed several weeks before travel is to commence, they must be reviewed against the latest travel safety advice from the DFA/T to ensure the risk assessment is still current and the safety advice still relevant.

DIT also has a duty in relation to the proposed travel to, 'so far as reasonably practicable', make an assessment of a member of staff's 'fitness for travel' prior to travel commencing. This is of particular importance as overseas travel may potentially impose additional health related risks.

Staff with a pre-existing medical condition or disability that could be potentially worsened by the proposed overseas travel/activity should declare this to their line-manager, so it can be considered as part of the risk assessment process and suitable controls to protect the traveller identified.

Additionally, 'frequent' air passengers should undergo an annual medical examination. These can be arranged with DIT's medical provider via the Health & Safety Office.

Please note: Insurance cover is excluded whilst travelling against medical advice or for the purpose of obtaining treatment or medical advice.

Example issues which may require consideration during the risk assessment process include:

- specific safety advice given by the DFA/T;
- mode of transport - both to, from and within the country and location being visited;
- staff 'fitness' to undertake the proposed travel work activity;
- suitability/location of accommodation;
- specific health related travel issues e.g. jet lag, Deep Vein Thrombosis (DVT), manual handling, etc. and diseases spread by animals, insects and personal contact
- essential and advised immunization/vaccinations required;
- personal safety e.g. accidents, crime, political instability, local customs and laws;
- country specific legislation and/or customs;
- climate/season e.g. hot/cold/humid extremes, some diseases are also weather/season dependant;
- planned work activities – conference, data gathering, visiting laboratories, industrial production facilities, etc. and leisure time activities;
- location being visited e.g. urban and rural travel may pose different risks;
- lone working issues;
- local environmental issues such as air/water quality and pollution;
- duration of trip - short trips may be of lower risk;
- health advice - including food/water hygiene, travelers diarrhea and risks from local food and its preparation/handling, contaminated water, soil and airborne organisms;
- emergency and contingency arrangements including medical and travel insurance (including repatriation).

An example risk assessment for overseas travel can be found in Appendix 2.

7. Insurance

DIT holds insurance for standard work-related overseas travel activities carried out by its employees. Travellers must ensure they are fully conversant with the requirements and arrangements of the policy.

All insurance related enquires should be directed to the Property & Facilities Office located at 143-149 Lower Rathmines Road.

8. Lone Working

It is recognised that in some situations it is not reasonably practicable to avoid lone working whilst abroad. Particular care should therefore be taken to establish safe procedures with respect to the working environment. These should stem from the risk assessment process, with the lone worker directly being involved and having the ability to input.

Further information and advice can be found in the DIT Policy & Procedure for Lone/Out of Hours Work.

9. Immunisation/Vaccination and General Health Advice

All staff intending to travel overseas are advised to have a medical check-up before travelling. Where necessary, advice on the need for immunisation and other health related issues must be sought in advance of travel commencing. A vaccination programme for staff can be arranged with DIT's medical provider via the Health & Safety Office. Please contact your local Occupational Health Officer for details.

You should be aware that certain vaccinations are mandatory for entry into some countries and ensure you keep a record of all mandatory vaccinations when travelling. Advice about such mandatory vaccinations can be obtained from the country's embassy website.

10. Existing Medical Conditions and Medication

10.1 Existing Medical Conditions

If you have any medical needs, your chosen airline may ask you to complete an Incapacitated Passengers Handling Advice (INCAD) form and/or a Medical Information Form (MEDIF). These are standard forms used by many airlines to help them organise any assistance or equipment you may need during your journey and to decide whether you are fit to fly.

You can fill in the INCAD form yourself, but the MEDIF form must be completed by your doctor. Most travellers do not have to fill in the MEDIF form, or apply for medical clearance to fly, including people who have stable, long-term disabilities and medical conditions.

You should contact the airline and discuss your condition with them, even if your doctor says you are fit to fly, as different airlines have different policies about carrying disabled passengers and people with medical conditions. The airline will be able to give you any forms they require you to complete.

10.2 Existing Medication

Ensure you keep a written record on your person of any medical condition affecting you and the proper names – not just the trade names – of any medication you are taking. If you need prescribed medication for a health condition, talk to your doctor or practice nurse about your travel plans as they can tell you if you need to make any special arrangements.

You may need to check the rules for all the countries you're going to, including countries that you are just passing through. Different countries have different rules and regulations about:

- The types of medicine they allow to be taken into the country, and
- The maximum quantity you can take in.

Some medicines available over the counter in the Ireland may be controlled in other countries and vice versa. Countries such as India, Pakistan, Japan and Turkey have lists of medicines that they will not allow into the country. Contact the embassy of the country you're visiting for advice.

10.3 First Aid Kits

The International Office supplies its staff with First Aid kits for travelling. It is the responsibility of each staff member to ensure it is stocked prior to departure, and the contents are suitable to the destination. Advice should be sought from the Health & Safety Office for the contents of First Aid kits purchased by staff or the International Office, and for replacements.

10.4 Reducing the Risk of Deep Vein Thrombosis (DVT) During Travel

Prolonged immobility on long journeys, whether by plane, train or car, can lead to 'Deep Vein Thrombosis' (DVT) - a blood clot in the leg. To help reduce the risk, move your feet around, or get up and walk around regularly if you can and avoid dehydration by taking regular non-alcoholic drinks.

11. Incident Reporting

All incidents of ANY kind while you are at work (including travelling as part of your work activity) MUST be reported on DIT's Incident Report Form, within one week of returning from overseas travel. Forms are available from the Health & Safety Office website.

Additionally in the event of a serious injury or fatality the following DIT services must also notified:

- Line Manager;

- Health & Safety Office;
- Human Resources;
- Insurance Company.

12. General Personal Safety

12.1 General

- Keep abreast of the local and regional political situation in the media, or local contacts;
- Try to avoid potentially risky situations - think about what you are doing at all times and trust your instincts. It is easy to let your guard slip when you are away from home. Try to be as careful as you would be at home;
- Act confidently. Plan your itinerary so you know where you are going and what you are doing. Try to avoid looking lost or confused, avoid unlit streets at night and vary your route if making regular journeys;
- Report daily to a DIT contact;
- Be wary of new 'friends'. Don't tell strangers where you are staying or give out too many details about your travel plans;
- Mobile phones should be checked with the network provider for compatible operation before departure and 'roaming' enabled if available. Programme in useful numbers such as the local police, the Irish Embassy or Consulate and a trustworthy taxi company;
- Always carry with you the telephone numbers of the nearest Irish Embassy or consulate for the country/area to be visited. In addition to storing these numbers in a mobile phone they should also be kept in a printed format and carried on your person. If there is no Irish embassy/consulate in the country/region then you can contact the embassy of any EU member state for consular assistance;
- In an effort to minimise stress and fatigue, and given the Governing Body requiring all staff to travel in economy class on flights regardless of duration staff are required to take a rest day on arrival in the destination country, following flights in excess of ten (10) hours in any twenty four (24) hour period;
- Staff should keep emergency contact numbers for banks/credit cards in the event of loss or theft.

12.2 Passports and Travel Documents

- Ensure you have a valid passport (minimum of six months at return date) and any necessary visas;
- Write the full details of your next of kin in your passport;
- Keep your passport in the hotel safe and carry a photocopy with you at all times. Additionally leave a copy at home and/or with your office;
- Take another form of ID with you (preferably with a photograph);
- Always keep your travel tickets and other important documents in a safe place;
- Staff are required to obtain and carry a European Health Insurance Card (available from their [HSE area office](#)). This document enables, in case of immediate need, staff members who are staying temporarily or transiting through a Member State to obtain medical attention.
- Note: some countries require you to carry a valid form of ID with you at all times.
- A sample itinerary is included in Appendix 3.

12.3 Accommodation

- Accommodation should only be booked that provides a secure and sanitary living/working environment. It is advised that staff should ensure that water used in hotels is sterilised, including tap water;
- Avoid ground floor rooms;
- Never leave your key where someone can note your room number;
- Do not leave your window open, especially if your room is on the ground floor or has a balcony;

- Remember to lock your room door even when you are inside the room;
- Never open your room door to anyone without checking with reception first that they are genuine;
- Recommend that if you intend to take any electrical appliances with you, that you obtain suitable adapters for the local voltage to ensure that they can be used safely.

12.4 Transport

- Where possible, for higher-risk countries or where recommended by the DFA/T, organise a named contact to meet you at the airport;

12.5 Taxis

- Keep the phone number of a trustworthy taxi or minicab company with you at all times. (Hotels and tour companies can normally give you details of such);
- If possible book taxis through the hotel, the drivers name and approximate fare should be verified beforehand;
- Always keep some money for phone calls and a taxi journey home from your destination separate from the spending money you take out with you;
- If you are in a vehicle and you feel threatened, firmly ask the driver to stop and try to get out in a busy public place. If the driver refuses to stop, try alerting other drivers by shouting or waving out of the window.
- After long haul flights, in excess of eight hours in any 24 hour period staff may not drive and should rest for a minimum of 4 hours, or use a taxi/public transport.

12.6 Driving Abroad

- Never drink and drive;
- Ensure you understand the driving laws, licence requirements and driving conditions specific to the country you are visiting;
- Make sure your Irish driving licence is current and valid. Some countries require you to hold an International Driving Permit (IDP) with your Irish licence;
- If you are staying for an extended period of time check what the driving licence requirements are;
- Be aware that in many countries there are on-the-spot fines for traffic offences - exceptions are not made for foreigners.

12.7 Money & Credit Cards

- Use a money belt or secure inside pocket. Only carry the minimum amount of cash that you need for the day;
- Never leave large amounts of cash in your room (unless in a room safe), always use the main hotel safe / safety deposit box where possible;
- Check local restriction on the use of credit cards. Don't carry all of them with you – leave at least one in the hotel safe. If you lose or have your credit card stolen cancel it immediately by phoning the relevant 24-hour emergency number;
- Change money in banks or legal foreign exchange dealers. It may be illegal to change money with unauthorised persons and you run the risk of receiving fake currency and arrest;
- Keep all exchange receipts, as you may have to prove you obtained your local currency legally;
- Consider carrying 'universal' currency such as US dollars up to the value of approximately £50 for emergencies.

12.8 Theft

- Leave your valuables and spare cash in the hotel safe or other secure place;
- Consider carrying two wallets, one should be prepared as a 'dummy' to be thrown down if threatened. It should contain around US \$50, some local currency, a few old receipts, expired credit cards and a few € notes;
- Never resist violent theft;
- If your money, passport or anything else is stolen report it immediately to the local police;
- Obtain a police statement about the loss: you will need to claim on the DIT's insurance policy;
- Phone your bank at home to transfer money or to cancel your credit card using the relevant 24-hour emergency number;
- Do not flaunt your (relative) wealth.

12.9 Cultural Awareness

- Get a good guidebook, this will tell you about the country you are visiting and help inform you about local laws, customs and culture;
- Take a phrase book and try speaking the local language;
- Respect local customs and dress codes, particularly if visiting religious sites, markets and rural communities - think about what you wear and how you fit in;
- Particular care should be taken not to offend Islamic codes of dress and behaviour with regard to sexual relations, alcohol and drugs;
- Be discreet about your views on cultural differences;
- Always ask an individual's permission before you take a photograph and respect their reply. In some cultures you should not attempt to photograph women;
- Do not haggle too aggressively. In most countries where haggling is the norm, it is done with good humour and not for too long. Although prices are usually inflated for tourists, it's also important to remember that the discount you are haggling over could be a few pence for you but a significant means of income for a seller;
- It is always best to err on the side of caution. Behaviour that would be regarded as innocuous elsewhere can lead to serious trouble.

12.10 Going out

- Always tell someone where you are going and when you expect to return and avoid going out alone, when possible;
- Be aware of "no-go" areas and avoid them;
- Make sure you know the address and phone number of where you are staying and how to get back;
- Stay aware of what is going on around you and keep away from situations where you do not feel comfortable;
- Be aware that alcohol can lead to you being less alert, less in control and less aware of your environment;
- If you are going to drink alcohol, know your limit. Remember that drinks served in bars overseas are often stronger than those in Ireland;
- Be cautious of people who ignore your personal space, do not listen to you, and make you feel guilty if you resist their advances or appear to be very drunk.

12.11 If you feel threatened

- Make sure you know how to contact local emergency services. The numbers can differ from country to country;
- Stay calm, and try to be firm and direct;
- Remember that you always have the right to say 'no' at any point. Never feel that you have to go further than you feel comfortable with;
- If you feel pressured, get out of the situation. Never assume that it won't happen to you;
- Get away from the person you are with and go to a safe place;
- If you feel uncomfortable or in danger, do not be afraid to draw attention to yourself. Shout, make a fuss and make people aware that you feel threatened and contact the local emergency services.

12.12 Food Safety

Wherever you travel overseas be careful of what you eat and drink, food and water may be contaminated in a variety of ways. Traveller's diarrhoea, as well as diseases such as cholera, typhoid and hepatitis A can all be caught from contaminated food and water, but they can also largely be avoided by simple precautions. In high risk countries food should not be purchased from street vendors, raw food or fresh juice should never be consumed on the street.

12.13 Personal Hygiene

- Always wash your hands after going to the lavatory, before handling food and before eating;
- Staff should carry toilet tissue and hand sanitizer or wipes with them at all time;
- If you have any doubts about the water available for drinking, washing food or cleaning teeth, boil it, sterilise it with disinfectant tablets or use bottled water - preferably carbonated with gas - in sealed containers;
- Avoid ice unless you are sure it is made from treated and chlorinated water. This includes ice used to keep food cool as well as ice in drinks;


- It is usually safe to drink hot tea or coffee, wine, beer, carbonated water and soft drinks, and packaged or bottled fruit juices. Bottled drinks should only be consumed if the bottle is opened in front of you;
- Eat freshly cooked food which is thoroughly cooked and still piping hot;
- Avoid food which has been kept “warm”;
- Avoid uncooked food, unless you can peel or shell it yourself;
- Avoid food likely to have been exposed to flies;
- Avoid ice cream from unreliable sources, such as kiosks or itinerant traders;
- Avoid - or boil - unpasteurised milk;
- Fish and shellfish can be suspect in some countries, uncooked shellfish, such as oysters, are a particular hazard.

Appendix I

Overseas Travel Checklist

	Pre-Planning Issues	Yes	No	Comments
1	a) Have you checked the DFA/T website for relevant travel advice on the country you are visiting? b) Are there any travel restrictions to the country you are visiting? c) Do the DFA/T have any major concerns with travel to this country?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
2	Have you sought advice from your GP or Occupational Health on: a) Any necessary/advised vaccinations you may require? b) Personal health needs, if applicable, e.g. <ul style="list-style-type: none"> climatic extremes? allergies? mobility issues? medications? special dietary requirements? long haul flights? contact with venomous, poisonous or aggressive animal or any plant that may pose health risk? Air pollution? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
4	a) Have you declared any relevant pre-existing medical condition or disability? b) Has a travel risk assessment been completed? c) If applicable, have lone worker issues been adequately addressed?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
5	Has information been obtained on what you can / cannot take on flights and import into the country of destination?	<input type="checkbox"/>	<input type="checkbox"/>	
6	If driving abroad, have you checked your driving license is valid in the country to be visited? Are you aware of driving patterns in that country?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
7	Do you know whom to contact to receive medical, legal, consular, local, and assistance while abroad?	<input type="checkbox"/>	<input type="checkbox"/>	
8	Have you asked your hosts for local advice on personal safety e.g. going out after dark, using public transport, areas to avoid etc?	<input type="checkbox"/>	<input type="checkbox"/>	
9	a) Do you have a copy of DIT's travel insurance and medical	<input type="checkbox"/>	<input type="checkbox"/>	

	emergency numbers? b) Do you understand what the insurance covers?	<input type="checkbox"/>	<input type="checkbox"/>	
10	Has an up-to-date itinerary of your trip been lodged with the International Office?	<input type="checkbox"/>	<input type="checkbox"/>	
11	Do you know who to contact in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	
12	Have next of kin and GP contact details been lodged with the International Office?	<input type="checkbox"/>	<input type="checkbox"/>	
13	Do you have a valid passport and visa (in necessary)?	<input type="checkbox"/>	<input type="checkbox"/>	
14	Do you have emergency contact numbers for banks, etc?	<input type="checkbox"/>	<input type="checkbox"/>	
15	Do you have; 1. sufficient supplies of medication for your journey 2. suitable first aid kit	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

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		Revision number:	1.4
		Revision date:	24/05/2012
		Page number:	66 of 76
		Approval:	

Appendix 2. Example overseas travel risk assessment

OVERSEAS TRAVEL RISK ASSESSMENT FORM

TEMPLATE ONLY – PLEASE EDIT FOR EACH SPECIFIC TRIP.




Formatted: Font: (Default) Gill Sans MT, 10 pt


Risk Assessment For	Assessment Undertaken By	Assessment Reviewed
International Office:	Name:	Name:
Location of Activity: City: , Country:	Date:	Date:
Activity: Student Recruitment	Signed by Line Manager / equivalent	<i>This section to be used if this risk assessment is to be used for further identical trips</i>
REF:	Date:	

Note: Not all of the hazards or controls listed below will be relevant to intended travel - delete as appropriate

List significant hazards here:	List groups of people at risk:	List existing controls, or refer to safety procedures etc.	For risks, which are not adequately controlled, list actions needed.	Remaining level of risk: high, med or low
Personal 'fitness' to travel – disabilities, pre-existing medical conditions, country specific diseases, etc (e.g. Malaria, Typhoid, Hepatitis A, Diphtheria, Yellow Fever).		Procedural Guidance for H&S During Overseas Travel Traveller advised to see their GP and seek medical advice on their fitness to travel and vaccinations required for travel to (). Regular travellers overseas to have medical examinations;	Ensure staff receive required vaccinations and health surveillance as appropriate via Institute Occupational Health Provider / GP Consult DFA/T:	

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<p><i>Detail any relevant disabilities or pre-existing medical conditions that may require additional controls to be put in place:</i></p>		<p>Traveller must have had necessary vaccinations and purchased anti-malarial drugs prior to travel (if necessary);</p> <p>No member of staff or student is permitted to travel on Institute business against advice of their GP.</p> <p>Travel advice from DFA/T</p> <p>Traveller to declare any relevant pre-existing medical condition or disability that could be potentially worsened by the proposed overseas travel/activity;</p> <p>Travellers should obtain a European Health Insurance Card (EHIC) before leaving the Ireland.</p> <p>Specific safety advice from DFA/T to be included where relevant.</p> <p>Travellers to obtain face masks when travelling in areas of poor air quality, and to minimise outdoor exposure.</p>	<p>Consult DFA/T</p> <p>Consult TMB</p>	
<p>Air travel to Long haul flight - DVT / Dehydration</p>		<p>Procedural Guidance for H&S During Overseas Travel</p> <p>Traveller advised to follow all DVT / dehydration precautions advised by aircraft cabin crew.</p> <p>Procedural Guidance on Travel Related Deep Vein Thrombosis (DVT). Specific safety advice from DFA/T to be included where relevant</p>		
<p>Accommodation Fire, personal security</p>		<p>Procedural Guidance for H&S During Overseas Travel</p> <p>Institute approved hotel.</p> <p>Previous experience of accommodation;</p>		

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		<p>Local security arrangements.</p> <p>Travellers advised to read the evacuation procedures in the accommodation and ensure they are familiar with the appropriate escape route from their rooms and how to raise the alarm should you see smoke or fire.</p> <p>Remember to lock your door at night and when you go out during the day, as you would at home.</p> <p>Obtain suitable electrical adapter for the local voltage/plug type.</p> <p>Specific safety advice from DFA/T to be included where relevant</p>		
<p>General safety issues at locations being visited</p> <p><i>Fire, personal security</i></p>		<p>Premise/site/activity safety procedures/instructions to be followed at all times;</p> <p>Any safety equipment provided by staff at premise must be used as directed</p> <p>Attendees to familiarise themselves with the location of fire escape routes;</p> <p>Institute & premises accident reporting procedures.</p>	<p>Any activities that are undertaken as an addition to those outlined before the trip begun, must be assessed prior to them starting.</p>	
<p>Weather</p> <p>Possible extremes of hot cold or wet.</p> <p><i>Hot – heatstroke, sunburn</i></p> <p><i>Cold – hypothermia.</i></p>		<p>Procedural Guidance for H&S During Overseas Travel</p> <p>Research expected weather conditions prior to travel.</p> <p><u>For hot climates:</u></p> <p>Drink lots of water at regular intervals throughout the day (3 litres per day).</p> <p>Take re-hydration sachets to replace lost salts.</p>		



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Wear a hat with a brim wide enough to shade your face.

Wear loose-fitting clothes made of breathable fabrics such as linen or cotton. Light colours are reflective and therefore cooler than dark colours.

Pack a variety of clothing in case of sudden weather changes.

Protect yourself from sun and insects. Wear long-sleeved shirt and long skirt or trousers.

High alcohol consumption to be avoided.

Exposure to extreme midday heat will be minimised.

First aid kits.

For cold climates.

Always wear warm, windproof and waterproof clothing including that that covers the ears.

Dress in loose-fitting multiple layers to trap air and create an insulating effect. Add or take off a layer as needed.

Protect extremities (such as fingers, toes, nose, and ear lobes).

Wear warm socks and robust, waterproof shoes/boots.

Avoid prolonged exposure and shelter from high winds.


Always take a change of dry clothing.

Avoid drinking alcohol when it is very cold.


Specific safety advice from DFA/T to be included where relevant

Procedural Guidance for H&S During Overseas Travel


Transportation

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<p>Potential breakdown/accident, vehicle stationary for significant periods of time in areas without food or water.</p>		<p>Use hotel or other recommended taxi companies. Always pre-book taxis.</p> <p>Water and food will be carried on all lengthy trips in case of such scenarios.</p> <p>Any train safety information provided to be followed at all times.</p> <p>Ensure train sleeping compartment doors are locked when occupied.</p> <p>Hired vehicles - Assess vehicle suitability for basic safety features e.g. working brakes – many hire vehicles do not meet the standards of the EU.</p> <p>Roads may be in a poor state of repair, use recommended local guides/drivers where appropriate.</p> <p>Specific safety advice from DFA/T to be included where relevant</p>	DFA/T	
<p>Manual handling (luggage)</p> <p>Injuries arising from incorrect lifting techniques</p>		<p>Information provision:</p> <p>Maintain good posture when lifting or lowering equipment, avoid twisting or bending to reduce the chance of back injury</p>	<p>Manual handling training available through Occupational H&S Office.</p>	
<p>Medical emergency</p>		<p>Ensure medical and emergency insurance policy details are up to date at easily accessible.</p> <p>Check availability of prescribed medication.</p> <p>Specific safety advice from DFA/T to be included where relevant</p>		


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Food Poisoning		<p>Procedural Guidance for H&S During Overseas Travel</p> <p>Only drink water from bottled sources and avoid food prepared by unlicensed vendors at all times.</p> <p>Carry Imodium or similar medication and rehydration sachets.</p> <p>Specific safety advice from DFA/T to be included where relevant</p>		
Terrain - walking and trek-based activities <i>Slips, falls and trips</i>		<p>Suitable footwear will be worn – staff/students are given a full briefing session and an equipment list prior to the trip commencing.</p> <p>Work will not be undertaken in poor light conditions where the ground is uneven. Trip instructors/guides have assessed the locations for activities on previous visits.</p>		
Terrorism, personal security / safety <i>Specific terrorism/security information from DFA/T to be included here</i>		<p>Procedural Guidance for Field Trips & Field Work Activities</p> <p>Procedural Guidance for H&S During Overseas Travel</p> <p>Check DFA/T prior to travel to ensure there are no restrictions - no member of staff/student permitted to travel to a country against advice from ECO.</p> <p>Out of Hours: +353-87-931-5865 (Head of International Affairs)</p> <p>Ensure mobile phones will operate within the country being visited;</p> <p>Traveller to register with DFA/T and local embassy/consulate</p> <p>Travellers should remain vigilant in all public places and take sensible precautions for personal safety and avoid public gatherings and demonstrations, which have the potential to turn violent.</p>	<p>Travellers strongly advised to research the country / specific area which they are visiting e.g. personal safety, areas to avoid, local customs, legislation, etc.</p> <p>DFA/T</p> <p>Any activities that are undertaken as an addition to those outlined before the trip begun must be risk assessed prior to commencement.</p>	

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		<p>Only take with you the cash you will need for the day and leave valuables in a hotel safe / safety deposit box.</p> <p>Accident Reporting Procedures;</p> <p>Specific safety advice from DFA/T to be included where relevant</p> <p>Details of the site and schedule will be left at the accommodation.</p>		
<p>Working in an isolated area</p> <p><i>Difficulty in summoning help</i></p>		<p>Lone working should be avoided in remote or areas where summoning help is difficult.</p> <p>Mobile phones to contact emergency services.</p> <p>All party members will inform other party members as to their whereabouts and their expected time of return.</p> <p>Lone Worker Guidance for all Employees.</p>		
<p>Document Control</p> <p><i>Loss of passports, visas, insurance details, etc</i></p>		<p>Travellers advised to take photocopies of all important travel documents keeping them separate from originals;</p> <p>accident emergency insurance and procedure.</p>	<p>Assistance from relevant Consulate.</p>	

Travel Registration with DFA/T

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The DFA/T's Registration module supports the registration of citizens living or visiting abroad. It allows individuals to register and manage their own travel details via the Internet both prior to and during a period abroad. This information can be used by DFA/T to alert citizens to relevant travel concerns as well as contact citizens in the event of an emergency.

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Appendix 3 – Sample Itinerary

Date	Time	Details	Ref. #	Contact #
13/05	0910	DUB-CDG AF1079		
	1345	CDG-PVG Shanghai AF112		
14/05	0840	Arrive Pudong		
	1000	Meeting with Consul General Suite 700A, Shanghai Centre 1376 Nanjing Road West 200040 Shanghai Contact: Austin Gormley		86 21 6279 8729
	1440	MU5649 PVG-HAK		
	1700	Arrive Haikou Transport to Hotel Contact: Mr Henry Wen		
15/05	0900	Meeting with Hainan University		
16/05	0900	Meeting with Governor		
	2155	MU2318 HAK-XI		
	2300	Arrive in Xi'an Transport to Sofitel 319 Dong Xin Street Shaanxi 710004. Xi'an Contact: Mr		+86-29-87928888
17/05	0900	Meeting with Catherine Lui		86-29-87-806301

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		Room 1802, Building B, Zhang Lian Yi Hua Garden, No. 190 North Wen Yi Road Xi'an Contact: Catherine Liu		
18/05	0900	Meeting with Catherine Lui Room 1802, Building B, Zhang Lian Yi Hua Garden, No. 190 North Wen Yi Road Xi'an Contact: Catherine Liu		86-29-87-806301
	1700	MU2167 XI-PVG		
	2000	Arrive in Pudong Transport to Hotel Casa Serena Tai Cang Lu		
1900	0830	Transport to airport		
	1045	AFI17 PVG-CDG		
	1740	Arrive Paris		
	1845	CDG-DUB AFI478		
	1945	Arrive Dublin		