



## DIT LIBRARY MOUNTJOY SQUARE

### SAFETY STATEMENT

2014



Version	Date	Name
1.0	30/04/2014	Ms. Ann Wrigley

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### **LIBRARY, DIT MOUNTJOY SQUARE CONTACT DETAILS**

<b>Role</b>	<b>Name</b>	<b>Location</b>	<b>Email</b>	<b>Telephone Number</b>
Head of Library Services, DIT	Philip Cohen	Library Central Services Unit, DIT Rathmines Road	Philip.cohen@dit.ie	01 402 7803
College Librarian, DIT Mountjoy Square, Rathmines & Cathal Brugha Street	Ann Wrigley	Library, DIT Mountjoy Sq	Ann.wrigley@dit.ie	01 402 4128
Library Staff	Helen Baragwanath	Library, Mountjoy Square	helen.baragwanath@dit.ie	01 402 4108
	Susan Chambers	Library, Mountjoy Square	susan.chambers@dit.ie	01 402 4109
	Catherine Cooke	Library, Mountjoy Square	catherine.cooke@dit.ie	01 402 4143
	David Forde	Library, Mountjoy Square	david.forde@dit.ie	01 402 4108
	Ralph Murphy	Library, Mountjoy Square	ralph.murphy@dit.ie	01 402 4108
	Paul Newman	Library, Mountjoy Square	paul.newman@dit.ie	01 402 4108
Nominees to Health and Safety Team	Philip Cohen	As above		
Library First-aiders	Paul Newman	Library, Mountjoy Square	paul.newman@dit.ie	01 402 4108

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

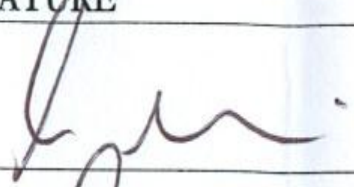
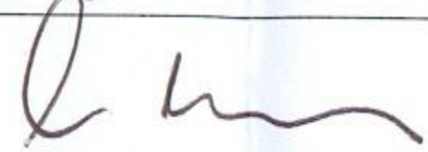
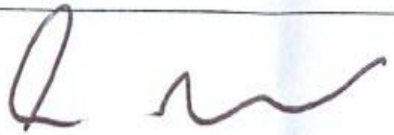
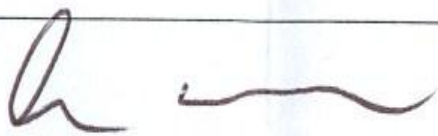
### **EMERGENCY CONTACT NUMBERS**

Emergency Services	112/999 (You may need to dial “0” for an outside line)
Mater Hospital	(01) 803 2000
Dublin City Council	(01) 222 22 22
Garda Síochána	Mountjoy Garda Station North Circular Rd 01 6668600
Bord Gáis 24 hour emergency line	1850 20 50 50
ESB 24 hour emergency line	1850 372 999
Health and Safety Authority	1890 289 389
Samaritans	1850 60 90 90
Environmental Protection Agency	1890 33 55 99

**CAMPUS CONTACT DETAILS**

Front Desk/ Reception	Mountjoy Square	01 402 4100
Incident Controller	Porter on Duty	01 402 4100
Building Maintenance Manager	Terry Maher	01 402 4253/ 087 1958120
Building Service Supervisor	Derek Bowden	01 402 4381/ 087 9404632
Occupational Health Officer	Orlaith Waters	01 402 4317/ 087 9809131
Health and Safety Officer	Edel Niland	01 402 4192/086 3891080
Health Centre	Linenhall Lodge Henrietta Place Dublin 1 DIT Aungier Street	01 402 3614  01 4023051
Chaplain (position vacant in Mountjoy Square)	Finbarr O'Leary	087 4169517
Employee Assistance Programme (EAP) Contact	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours/ 7 days a week/ 365 days a year)
Student Counsellor	Catherine Bolger Mountjoy Square or Gabby Lynch Counselling service Administrator	01402 4120  01 402 3352/ 086 0820542
Safety Representative	To be confirmed	To be confirmed

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

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

## INTRODUCTION

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

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

This Safety Statement has been prepared in compliance with the Act and provides details of the specific hazards relevant to Mountjoy Square Library and the controls that have been implemented to adequately safeguard the activities of Mountjoy Square Library.

This Safety Statement should be read in conjunction with the DIT Parent Safety Statement which is available on the health and safety website ([www.dit.ie/safework](http://www.dit.ie/safework)).

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

## SAFETY POLICY & OBJECTIVE FOR MOUNTJOY SQUARE LIBRARY

Mountjoy Square Library shall ensure that:

- Work activities are managed and conducted in a manner that ensures the safety, health and welfare of our employees
- Our safety statement is maintained and updated and written risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually
- Identified protective and preventive measures are implemented and maintained
- Improper conduct likely to put an employee'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: \_\_\_\_\_

Ann Wrigley, College Librarian, DIT, Mountjoy Square

Date: \_\_\_\_\_

12/5/14



## **SCOPE OF SAFETY STATEMENT AND HISTORY OF LOCATION**

Mountjoy Square library is located on the first floor of 40-45 Mountjoy Square - a group of Georgian buildings occupied by Dublin Institute of Technology (“DIT”). The library houses the main DIT Art and Design and Social Sciences collections. The buildings in which the library is located were extensively refurbished in 2003. The library occupies an area of 559 Sqm approximately. The collection consists of over 40,000 books and over 250 periodicals approximately.

There are 4 multi-function printers/photocopiers. There are 16 student PCs, 2 OPAC PCs, and a dissertation PC. There are 2 A4 scanners, 1 A3 scanner, and a TV with a video player. There are 8 staff PCs and 3 staff printers, and 1 staff photocopier.

It has 124-130 desk spaces and 2 fire exits- one at either end of the library. The emergency exit at the back of the library is alarmed.

There are 6 full-time and 1 part-time staff.

### **Opening hours:**

<b>TERM TIME</b>	<b>OUT OF TERM</b>
Monday – Thursday	Monday – Friday
9:30- 9:30	9:30- 5:15
Friday	
9:30 – 5:15	
Saturday	
10 – 5pm	

The key to the library is held at the porter’s desk in the foyer. The first staff member to arrive in collects the key from the porter’s desk and the last staff member leaving the library returns the key to the porter’s desk. At least 1 member of staff arrives in 30 minutes before we open to set up the library for the day. All staff are in the library by 9:30 (unless they are working late). There are usually 3-5 members of staff on each day. There is a minimum requirement of 2 staff on duty at all times.

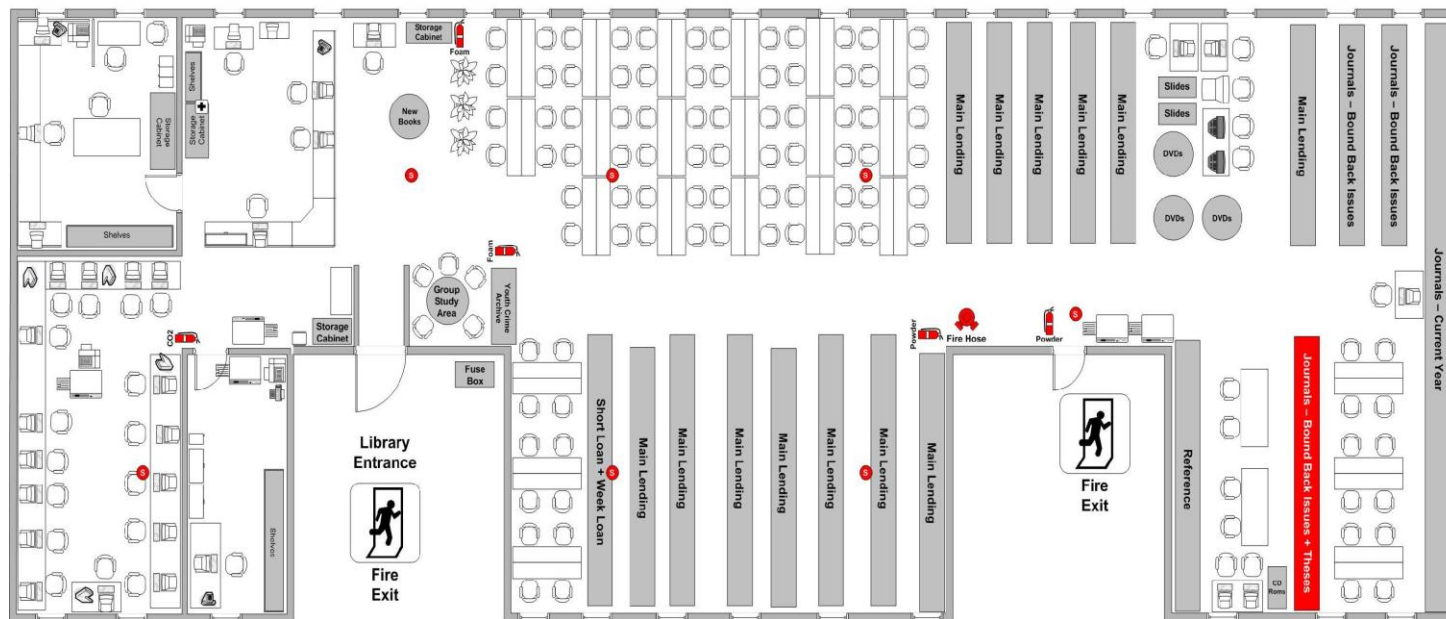
Staff on duty follow a closing down routine that involves shutting down and switching off all machines and ensuring that electrical items are plugged out. This also includes ensuring that all users have left the library.



### Key

-  = Fire Exit
-  = Smoke Detector
-  = Fire Hose
-  = Fire Extinguisher
-  = First Aid Box

## Library Floor Plan



## **SAFETY RESPONSIBILITIES**

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

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

### **All Institute Staff**

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

### **Statutory Requirement**

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

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

- (a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,
- (b) ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,
- (c) if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,
- (d) co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,
- (e) not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,
- (f) attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,

(g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,

(h) report to his or her employer or to any other appropriate person, as soon as practicable—

(i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,

(ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or

(iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.

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

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

(a) interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or

(b) place at risk the safety, health or welfare of persons in connection with work activities

*In addition, staff have the following responsibilities:*

- To participate in and put into practice all training provided by DIT, to ensure compliance with safety, health & welfare legislation
- To co-operate with those responsible for health and safety
- To familiarise themselves with the contents of the Health and Safety Statement, safety policies and procedures and Codes of Practice
- To assist in the preparation and updating of Mountjoy Square Library Safety Statement
- To assist and co-operate with periodic safety inspections/audits
- To assist in the completion of standard hazard identification control sheets and co-operate with the reporting and investigation of incidents
- To ensure that equipment is operated in a safe manner and good housekeeping standards are maintained at all times
- To promote safe work practices
- To ensure that all safety rules are communicated to students, contractors and visitors, other campus users
- To use equipment only if authorised and trained
- To ensure that any safety measures associated with new equipment/machinery is brought to the attention of the College Librarian, implemented, documented in the Health and Safety Statement and communicated effectively
- To report to the College Librarian any person abusing facilities or equipment
- To select and appoint a Safety Representative
- To notify the Health & Safety Officer of any perceived shortcomings in the safety arrangements

### **Undergraduate/Postgraduate/Apprentice Students**

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

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

### **Contractors/Service Providers**

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

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

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

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

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

### **DISCIPLINARY ACTION**

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

### **HEALTH AND SAFETY CONSULTATION**

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

A nominee from Library Services, Philip Cohen sits on the Health and Safety Team for Academic Affairs & Registrar. 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 Academic Affairs & Registrar Health and Safety Team has selected and appointed Safety Representatives. Details of current Safety Representatives may be found on the health and safety website ([www.dit.ie/safework](http://www.dit.ie/safework)).

## **PROVISION OF INFORMATION**

**Staff, students and others are informed about safety matters by the following means:**

- Posters
- Face to face (at the issue desk)
- Mountjoy Square website
- Blog
- Via emails
- Library Induction
- Health & Safety Training courses
- Signage:
  - Safety notice points
  - Emergency first-aid procedure signs
  - Emergency floor plans
  - Assembly point maps
  - Fire actions notices
- Emergency Response posters
- Safety booklets
- Safety wallet cards
- Website [www.dit.ie/safework](http://www.dit.ie/safework)
- Posters
- Health and Safety Inductions are prepared and delivered by Occupational Health Officers where requested by Schools

## **HEALTH AND SAFETY RESOURCES**

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

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

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

## **SAFE SYSTEMS OF WORK**

It is the policy of DIT to ensure that employees are not asked to perform tasks outside their competence and capacity. Safe systems of work have been designed with this objective in mind. As some work activities give rise to risks which can only be controlled by adherence to proper procedures, employees are issued with written safe working procedures which should be adhered to at all times.

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

## **PROCUREMENT CONTROL**

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

## **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 College Librarian will ensure non-conformances identified are rectified and a log maintained.

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

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

<b>Item</b>	<b>Location</b>	<b>Test Frequency</b>	<b>Test Company Details</b>
4multi-function printers/photocopiers	Library	Full test annually, servicing as required	Datapac

## **TRAINING**

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

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

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



Training required for Mountjoy Square Library includes:

**Mandatory Training:**

- Emergency Response Training (ERT)
- Manual Handling
- Legal Update for Managers

**Specialist Training:**

- Evacuation Marshal
- Emergency First-aid (1 day)
- Occupational First-aid (3 day)

All staff are trained in Emergency Response including Fire Safety

All staff are trained in Manual Handling

This compulsory training is up to date for all staff as of the 5<sup>th</sup> of June 2013

All library staff are encouraged to become trained first-aiders (Paul Newman has just completed his training).

Trolleys are available to all staff to transport books to and from shelves and desks.

Kick stools are available to all staff to reach higher shelves and to retrieve books from shelves.

## **EMERGENCY PLANNING AND RESPONSE**

### **SERIOUS INCIDENT/EMERGENCY**

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

### **REQUIRES FIRST-AID**

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

Occupational Health Officer

Orlaith Waters

087 9809131

- Injured/Unwell Students:

Student Health Centres

Northside 01 4023614

Southside 01 4023051

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

### **REQUIRES FURTHER ATTENTION**

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

### **Fire Alarm Procedures- Daytime**

#### **Team A**

Catherine\*  
Paul  
Susan

#### **Team B**

David\*  
Ralph  
Helen  
Ann

\*Collect attendance book and key to cash register.

#### **Team A:**

Clear students from **STACK 4 onwards, including REFERENCE /PERIODICALS**. Leave by far exit.

#### **Team B:**

Clear students from **COMPUTER AREA/STACKS 1-3**. Keep barrier open as long as possible. Leave by barricade entrance.

**Meeting Point-** South east corner of Mountjoy Square

### **Fire Alarm Procedures- Evening**

**Front of library (COMPUTER AREA UP TO AND INCLUDING STACK 3).**

Leave by barricade entrance.

**Back of library (STACK 4 ONWARDS, INCLUDING REFERENCE /PERIODICALS AREA).**

Leave by far exit.

	<b>FRONT</b>	<b>BACK</b>
Monday	Part-timer	Helen
Tuesday	Susan	Catherine
Wednesday	Paul	Ralph
Thursday	David	Helen
Friday	See daytime	See daytime
Saturday	Person on duty	Second person on duty

**Meeting Point-** South east corner of Mountjoy Square

**FIRE & EVACUATION**  
**LIBRARY STAFF MOUNTJOY SQUARE**

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

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

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

**Objectives:**

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

**Duties:**

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

- Instruct students and staff to leave the library
- All students in the library should be led by library staff
- All visitors should be escorted to safety by the person they are visiting
- Anyone in common areas or moving between areas, should immediately join the lines of people exiting
- Shut down equipment if safe to do so and time permits
- Close windows and doors to confine smoke/fire
- “Sweep search” the areas (library offices, library floor/ study area, photocopier area and computer area), evacuate the building\* immediately by the nearest available exit. Marshals should then leave immediately via the nearest escape route
- If required, assist any individuals to evacuate the area
- Form a single file on both sides of the corridor or stairway, leaving the centre passageway clear
- Do not delay or stop to collect personal belongings
- Do not use the lift
- If heavy smoke present, try to find another exit or crouch low to the floor
- All doors should be closed (not locked) by the last person in the line
- Report to your Assembly Point – **DIT Mountjoy: Mountjoy Square Park**
- All evacuation marshals/sweepers, Building Maintenance personnel, College Librarian, first-aiders should assemble at the assembly point to check in, reporting to the Incident Controller details of any casualties or people needing assistance with evacuation. This information is then given by the Incident Controller to the Emergency Services.
- Confirm to the Incident Controller that the area has been cleared and report details of any casualties or people needing assistance with evacuation to the Incident Controller
- Do not return to the building until instructed to do so by the Incident Controller

\* 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

**ASSEMBLY POINT**

**The Assembly point for DIT, Mountjoy Square**

- **Corner of Mountjoy Square and Mountjoy Place**



**EVACUATION MARSHALS**

**Library evacuation marshals include:**

- Helen Baragwanath
- Susan Chambers
- Catherine Cooke
- David Forde
- Ralph Murphy
- Paul Newman
- Ann Wrigley

Mountjoy Square Library will ensure that sufficient marshals are appointed on an ongoing basis to provide an effective service.

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

General Rule of Thumb – all staff should act as “sweepers” in the event of an emergency, checking library offices, library floor/ study, photocopier and computer 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](#)
- Paul Newman is a trained First-Aider (Order of Malta)

Library first-aid kit is located at the library issue desk.

Please report any used items to the Senior Library Assistant in charge of the Issue Desk, the designated person in charge who is responsible for monitoring the contents and ensuring their replacement.

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

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

## **INCIDENT REPORTING AND INVESTIGATION**

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

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

## **HAZARD REPORTING**

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

## **MANAGEMENT OF CONTRACTORS/SERVICE PROVIDERS**

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

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

No specific PPE is required for the staff in the Mountjoy Square Library.

## **ERGONOMICS**

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

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

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

## **WELFARE PROVISIONS**

In accordance with legislation, 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 - staff room and ARAMARK Canteen located in the basement DIT Mountjoy Square
  - ✓ Easily accessible rest rooms/areas with seats with backs
  - ✓ Adequate provision for drying wet or damp work clothes
  - ✓ Adequate ventilation, temperature and lighting
  - ✓ Fire detection and fire fighting equipment
  - ✓ Emergency routes and exits
  - ✓ Pedestrian and traffic management systems
  - ✓ Clean and well maintained interior walls, floors and traffic routes
  - ✓ Rest facilities for pregnant ladies or breastfeeding mothers in the first-aid room
- 
- Everyone is obliged to care for these facilities and must not misuse them. All welfare provisions should be maintained in a clean safe condition
  - Arrangements for regular cleaning of premises and removal of waste should be made by the local Building Maintenance Manager
  - Drinking water is available to all staff via water dispensers in DIT Mountjoy Square

## **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.

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

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

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

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

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

No lone working takes place in the Mountjoy Square Library. The library is closed if there are less than 2 people on duty. No out of hours access takes place at this location.

When the library is opened on late nights, the 2 members of staff will always stay in the library when they go on a break so that one can call on the other if needed.

2 members of staff are also on duty on Saturdays. One staff member is on duty while the other goes on their lunch. During this time doors into staff areas are locked for security purposes. The staff member can contact the porter on duty if needed.

## **WORK PLACEMENT**

This is not applicable to Mountjoy Square Library.

## **TRIPS/TRAVEL**

Trips/ travel is not applicable to Mountjoy Square Library.

## **STAFF/STUDENTS WITH DISABILITIES**

Specific risk assessments will be completed to ensure that the health and safety needs of staff and students with permanent/temporary disabilities are taken into account. Preventative and proactive measures will be put in place following the risk assessment if specific hazards are identified. Personal emergency egress plans (PEEPs) will also be prepared if required. The Disability Liaison Officer will provide specialist and competent advice and liaise with the Health & Safety Officer, Occupational



Health Officers, College Manager and 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](#).

### **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 PROCEDURE**

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 HR department should be consulted immediately if an issue regarding stress is highlighted. An Employee Assistance Programme (EAP) is available to all staff. Students should liaise with their tutors in relation to issues regarding stress. Tutors are appointed for groups of students. Students may also seek assistance from the Student Health Centre and Student Counselling Service.

### **AUDIT, REVIEW AND COMMUNICATION**

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

### **DOCUMENT CONTROL**

This document is a controlled document and as such any updates, review and distribution will be in accordance with DIT's standards for such documents. Only controlled copies will be updated when required.

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

## **HAZARD IDENTIFICATION AND CONTROL MEASURES**

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

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

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

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

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

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

- Physical
- Chemical
- Biological
- Operational
- Human Factors

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

Risks may be classified as:

- High
- Medium
- Low

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

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

Risk control measures are a combination of:

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

**Risk Assessments for Mountjoy Square Library**

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

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

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



PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
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	<b>Noise</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Hearing loss, damage, disruption</li> </ul>	<ul style="list-style-type: none"> <li>• No noise over 80Db in the library</li> </ul>	N/A	<b>With current controls:</b> N/A  <b>With Actions applied:</b>	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
006	<b>Structural:</b> Floors Walls Ceilings Doors Fixtures and fittings  <b>Who is harmed:</b> <ul style="list-style-type: none"><li>• Staff members</li><li>• Students</li><li>• Visitors</li><li>• Contractors/ Service providers</li><li>• Sensitive risk groups</li><li>• young persons</li><li>• pregnant women</li><li>• people with disabilities</li></ul>	<ul style="list-style-type: none"><li>• Personal Injury</li><li>• Slips, Trips and Falls</li><li>• Collapse</li><li>• Trapping</li></ul>	<ul style="list-style-type: none"><li>• Building and associated fixtures and fittings appear to be stable and structurally sound</li><li>• Defects and hazards are reported to the Building Maintenance Manager or through online hazard reporting</li><li>• Doors and windows are opening / closing safely</li></ul>	<ul style="list-style-type: none"><li>• Maintain current controls</li><li>• Contact Buildings Office if problems arise</li><li>• Ensure where vision panels on fitted on doors they are not obstructed</li><li>• Maintenance and inspection programme to be implemented on all structures</li></ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>All Staff</b>          <b>DIT Buildings Office</b>	<b>On going</b>          <b>April 2014</b>          <b>April 2014</b>

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
008	<b>Access and Egress</b>  Opening Times: Opening times are on the <a href="#">DIT website</a>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Security threats</li> <li>• Threats from public</li> <li>• Violence / Assault</li> <li>• Unwanted visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Front desk/reception is manned at all times by a Porter</li> <li>• Security camera in common areas</li> <li>• Suspicious activity reported to porters</li> <li>• Office(s) locked when not in use</li> <li>• Students have DIT I.D. cards</li> <li>• Counter top present between public and library staff</li> <li>• Library staff have clear view of individuals entering/exiting the library</li> <li>• Final sweep is carried out each night before closing</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Do not allow suspect individuals access – inform porter on duty</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>All Building Occupants and Building Office</b>  <b>All Building Occupants</b>	<b>On going</b>  <b>As necessary</b>

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
009	<b>Photocopiers and Printers</b>  <ul style="list-style-type: none"><li>The maintenance of all photocopiers is outsourced to the company 'Datapac'</li></ul> <b>Who is harmed:</b> <ul style="list-style-type: none"><li>Staff members</li><li>Students</li><li>Visitors</li><li>Contractors/ Service providers</li><li>Sensitive risk groups</li><li>young persons</li><li>pregnant women</li><li>people with disabilities</li></ul>	<ul style="list-style-type: none"><li>Changing toner etc.: chemical contact</li><li>Clearing jams: burns</li><li>Not wearing gloves</li><li>Not turning off electrical supply</li><li>Incorrect disposal</li><li>Personal injury</li><li>Lack of information / training</li></ul>	<ul style="list-style-type: none"><li>Printers supported and maintained by service provider - Datapac</li><li>Power turned off before clearing jams (standard printer</li><li>Disposal as per manufacturer's directions</li><li>Scheduled maintenance</li><li>Correct disposal of waste cartridges</li><li>Manufacturer's instructions followed</li><li>PCs supported and maintained by DIT Information Services</li><li>Ensure no loose or dangling clothing/personal effects when operating equipment with moving/rotating parts</li><li>Do not overload electrical sockets</li><li>Label defective equipment and report to line manager</li></ul>	<ul style="list-style-type: none"><li>Maintain current controls</li> <li>Contact Datapac if issues arise, place signage on equipment to ensure no one interferes with it</li></ul>	<b>With current controls:</b> L	<b>Datapac, all Staff and Students</b>	<b>On going</b>
					<b>With Actions applied:</b> L	<b>All Staff</b>	<b>As necessary</b>

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

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
012	Vehicles/ Deliveries on Site	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			
013	<b>Hot Surfaces / Liquids / Solids</b> <ul style="list-style-type: none"> <li>Catering appliances in library kitchen to facilitate breaks: kettle, toaster, microwave, fridge</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Contact burns</li> <li>Scalds</li> <li>Spillage</li> </ul>	<ul style="list-style-type: none"> <li>Heat shielding of hot surfaces</li> <li>Equipment well maintained</li> <li>Use of lids/covers to prevent spillages</li> <li>Procedure for dealing with spillages – clean spill immediately. Contact Noonan staff if assistance is required</li> <li>Good housekeeping maintained</li> <li>It is DIT Policy that use of domestic appliances by students or staff in classrooms and offices is prohibited</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	All Staff	Ongoing

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

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

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

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

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

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

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

			<p>before cleaning or making adjustments</p> <ul style="list-style-type: none"> <li>Students' desks are close to sockets on the ground. Sockets are covered and students are not allowed plug in machines at sockets that might trail across the floor</li> <li>Enclosures/covers are in place to prevent contact with live electrical equipment/parts</li> </ul>				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
021	Asbestos	N/A	N/A	N/A	N/A	N/A	N/A

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

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



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

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

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

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

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

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
029	<b>Signage and Documentation</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of knowledge regarding safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Exit signage in place</li> <li>• Emergency First-aid Procedures in place</li> <li>• Evacuation plan posted throughout</li> <li>• List of trained first-aiders posted</li> <li>• Safety Notice points posted throughout</li> <li>• Fire Action Notice Point posted throughout</li> <li>• No Smoking signage in place</li> <li>• Emergency contact numbers</li> <li>• Refuge point signage</li> </ul>	<ul style="list-style-type: none"> <li>• Observe signage</li> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>All Staff and Students</b>  <b>College Librarian/ Assistant Librarian and DIT Buildings Office</b>	<b>On going</b>  <b>On going</b>

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

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



OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
032	<b>Lone/ Out of Hours Access</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Violence</li> <li>• Inability to make contact in the event of an emergency etc.</li> <li>• Unauthorised access</li> <li>• Lone working while working late/Saturdays</li> </ul>	<ul style="list-style-type: none"> <li>• No lone/ out of hours access occurs - DIT Policy in place</li> <li>• Other person always available to staff member as breaks are taken in the staff area of the library, not outside</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>College Librarian/ Assistant Librarian and all Staff</b>	<b>On going</b>

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

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

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

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

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
037	<b>Storage</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Inadequate storage</li> <li>• Improper storage</li> <li>• Inadequate space for safe manual handling</li> <li>• Poor housekeeping</li> <li>• Slips, trips and falls</li> <li>• Unsafe access and egress</li> <li>• Inadequate lighting and/or ventilation</li> </ul>	<ul style="list-style-type: none"> <li>• Safe access and egress</li> <li>• Storage of large books avoided above shoulder height where possible</li> <li>• Items stored appropriately</li> <li>• Storage units/ shelves secure and fit for purpose</li> <li>• Kick stools available for accessing higher shelving units</li> <li>• Staff trained in manual handling</li> <li>• Items not stored in walkways</li> <li>• Defects reported</li> <li>• Adequate lighting and ventilation</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>College Librarian/ Assistant Librarian and all Staff</b>	<b>On going</b>

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

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

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

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



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

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
043	<b>Sensitive Work Groups:</b>  <b>Postgraduates</b>  <b>Library staff assist Postgraduates with Information Literacy</b>	<ul style="list-style-type: none"> <li>• Lack of experience</li> <li>• Lack of training</li> <li>• Injuries</li> <li>• Accidents and incidents</li> <li>• Lack of familiarity with DIT work environment, work practices and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>• Induction programme for new students</li> <li>• Supervision of library user by staff</li> <li>• Emergency procedures in place</li> <li>• First-aid facilities available</li> <li>• Library Staff act as evacuation marshals</li> <li>• Students receive an induction to the library when commencing studies in DIT</li> <li>• Student support services available</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>College Librarian / Assistant Librarian and all Staff</b>	<b>On going</b>

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

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
045	<b>Violence</b> <ul style="list-style-type: none"> <li>All staff deal with cash at the till</li> <li>All staff deal with difficult students/staff</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Theft</li> <li>Attacks/assault</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Response Training (ERT) mandatory for staff</li> <li>Cash is stored in a locked safe</li> <li>Porter on duty at front desks</li> <li>Library front desk manned at all times</li> <li>DIT staff and students report suspect individuals to DIT Buildings Office</li> <li>Adequate lighting</li> <li>Physical barriers – counter at the library front desk</li> <li>Office locked when not in use</li> <li>CCTV in common areas</li> <li>Vision panels fitted on doors</li> <li>Datapac collect money from printing machines as required</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Standard Operating Procedure required for the handling, storage and transport of cash</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<b>All Staff, College Librarian/ Assistant, and DIT Buildings Office</b>  <b>College Librarian and Assistant Librarian</b>	<b>On going</b>  <b>April 2014</b>

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

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

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

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
049	<b>Contractors / Service Providers</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Unfamiliar with DIT buildings and safety procedures</li> <li>• Injury to contractors, staff, students, members of the public</li> </ul>	<ul style="list-style-type: none"> <li>• Buildings Office control all contractors</li> <li>• Reception is manned at all times by a porter</li> <li>• Sign in required</li> <li>• Compliance with DIT Code of Practice for Contractors</li> <li>• Signage in place</li> <li>• elearning programme completed by contractors/ service providers</li> <li>• DIT Contractor safety badge worn</li> <li>• Risk assessment and method statements completed and submitted to the Buildings Office</li> <li>• Good housekeeping maintained</li> <li>• Areas of works cordoned off</li> <li>• Datapac – maintain photocopying and printing equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Datapac to ensure risk assessment and procedures are completed for all activities on DIT sites - submitted to the Head of Library Services/ IS</li> </ul>	<p><b>With current controls: L</b></p> <p><b>With Actions applied: L</b></p>	<p><b>DIT Buildings Office, College Librarian/ Assistant Librarian and Contractors/ Service Providers (datapac)</b></p> <p><b>Datapac and Chief Information Officer</b></p>	<p><b>On going</b></p> <p><b>April 2014</b></p>



HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
050	<b>Behaviour</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Aggression</li> <li>• Violence</li> <li>• Stress</li> <li>• Bullying</li> <li>• Harassment</li> <li>• Wearing earphones affecting audibility of evacuation alarm</li> <li>• Student behaviour and how it is handled</li> </ul>	<ul style="list-style-type: none"> <li>• DIT Dignity at Work: Anti Bullying &amp; Harassment Policy in place</li> <li>• Employee Assistance Programme (EAP) in place</li> <li>• Occupational Stress Management Policy &amp; Procedures in place</li> <li>• Training courses available on Stress Management, personal skills etc. to staff</li> <li>• All incidents are reported immediately</li> <li>• DIT Disciplinary procedures in place</li> <li>• DIT Procedure for the Resolution of Disputes/Grievances in place</li> <li>• Staff marshal all students once evacuation alarm is sounded</li> </ul>	<ul style="list-style-type: none"> <li>• Follow procedures in DIT's Dignity at Work: Anti Bullying &amp; Harassment Policy</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>College Librarian/ Assistant Librarian and all Staff</b>	<b>On going</b>

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
051	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	No chemicals in use	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			
053	Gas	N/A	N/A	N/A	N/A	N/A	N/A

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