

NATIONAL OPTOMETRY CENTRE (N.O.C.)

SAFETY STATEMENT

2013



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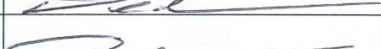
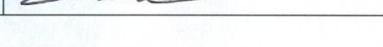
NOC CONTACTS

Role	Name	Location	Email	Telephone
Clinic Manager	Declan Hovenden	NOC	declan.hovenden@dit.ie	01 402 2858 086 6010510
Deputy with Safety Responsibilities	Marie Maxwell	NOC	Marie.maxwell@dit.ie	01 402 4900
Dispensing Optician	Patricia Mordaunt	NOC	Patricia.mordaunt@dit.ie	01 402 2857
Technician	Paul Kelly	NOC	Paul.M.Kelly@dit.ie	01 402 8014
Receptionist	Marie Maxwell	NOC	Marie.maxwell@dit.ie	01 402 4900
Receptionist	Patricia Garry	NOC	Patricia.garry@dit.ie	01 402 4900
Occupational Health Officer	Yvonne McArdle	Kevin Street	Kevinst.occhealth@dit.ie	01 402 4317 087 9809135
Incident Controller	Porter on Duty	Front Desk, DIT, Kevin Street	-	01 402 4625 01 402 4612

NOC EMERGENCY CONTACT NUMBERS

Emergency Services	Emergency Numbers	112/999
Hospital	St James Hospital	01 410 3000
Departmental First Aider	Patricia Mordaunt	01 402 4900
Health and Safety Officer	Edel Niland	01 402 4192 / 086 3891080
Occupational Health Officer	Yvonne McArdle	01 402 4603 / 087 9809135
Buildings Maintenance Manager	Colm Gillen	01 402 4646 / 087 2888294
Buildings Services Supervisor	Jimmy Kane	01 402 4797
Student Health Centre	Second Floor, DIT, Aungier Street	01 402 3051
Front Desk	DIT, Kevin Street	01 402 4625
Garda Station	Kevin Street	01 666 9400
Gas	Bord Gáis	1850 20 50 50
ESB	Emergency Number	1850 372929
Chaplain	Fionnuala Walsh	086 8754422
Employee Assistance	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours / 7 days a week / 365 days a year)
Counsellors	Catherine (Nita) Whelan	01 402 3052
	John Broderick	01 402 3155

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

TASKS	RESPONSIBLE PERSON	SIGNATURE
Coordinating and ensuring records are maintained for training and provision of Personal Protective Equipment	Declan Hovenden	
Ensuring Safety Statement, risk assessments are carried out , updated and communicated	Declan Hovenden	
Ensuring the upkeep of first aid box and ordering first aid supplies from Occupational Health Officer	Declan Hovenden	
Co-ordinating Contractors activities and dealing with Buildings Office for Work Permits	Declan Hovenden	
Updating the statutory registers and Safety Data Sheets	Declan Hovenden	
Ensuring adequate personnel designated as evacuation marshals & first aiders	Declan Hovenden	

INTRODUCTION

The National Optometry Centre (NOC), Dublin Institute of Technology (DIT) is required under the provisions of the Safety, Health and Welfare at Work Act 2005, to have and bring to the attention of all its Employees, Students and Visitors, a statement of its policy with respect to health, safety and welfare at work and the organisation and arrangements in place for carrying out the policy.

The fundamental aim of the Safety, Health and Welfare at Work Act 2005 is the prevention of accidents, incidents 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 should be read in conjunction with the DIT Parent Safety Statement which is available on the health and safety website (www.dit.ie/safework). It represents the NOC's commitment to safety health and welfare and sets out in general terms, the overall controls that will prevent accidents and occupational illnesses in the workplace.

This Safety Statement has been prepared in compliance with the Act and applies to all Staff, Students, Visitors and Contractors/Service Providers. It details the specific hazards relevant to the NOC and the controls that have been implemented to adequately safeguard the activities of the NOC. 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 NOC

The NOC will 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:


Declan Hovenden
Clinic Manager

Date: 12/5/15

SCOPE OF SAFETY STATEMENT

Activities in the NOC include:

- Provision of teaching clinics for undergraduate optometry Students
- Provision of professional optometry clinics to the general public
- Dispensing of spectacles to patients seen in teaching and professional clinics

HISTORY OF LOCATION

The NOC opened in 2006 and is located at the corner of Kevin Street and New Bride Street. It has a core Staff of 5 people and provides a facility for teaching clinics to approximately 50 Students (3rd and 4th year Optometry) with the help of a team of supervising optometrists.

Opening Hours:

Clinic Opening Hours: 9:00a.m. - 5.00 p.m. Monday to Friday

Building Opening Hours: 8.00 a.m. – 9.00 p.m. Monday to Saturday

SAFETY RESPONSIBILITIES

In accordance with the DIT Parent Safety Statement, Declan Hovenden, as part of his management function, is responsible for ensuring, so far as is reasonably practical, the health and safety of persons working, studying or visiting the NOC. In particular he is responsible for the following:

1. To ensure a Safety Statement relevant to operations is prepared which complies with Section 20 of the Safety, Health and Welfare at Work Act.
2. To ensure that the Safety Statement is reviewed at least annually and that the DIT Health and Safety Senior Leadership Team (SLT) 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 to complete the Incident Report Form as appropriate.
6. To ensure that local Emergency Plans and First Aid Procedures are implemented and that sufficient Evacuation Marshals/First Aid personnel are available.
7. To ensure that Staff are appropriately trained to carry out their duties safely and to ensure the attendance of Staff at designated training courses as appropriate.
8. To ensure that Students are adequately supervised in carrying out practical and experimental work. (Adequate level of supervision to be determined having regard to the age, level of experience and status (graduate/post graduate etc) of the Student).
9. Based on risk assessment, to arrange for the provision of adequate and appropriate personal protective equipment for Employees.
10. 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 departmental Safety Statements
- To assist and co-operate with periodic safety inspections/audits
- To assist in the completion of standard hazard identification control sheets and co-operate with the reporting and investigation of incidents
- To ensure that equipment is operated in a safe manner and good housekeeping standards are maintained at all time
- To promote safe work practices
- To ensure that all safety rules are communicated to Students, Contractors and Visitors
- To use equipment only if authorised and trained
- Lecturing Staff that have responsibility for undergraduates/postgraduates/post doctorates, must ensure that those under their supervision receive safety information and training appropriate to the hazards and risks that they may be exposed to
- To ensure that any safety measures associated with new equipment/machinery is brought to the attention of the Clinic Manager, implemented, documented in the health and Safety Statement and communicated effectively
- To report to the Clinic Manager any person abusing facilities or equipment
- Staff should ensure that they do not carry out repairs or servicing on plant or machinery unless it is isolated and they should ensure that any guards removed to carry out repairs are properly replaced
- All Staff, Students, Visitors and Contractors/Service Providers must wear appropriate protective equipment when they enter a hazardous area
- To adhere to policies and procedures in the case of lone working and out of hours access
- To select and appoint a Safety Representative
- To notify the Health and Safety Officer of any perceived shortcomings in the safety arrangements

Undergraduate/Postgraduate Students

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

- Take reasonable care of their own safety and the safety of others
- Co-operate fully with all safety rules and regulations issued by DIT e.g. smoking etc.
- Co-operate with those with responsibility for health and safety
- Not interfere or misuse any specified items of safety equipment or any safety device
- Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained
- Use personal protective equipment (PPE) as necessary. (Students are required to provide their own PPE – White coat, safety glasses etc.)
- Use equipment only if authorised and properly trained
- Report any incident, dangerous occurrence, defective equipment or potential safety hazard to the Clinic Manager
- Not access or use Clinic facilities and equipment without the permission of their academic supervisor and where necessary the Staff member in charge of these facilities
- To participate in any safety training programmes facilitated by the Health and Safety Office
- Adhere to policies and procedures in the case of lone working or out of hours access

Visitors (a person other than an Employee, Student 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
- Where necessary, Visitors will wear appropriate PPE when working in clinics and any other area of the NOC, PPE is required. Any PPE required for Visitors/Clients shall be communicated to them in advance of their arrival
- 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 the front desk and on request
- The DIT Parent Safety Statement is available on the safety website www.dit.ie/safework
- Information regarding children onsite may be found in the Sensitive Work Groups Section
- Visitors should notify in advance at appointment stage of any mobility issues, or if they will need assistance with access and egress

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 NOC ensures that health and safety is an agenda item at all its safety meetings and ensures that working groups are appointed to deal with certain health and safety items if required. The NOC ensures that they have a nominee who sits on the College of Sciences Health & Safety Team. This team meets bi-monthly.

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.

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

PROVISION OF INFORMATION

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

- ✓ Team briefings
- ✓ Desktop Emergency Response Flip charts
- ✓ Health & Safety Notice Boards
- ✓ Health & Safety Newsletters
- ✓ Toolbox Talks
- ✓ Health & Safety Induction
- ✓ Health & Safety Training

- ✓ 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

HEALTH AND SAFETY RESOURCES

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

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

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

SAFE SYSTEMS OF WORK

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

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

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

PROCUREMENT CONTROL

The purchasing of equipment, plant and substances is subject to the provisions of the *Safety, Health and Welfare at Work Act 2005* and associated regulations, thus all equipment, plant or substances will

undergo risk assessment prior to acceptance into the Institute. The NOC follows all the guidelines as per the Parent Safety Statement and ensures that a risk assessment is carried out before any chemical agent, equipment/machinery or Contractor/Service Provider is engaged. This is listed in the Risk Assessment section of this document.

INSPECTION PROCEDURES

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

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

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

Item	Location	Test Frequency	Test Company Details
First aid kits	Reception	Bi-monthly	Reception Staff
AED	Reception	Daily	Reception Staff
1 Photocopier	Reception	Annually or as needed	DIT IS
7 Printer	Various Offices	Annually or as needed	DIT IS

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.

There is no specialist training required for the NOC.

All Staff must complete mandatory training such as:

- Emergency Response Training
- Manual Handling Training
- Two full-time members of Staff should be trained first aiders

EMERGENCY PLANNING AND RESPONSE

SERIOUS INCIDENT/EMERGENCY

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

REQUIRES FIRST-AID

- Seek departmental first-aider – see Contacts page
- Injured unwell Staff/Students:

Occupational Health Offices

Kevin St.	087 9809135
Bolton St.	087 9809194
Cathal Brugha St	087 9809131

Injured/Unwell Students:

Student Health Centres

Northside	01 402 3614
Southside	01 402 3051

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

REQUIRES FURTHER ATTENTION

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

Evacuation Drills

Evacuation drills are held each semester. Drills during semesters September to December and January to May are announced to relevant Staff members in the NOC. The Occupational Health Officer in cooperation with the Local Health & Safety Team organises the evacuation drills. All NOC Staff act as Evacuation Marshals and a log is kept of who is in the building. The Incident Controller checks this list to ensure everyone has evacuated safely.

Assembly Points

The assembly point is a designated area of safety where people should assemble in the event of an emergency.

The Assembly points for the NOC and 19A Kevin Street are:

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

Your incident controller: Kevin Street Porter on duty

**Bishop Street Flats (opposite
main entrance)**



Camden Row



Evacuation Marshals

These Marshals cover the NOC:

NOC	
✓	Declan Hovenden
✓	Marie Maxwell
✓	Patricia Mordaunt
✓	Patricia Garry

Note: All Staff shall act as Evacuation Marshals

INSTRUCTIONS ON DISCOVERING A FIRE (all Staff, Students, Visitors, Contractors 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, first-aiders etc.)

- Each clinic/room/office/consultation room should evacuate the building using the nearest available exit, ensuring the safe shutdown of equipment/electricity/gas
- All Students in clinics/consultation rooms should be led by lecturers/technicians
- All Visitors should be escorted to safety by the person they are visiting
- All persons evacuating should form a single file on both sides of the corridor or stairway, leaving the centre passageway clear
- Anyone in common areas e.g. reception/general corridors or moving between areas, should immediately join the lines of people exiting
- Separate emergency egress plans have been prepared for people with disabilities
- All doors should be closed (not locked) by the last person in the line
- All NOC Staff should “sweep/search” their designated areas, checking to ensure that all clinics, offices, consultation rooms, restrooms, storage areas etc. have been evacuated. They then should leave via the nearest escape route
- All evacuation marshals/sweepers, Building Maintenance personnel, Clinic Manager, First-Aiders should assemble at designated Assembly Point to check in, reporting to the Incident Controller details of any casualties or people needing assistance with evacuation. This information is then given by the Incident Controller to the Emergency Services
- All Students and Staff should disperse from the building and go to a place of safety
- No one must re-enter the building until the all clear has been given by the Incident Controller

YOU SHOULD FAMILIARISE YOURSELF WITH THE LOCATIONS OF THE FOLLOWING:

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

General Rule of Thumb – all persons should act as “sweepers” in the event of an emergency, checking offices, clinics, consultation rooms as they exit to ensure that as they exit everywhere has been cleared.

YOU SHOULD NOT PUT YOURSELF IN DANGER AT ANY TIME

FIRST AID

An emergency first aid kit and automatic external defibrillator (AED) is available at the Reception area in the NOC and also at the Front desk in the main DIT, Kevin Street building.

A list of Institute Staff who have completed training in first aid/AED is available on the health and safety website (www.dit.ie/safework)

First Aid in the NOC

- The names and telephone numbers of the NOC first aiders are listed at the front of this Safety Statement and highlighted at each first aid box/kit
- A first aid kit and Defibrillator (AED) are located at NOC reception and another first aid kit located adjacent to Store 3 on the ground floor
- A List of Emergency Service Numbers is available at the NOC Reception desk and at various points throughout the clinic
- Emergency First Aid notices are available throughout the NOC

Further Treatment/Incident Report Forms

- NOC Library Staff may refer Students to the Student Health Centre in DIT Aungier St. at 402 3051 or contact the emergency services on 112/0999 if an incident is urgent
- Incident forms are available from the Reception Desk of the NOC. When completed and signed the top white copy should be sent the DIT Health & Safety Officer
- An Occupational Health Officer (Yvonne McArdle) is available in Kevin St. at 087 9809135 weekdays 9:00am – 5:00pm to deal with the occupational health, safety and welfare needs of all Staff and Students and to provide a back up first aid service

INCIDENT REPORTING AND INVESTIGATION

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

The online incident report form must be forwarded to the Health and Safety Officer within 24 hours of the incident occurring or as soon as possible. The incident report form is available on the DIT health and safety website (www.dit.ie/safework).

HAZARD REPORTING

DIT recognises the part that its Staff/Students/Visitors and Contractors/Service Providers have to play in the reporting of hazards in the workplace. There is a report form to formally identify and report hazards. If the hazard is a structural issue, it should be reported immediately to the local Building Maintenance Manager and if it is an operational safety issue, it should be reported to local management using the Institute's Hazard Report Form available on the health and safety website.

MANAGEMENT OF CONTRACTORS/SERVICE PROVIDERS

All work undertaken by outside Contractors/Service Providers on behalf of the NOC must be carried out under a Buildings Officer "Permit to Work".

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

All PPE and safety equipment purchased by the NOC must be of approved standards and comply with relevant EC Directives regarding design and manufacture. Defects shall be reported to the Clinic Manager, Declan Hovenden.

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

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

Staff shall inform any person in the area including Contractors/Service Providers, Students and Visitors of the statutory and departmental policies in place with regard to PPE.

PPE for Students includes a white coat and lab glasses on some occasions. Staff are generally not required to wear PPE, but where it is necessary, PPE is provided by DIT and includes white coats and safety glasses. Students must provide their own PPE. White coats are laundered by Students and Staff personally. See Risk Assessment.

Personal Protective Equipment for Chemical Substances

No.	Chemical / Substance	Gloves	Facemask	Goggles	Additional
1	Acetone	✓	✓	✓	
2	Essilor Essiclean	✓	✓		R65 (Harmful: may cause lung damage if swallowed)
3	BPI Euro Neutralizer	✓	✓	✓	Use in a ventilated area
4	Seegreen Products by Hilco	✓			Wash hands after use
5	Inland Perma Dye	✓	✓	✓	Irritant

ERGONOMICS

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

Staff should consider ergonomic standards when designing new workstations, layout of new offices, laboratories, consultation rooms, kitchens etc.

It is the responsibility of the Clinic Manager to ensure that all information on ergonomic controls is communicated to Employees and Students via circulars, team briefings or other means. They should also ensure that all problems identified are addressed and brought to the attention of the Health and Safety Officer.

WELFARE PROVISIONS

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

- ✓ Adequate 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
- ✓ Suitable facilities for sitting/other ergonomic support, in the case where work can be done in a seated position
- ✓ A Staff room is available in the NOC for boiling water and taking meals. There is also a Staff room and canteen in DIT, Kevin Street adjacent to the NOC
- ✓ Easily accessible rest rooms/areas with seats with backs
- ✓ Adequate ventilation, temperature and lighting
- ✓ Fire detection and fire fighting equipment
- ✓ Emergency routes and exits
- ✓ Pedestrian and traffic management systems
- ✓ Clean and well maintained interior walls, floors and traffic routes

- ✓ Rest facilities for pregnant ladies or breastfeeding mothers are available in Room 225, DIT, Kevin Street

Everyone is obliged to care for these facilities and must not misuse them. All welfare provisions should be maintained in a clean safe condition.

Arrangements for regular cleaning of premises and removal of waste should be made by the local Building Maintenance Manager. Arrangements for waste disposal is outlined in the departmental risk assessments.

SENSITIVE WORK GROUPS

Protection of Children and Young Persons

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

Protection of Children and Young Persons at the NOC

The Institute is responsible for a child only for the duration of the eye examination.

When a child presents for eye examination, he/she should be accompanied by a parent/guardian/carer. The parent/guardian/carer's name and relationship to the child must be established and recorded on the child's record card.

The parent/guardian/carer should be invited to sit-in and observe the eye examination. If they choose not to do so, they must give written consent (sign pro-forma consent form) and they can wait outside. However, the practitioner should obtain the child's initial ocular and family history, reason for visit, symptoms and signs from the parent/guardian/carer. The child can be asked for his/ her opinion subsequently.

If during the course of the eye examination the child is not co-operative and the practitioner judges that the child may be more co-operative if the parent/guardian/carer were to leave the room then the practitioner should ask the parent/guardian/carer if they would be willing to wait outside.

If the parent/guardian/carer is not present in the examination room, the door should be left ajar for the duration of the eye examination.

Prior to the administration of diagnostic drugs (*e.g.* cyclopentolate or tropicamide) the parent/guardian/carer must be informed of possible side-effects. Written notes on the possible side-effects should be given to the parent/guardian/carer. Consent from the parent/guardian/carer must be obtained prior to administration of any eye-drops.

The Designated Liaison Person for the National Optometry Centre is the Clinic Manager.

A member of Staff performing an eye examination on a child is exposed to the risk of complaints if a parent/guardian/carer is not in the room and the door cannot be left ajar or window glass

installed. It is always preferable to insist on parent/guardian/carer being present in the examination room.

The procedure for handling child protection issues is available in the Child Protection Policy and Guidelines for Staff available on the HR website

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.

The NOC risk assessment should 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 preventative or protective measures will be taken.

Pregnant Employees/Students should advise their local Occupational Health Officer (OHO) 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 their local OHO.

LONE/OUT OF HOURS ACCESS

No lone working or out of hours access takes place in the NOC.

WORK PLACEMENT

No work placement takes place from the NOC. Please see Safety Statement for the School of Physics.

FIELD TRIPS/TRAVEL

Fieldtrips do not take place relating to the NOC.

STAFF/STUDENTS WITH DISABILITIES

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

Visitors should notify in advance at appointment stage of any mobility issues or if they will need assistance with access and egress.

HEALTH SURVEILLANCE

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

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

WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL

An employee/Student must ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare or that of any other person.

DIGNITY AT WORK ANTI BULLYING & HARASSMENT POLICY AND PROCEDURES

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

STRESS

The departmental risk assessment should identify any areas where stress is a hazard and controls should 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

The NOC should ensure that periodic health and safety audits are completed and a review of all Safety Statements and documentation takes place. 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 NOC website and from the Clinic Manager, Declan Hovenden.

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 Clinic Manager 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 within their Departments. In particular, they are encouraged to identify any potential hazards, which may exist, and to ensure that a risk assessment is carried out.

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

A “**hazard**” is taken to mean “any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare of Staff, Students, Visitors, Contractors/Service Providers in DIT”. Hazards may be classified as:

- Physical
- Chemical
- Biological
- Operational
- Human Factors

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

Risks may be classified as:

- High
- Medium
- Low

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

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

Risk control measures are a combination of:

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

Risk Assessments for the National Optometry Centre (NOC), Kevin Street							
PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
01	FIRE Emergency Response & Evacuation Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • People with disabilities 	<ul style="list-style-type: none"> • Staff unfamiliar with evacuation procedure • Lack of evacuation drills • Use of naked flames • Improper storage of flammable or combustible materials • Smoking in undesignated areas • Faulty electrics • Inadequate emergency equipment • Misuse of equipment 	<ul style="list-style-type: none"> • Staff trained in ERT • Sufficient firefighting equipment available (break glass units, extinguishers, fire blanket) • Firefighting equipment and detection systems maintained and tested • Evacuation signage posted • Emergency and first aid procedures posted • Good housekeeping standards maintained • Several means of escape present and known to occupants • Evacuation procedure practiced each semester • Assembly point known to occupants • Occupants escort Visitors out 	<ul style="list-style-type: none"> • Maintain standards • Ensure compliance with ERT training • Ensure hot work permits are obtained where required • Maintain security standards and report suspicious behaviour 	With current controls: L With Actions applied: L	Clinic Manager All NOC occupants Buildings Office	Ongoing

			<ul style="list-style-type: none">• All exits are clear and free from obstructions• Staff members act as evacuation marshals• No smoking policy in place• Proper storage of flammable liquids• Scheduled maintenance of buildings services (heating, electricity, ventilation etc.)• Hot work permit system• Compliance with building regulations• Site specific Emergency Manual available and available to occupants on health & safety website				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
02	Manual Handling Examples: Accepting deliveries Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • People with disabilities 	<ul style="list-style-type: none"> • Manual Handling-related injuries, e.g. back injury • Slips, trips, falls 	<ul style="list-style-type: none"> • All Staff compliant with and adhere to mandatory manual handling training • Manual handling risk assessments available to all Staff, contact local Occupational Health Officer • PPE available if required • Good housekeeping standards • Suitable environment • Implement team lifting were required • Adequate lighting maintained • Assistance from colleagues available e.g. team lifting • Report issues to Clinic Manager • Items not stored above shoulder height 	<ul style="list-style-type: none"> • Refresher training to be carried out where necessary • Staff/Students to follow manual handling training and employ correct lifting techniques 	With current controls: L With Actions applied: L	All NOC occupants	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			
03	Work Equipment, Machinery & Tools Please See APPENDIX 1	<ul style="list-style-type: none"> Please see APPENDIX 1 	<ul style="list-style-type: none"> Please see APPENDIX 1 				

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
04	Portable Appliances & Handheld Equipment: None present	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	-	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
05	Noise Note noise sources: Cutting machine Who can be harmed: <ul style="list-style-type: none"> Staff members 	<ul style="list-style-type: none"> Hearing loss / damage Disruption/ distraction Interference with communications and warning signals Fatigue Tinnitus 	<ul style="list-style-type: none"> Noise levels are below 80dB Monitoring available if necessary from the Health & Safety Office 	Any changes in noise levels to be reported by Clinic Manager/NOC Staff members to Health & Safety Office	With current controls: L With Actions applied: L	Clinic Manager; NOC Staff members	As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
06	Structural: Floors Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Personal Injury • Slips, Trips and Falls • Collapse • Trapping 	<ul style="list-style-type: none"> • Building appears to be structurally sound • Defects and hazards are reported to the BMM or through online hazard reporting 	Contact Buildings Office if problems arise	With current controls: L With Actions applied: L	NOC Staff members	As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
07	Walls Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Collapse • Trapping 	<ul style="list-style-type: none"> • Building appears to be structurally sound • Defects and hazards are reported to the BMM or through online hazard reporting 	Contact Buildings Office if problems arise	With current controls: L With Actions applied: L	NOC Staff members	As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
08	Ceilings Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Collapse • Trapping 	<ul style="list-style-type: none"> • Building appears to be structurally sound • Defects and hazards are reported to the BMM or through online hazard reporting 	Contact Buildings Office if problems arise	With current controls: L With Actions applied: L	NOC Staff members	As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
09	Doors Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Collapse • Trapping 	<ul style="list-style-type: none"> • Building appears to be structurally sound • Defects and hazards are reported to the BMM or through online hazard reporting • Doors open and close safely • Vision panels in place 	Contact Buildings Office if problems arise	With current controls: L With Actions applied: L	NOC Staff members	As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
10	Slips, Trips & Falls Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Slips, trips and falls • Uneven surfaces • Wet floor conditions • Raised obstacles 	<ul style="list-style-type: none"> • Buildings Office to ensure upkeep and ensure floors are maintained • All routes kept clear and unobstructed • Staff report hazards • Good cable management • Door mats provided at entrance to NOC 	Contact Buildings Office if problems arise	With current controls: L With Actions applied: L	NOC Staff members	As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
11	<p>Access and Egress</p> <p>Opening Times: 9:00am-5:00 pm. Porters open the NOC for Staff at 8:00am and lock it at approx. 9:00pm</p> <p>Who can be harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Security threats • Threats from public • Violence / Assault • Unwanted Visitors 	<ul style="list-style-type: none"> • Reception is manned at all times by NOC Reception Staff • Sign in system in place for Students • Visitors logged in system • Buzzer linked to camera • Visitors must be buzzed in • Staff ascertain details of visitor with intercom system/buzzer • Security cameras in place • Suspicious activity reported online, to Porters in Kevin St. or to Gardaí • Panic buttons are located at reception, given to building users and tested periodically • Contact Gardaí if necessary • Blinds pulled when money is being counted 	<ul style="list-style-type: none"> • Maintain standards • Online reporting system to be implemented by Health & Safety Office 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>All NOC occupants</p> <p>Edel Niland</p>	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			
12	Photocopiers & Printers Details: 1 photocopier 7 printers present Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • People with disabilities 	<ul style="list-style-type: none"> • Changing toner etc.: chemical contact • Clearing jams: burns • Not wearing gloves • Not turning off electrical supply • Incorrect disposal • Personal injury • Lack of information / training 	<ul style="list-style-type: none"> • Toner / print cartridges changed by Staff members who wash hands after use • Wear gloves when changing toner • Turn off power before clearing jams • Disposal as per manufacturer's directions • Scheduled maintenance to be arranged • Correct disposal of waste cartridges • Follow manufacturer's instructions 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	All NOC occupants	Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
13	Ergonomics Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • People with disabilities 	<ul style="list-style-type: none"> • MSD's • Upper limb disorders • Poor posture • Back problems • Fatigue 	<ul style="list-style-type: none"> • Online eLearning programme available • Workstation risk assessments and information and training available from the Health & Safety Office on request • Workstation risk assessment completed for Patricia Mordaunt • Eye tests available to Staff • Good housekeeping standards • Good cable management • Adequate services (heating, lighting ventilation) • Follow manufacturer's instructions 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	All NOC occupants Buildings Office	Ongoing

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
15	Transport (None) Vehicles/ deliveries (of Optometry materials) Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • People with disabilities 	<ul style="list-style-type: none"> • Injury to person/ struck by vehicle • Poor access and egress 	<ul style="list-style-type: none"> • Safe access and egress into NOC <u>Kevin Street Campus:</u> <ul style="list-style-type: none"> • Pedestrian walkways in place and signage re same • Safe parking • Speed limit in place • Designated goods inwards area • Staff report defects • Adequate lighting in place • Hi Vis clothing worn • Staff check deliveries and accept if satisfactory • Delivery personnel are known to NOC Staff members 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	All NOC occupants	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			
16	Hot Surfaces / Liquids / Solids Examples: Hot drinks Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • People with disabilities 	<ul style="list-style-type: none"> • Contact burns • Scalds • Spillages 	<ul style="list-style-type: none"> • Staff room present for breaks • Spillages cleaned up immediately • Spill signs available • Cups are lidded when being carried 	<ul style="list-style-type: none"> • Maintain standards • Staff/Students to ensure cups are lidded 	With current controls: L With Actions applied: L	All NOC occupants	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			
17	Pressure Systems None present	• 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			
18	Radiation None present	• 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			
19	Vibration None present	• 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			
20	<p>Services: Heating</p> <p>Note the source of heating: Radiators</p> <p>Who can be harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • People with disabilities 	<ul style="list-style-type: none"> • Environment too hot or cold • Electrical hazards • Misuse of portable heaters • Leaks • Fire • Burns • Carbon monoxide poisoning 	<ul style="list-style-type: none"> • Electrics appear to be up to standard/or not • Cables neatly positioned • Contact Buildings Office if problems or defects arise • Service and maintenance by competent person • Combustible material kept away from heat source • Heat source kept clear and free from obstruction • Environmental monitoring from the Health and Safety Office on request • Adequate ventilation • Fire detection systems 	Contact Buildings Office if problems arise	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>All NOC occupants</p> <p>Buildings Office</p>	As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
21	Lighting Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • People with disabilities 	<ul style="list-style-type: none"> • Inadequate lighting • Glare • Slips, trips , falls 	<ul style="list-style-type: none"> • Light switches easily accessible (height) • Adequate lighting • Staff report defects • Protective coverings • Environmental monitoring from the Health and Safety Office on request • Service and maintenance by competent person and adequate system in place by Buildings Office • Limit to opening of window: person cannot fall out 	Contact Buildings Office if problems arise	With current controls: L With Actions applied: L	All NOC occupants Buildings Office	As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
22	Ventilation and temperature Ventilation: Natural (windows) and artificial (air conditioning) Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • People with disabilities 	<ul style="list-style-type: none"> • Environment too hot or cold • Inadequate ventilation • Falls from heights from windows 	<ul style="list-style-type: none"> • All windows openable • Blinds in place and in working order where present • Staff report defects • Service and maintenance of ventilation system by competent person • Office temperature of at least 17.5 degrees (after one hour of work) • Environmental monitoring from the Health and Safety Office on request 	Contact Buildings Office if problems arise	With current controls: L With Actions applied: L	All NOC occupants Buildings Office	As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
23	Electricity Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • People with disabilities 	<ul style="list-style-type: none"> • Electric shock • Electrocution • Ignition source • Fire • Explosion • Death • Electrical arcing • Damaged electrical equipment • Use of faulty equipment • Contact with live parts • Unmarked distribution boards • Inadequate electrical installations 	<ul style="list-style-type: none"> • Sufficient numbers of electrical sockets • Electric leads not trailing • Competent person to carry out repairs/works • All works servicing and testing is carried out as per regulations • Shut down when not in use and end of day • Adequate protection for circuit boards, distribution boards etc. • Staff report defects, take equipment out of use where necessary • Good housekeeping standards • Lock out system required for repair work 	Contact Buildings Office if problems arise	With current controls: L With Actions applied: L	All NOC occupants Buildings Office	As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
24	Asbestos None present	• 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			
25	Confined Spaces None present	• 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			
26	Lasers None present	• 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			
27	Construction / Maintenance Work Example: <ul style="list-style-type: none"> Noonans Cleaners Various Building Contractors Who can be harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors Young persons Pregnant ladies People with disabilities 	<ul style="list-style-type: none"> Unfamiliar with DIT buildings and safety procedures Injury to Contractors, Staff, Students, members of the public 	<ul style="list-style-type: none"> Buildings Office control all Contractors Reception is manned at all times by NOC Staff Sign in required Compliance with DIT code of practice for Contractors Signage in place re construction work eLearning completed by all Contractors DIT Contractor safety badge issued and worn Risk assessment and method statements completed and submitted to the Buildings Office Good housekeeping standards maintained Areas of work cordoned off 	<ul style="list-style-type: none"> Maintain standards 	With current controls: L With Actions applied: L	All NOC occupants DIT Contractors Buildings Office	Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
28	Work Activities / Processes Please See APPENDIX 1	<ul style="list-style-type: none"> Please see <u>APPENDIX 1</u> 	<ul style="list-style-type: none"> Please see <u>APPENDIX 1</u> 	-	-	-	-

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
29	Housekeeping Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • People with disabilities 	<ul style="list-style-type: none"> • Slips, trips and falls • Increased fire load • Falling objects • Collisions 	<ul style="list-style-type: none"> • Fire load kept to a minimum • All routes kept clear and unobstructed • Wet floor signs available • Spillages cleaned up immediately • Adequate lighting • Designated storage areas for materials and waste • Waste collected daily 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	All NOC occupants/ Staff members Noonans Buildings Office Buildings Office to ensure Noonans complete tasks	Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
30	Cleaning Noonans carry out daily cleaning of the NOC Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • People with disabilities 	<ul style="list-style-type: none"> • Lack of cleanliness or hygiene • Manual handling injury • Exposure to hazardous substances • Spillages: slips, trips and falls • Lack of/inappropriate PPE • Violence to Noonans Staff when entering/exiting NOC by intruders • Lone working 	<ul style="list-style-type: none"> • Cleaning carried out each evening by Noonans • Cleaning Staff have own access to NOC • Cleaners follow manufacturers instruction, use appropriate materials/substances, wear/use PPE and are trained in manual handling and in the use of equipment and chemicals by Noonans (responsibility of Noonans) • Wet floor signage in place where floor is not 100% dry/spillage occurs • Cleaning equipment and cleaning substances stored appropriately • Report defects/hazards to Buildings Office • Manual handling training completed and put into practice by Noonans 	<ul style="list-style-type: none"> • Noonans to ensure system in place for entering/exiting, emergency procedures, lone working and man-down procedures for their Staff • Noonans to report any suspicious behaviour by contacting the Gardaí or Emergency Services on 112 or 999 (Dial 0 first when dialing from a DIT landline) 	With current controls: L With Actions applied: L	Noonans	Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
31	Waste Disposal & Removal Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • People with disabilities 	<ul style="list-style-type: none"> • Waste accumulation • Fire • Sharps injuries • Exposure to bodily fluids • Manual handling injury • Exposure to hazardous substances • Spillages: slips, trips and falls • Lack of/inappropriate PPE • 	<ul style="list-style-type: none"> • Paper recycling bins present • Rubbish removed daily by cleaners • Staff contact Front Desk in Kevin Street to remove recycling • Trolley used for transporting rubbish and recycling waste • DIT Staff trained in manual handling • Waste segregated as appropriate • Sharps bin present in clinic where necessary • Clinical waste i.e. sharps arrangements in place with School of Physics 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	All NOC occupants Noonans	Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
32	Signage and Documentation Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • People with disabilities 	<ul style="list-style-type: none"> • Lack of knowledge regarding safety procedures 	<ul style="list-style-type: none"> • Emergency Exit signage in place • Emergency First Aid Procedure posted • Evacuation plan posted throughout NOC • List of trained first aiders posted at Reception • Safety Notice points posted throughout NOC • Fire Action Notice Point posted throughout. • No Smoking signage in place • Emergency contact numbers at Reception 	<ul style="list-style-type: none"> • Emergency exit sign required at side entrance 	With current controls: L With Actions applied: L	Yvonne McArdle contacted Colm Gillen re signage requirements All NOC occupants	March 2013 Ongoing

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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
33	Incidents Hazard Reporting First Aid Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • People with disabilities 	<ul style="list-style-type: none"> • Lack of first aid supplies • Lack of trained first aiders • Lack of knowledge of procedure in the event of an incident • No reporting of incident(s) • No reporting of hazards 	<ul style="list-style-type: none"> • First aid kit available • Incident report book available at Reception • All incidents to be reported immediately and an incident report form completed • Additional supplies available from Health & Safety Office on request • List of trained first aiders posted. • Emergency first aid procedure posted • AED available • Individuals trained in use of the AED • Online hazard reporting facility available 	<ul style="list-style-type: none"> • None at present 	With current controls: L With Actions applied: L	All NOC occupants	Ongoing

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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
34	Use of Ladders / Working at Height None carried out	• 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			
35	Out of Hours Access / Lone Working No lone working / out of hours work takes place	• N/A	• N/A	• If circumstances change Clinic Manager shall contact the Health & Safety Office	-	Clinic Manager	As necessary

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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
36	Fieldtrips Fieldtrips do not take place related to the NOC	• 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			
37	Work Placement Work placement does not take place related to the NOC	• N/A	• N/A	• N/A	-	N/A	N/A

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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
38	Events Hosting Events Hosting does not take place related to the NOC	• N/A	• N/A	• If circumstances change Event Organiser shall contact the Health & Safety Office	-	Event Organiser	As necessary

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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
39	Conferences / Seminars Who can be harmed: <ul style="list-style-type: none"> Staff members 	<ul style="list-style-type: none"> Travel to and from Road traffic accidents Unfamiliar with venue Medical emergency Missing persons 	<ul style="list-style-type: none"> Taxi vouchers available to NOC Staff Staff obey rules of the road if driving or cycling Adequate insurance, tax and NCT on vehicles used for transport Staff familiarise themselves with local emergency procedures and first aid arrangements Staff report defects and incidents to venue management Approval sought from Line Manager as per DIT procedures DIT procedures adhered to 	<ul style="list-style-type: none"> None at present 	With current controls: L With Actions applied: L	All NOC occupants	Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
40	Storage Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • People with disabilities 	<ul style="list-style-type: none"> • Inadequate storage • Improper storage • Inadequate space for safe manual handling • Poor housekeeping • Slips, trips and falls • Unsafe access and egress • Inadequate lighting and/or ventilation 	<ul style="list-style-type: none"> • Safe access and egress to storage area • Storage avoided above shoulder height where possible • Appropriate storage and segregation of items • Storage units secure and fit for purpose • Locking system in place • Step ladder available for accessing higher shelving units • Staff trained in manual handling • Appropriate signage in place • Items not stored in walkways • Defects reported by Staff to Buildings Office • Adequate lighting and ventilation 	<ul style="list-style-type: none"> • None at present 	With current controls: L With Actions applied: L	All NOC occupants	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
41	Sensitive Work Groups: Pregnant Employees & Nursing Mothers	<ul style="list-style-type: none"> • Harm to Mother, unborn child or breastfeeding baby • Physical risks • Chemical risks • Biological risks 	<ul style="list-style-type: none"> • Risk assessment carried out for pregnant Employees and control measures implemented as identified and necessary by Health & Safety Office • Room available for expressing milk / lying down • Follow medical advice 	<ul style="list-style-type: none"> • None at present 	<p>With current controls: L</p> <p>With Actions applied: L</p>	All NOC occupants	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
42	Sensitive Work Groups: Young Persons i.e. Students Children are clients of the NOC	<ul style="list-style-type: none"> • Injuries • Accidents and incidents • Lack of training and experience • Lack of familiarity with DIT work environment, work practices and emergency plans • Physical risks • Chemical risks • Biological risks • Hours of work 	<ul style="list-style-type: none"> • DIT emergency plans in place • Report all incidents and accidents to DIT • Garda vetting in place <u>Children</u> <ul style="list-style-type: none"> • Children supervised by parent/guardian at all times in the NOC • Parent/guardian must sign form if leaving room for any length of time • DIT Supervisor in & out of room constantly • DIT Child Protection Policy in place • Doors kept ajar always <u>Young Students</u> <ul style="list-style-type: none"> • Training and supervision by Staff • Induction process available • Student support services available 	<ul style="list-style-type: none"> • Maintain standards 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>All NOC occupants</p> <p>Optometry Supervisors and Students</p> <p>NOC clients' parents /guardian</p>	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
43	Sensitive Work Groups: People with Disabilities	<ul style="list-style-type: none"> • Lack of access/egress • Difficulty with evacuation • No risk assessment (RA) completed 	<ul style="list-style-type: none"> • Risk Assessment carried out by Health & Safety Office • Personal Emergency Egress Plan (PEEP) completed where necessary • Reasonable accommodation identified in Risk Assessment given • Lift present and in working order • Disability Support Service available • Disabled toilet: ground floor • Health & Safety Induction available to Staff and Students • Ramp into entrance of NOC 	<ul style="list-style-type: none"> • None at present 	<p>With current controls: L</p> <p>With Actions applied: L</p>	All NOC occupants	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
44	Sensitive Work Groups: New Recruits	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Injuries • Accidents and incidents • Lack of training and experience • Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> • Induction available (in person or online) • Line Manager gives induction for Department • Mandatory training to be completed as soon as possible after recruitment • Supervision and instruction given by Line Manager 	<ul style="list-style-type: none"> • None at present 	<p>With current controls: L</p> <p>With Actions applied: L</p>	All NOC occupants	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
45	Sensitive Work Groups: Undergraduates	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Injuries • Accidents and incidents • Lack of familiarity with DIT work environment, work practices and emergency plans • Lone working 	<ul style="list-style-type: none"> • Induction available • Supervision in clinics • Emergency procedures in place • First aid facilities available • Safety induction given by lecturers • Task-specific instructions/ demonstrations provided by Staff • Student support services available 	<ul style="list-style-type: none"> • None at present 	<p>With current controls: L</p> <p>With Actions applied: L</p>	All NOC occupants	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
46	Sensitive Work Groups: Postgraduates None present	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	-	N/A	N/A

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
47	Stress Who can be harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors Young persons Pregnant People with disabilities 	<ul style="list-style-type: none"> Physical health effects Mental health effects Behavioural effects Cognitive effects Workload to high or low 	<ul style="list-style-type: none"> Communication between Staff and management Employee Assistance Programme (EAP) available Occupational Stress Management Policy & Procedures in place Risk Assessment carried out by Management Training courses available on Stress Management, personal skills etc. to Staff 	<ul style="list-style-type: none"> None at present 	With current controls: L With Actions applied: L	All NOC occupants	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
48	Violence (including Cash) Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Theft • Attacks/assault 	<ul style="list-style-type: none"> • Float of €200; Takings placed in safe and locked • Blind pulled when money is being counted • Money brought weekly to Accounts office in Kevin St. i.e. short distance across Kevin St. car park) by 2 Staff members • NOC Procedure for handling, storage and transport of cash • ERT mandatory for Staff • CCTV in place • Reception Staff on duty at all times • DIT Staff and Students report suspect individuals to DIT Buildings Office • Adequate lighting in place • Physical barriers present i.e. NOC Reception desk 	<ul style="list-style-type: none"> • None at present 	With current controls: L With Actions applied: L	All NOC occupants	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
49	Bullying & Harassment Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Effects on physical and mental well-being 	<ul style="list-style-type: none"> • DIT Dignity at Work: Anti Bullying & Harassment Policy in place • Dignity at Work contact persons available • Employee Assistance Programme (EAP) in place • DIT Procedure for complaints and investigations • Student support services available 	<ul style="list-style-type: none"> • None at present 	With current controls: L With Actions applied: L	All NOC occupants	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
50	Welfare Facilities; Sanitary Facilities; Staffroom / Canteen Who can be harmed: <ul style="list-style-type: none"> • Staff members • Pregnant • People with disabilities 	<ul style="list-style-type: none"> • Inadequate facilities • No potable water • No means for boiling water / heating food • No seating / resting area • No hand-washing facilities 	<ul style="list-style-type: none"> • Staffroom present in NOC with seating facilities • Canteen present in DIT, Kevin St. • Drinking water available • Hot and cold water available in sanitary facilities • Disabled toilet available on ground floor • Adequate sanitary facilities available • Hand washing facilities adequate 	<ul style="list-style-type: none"> • None at present 	With current controls: L With Actions applied: L	All NOC occupants	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
51	Visitors Visitors include members of the public and delivery personnel Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • People with disabilities 	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Injuries • Accidents and incidents • Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> • Reception manned at all times; Visitors report here • Emergency plans in place • All incidents reported to NOC Staff • Adequate signage in place • Staff check deliveries and accept if satisfactory • Delivery personnel are known to NOC Staff • Door buzzer system in place • CCTV in place • Visitors briefed on emergency procedures by person they are visiting Children <ul style="list-style-type: none"> • Children supervised by parent/guardian at all times in the NOC • DIT Child Protection Policy in place • Garda vetting in place 	<ul style="list-style-type: none"> • None at present 	With current controls: L With Actions applied: L	All NOC occupants	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
52	Contractors / Service Providers Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • People with disabilities 	<ul style="list-style-type: none"> • Unfamiliar with DIT buildings and safety procedures • Injury to Contractors, Staff, Students, members of the public 	<ul style="list-style-type: none"> • Buildings Office control all Contractors • Reception is manned at all times by NOC Staff • Sign in required • Compliance with DIT code of practice for Contractors • Signage in place • eLearning completed by contractor / service provider • DIT Contractor safety badge worn/available • Risk assessment and method statements completed and submitted to the Buildings Office • Good housekeeping • Areas of works cordoned off 	<ul style="list-style-type: none"> • None at present 	With current controls: L With Actions applied: L	All NOC occupants	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
53	Behaviour Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant ladies • People with disabilities 	<ul style="list-style-type: none"> • Aggression • Violence • Stress • Bullying • Harassment 	<ul style="list-style-type: none"> • DIT Dignity at Work: Anti Bullying & Harassment Policy in place • Employee Assistance Programme (EAP) in place • Occupational Stress Management Policy & Procedures in place • Training courses available on Stress Management, personal skills etc. to Staff • All incidents are reported immediately • DIT Disciplinary procedures in place • DIT Procedure for the Resolution of Disputes/Grievances in place 	<ul style="list-style-type: none"> • None at present 	With current controls: L With Actions applied: L	All NOC occupants	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
54	Personal Protective Equipment (PPE) White coats by Students; Safety goggles Who can be harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Young persons • Pregnant ladies • People with disabilities 	<ul style="list-style-type: none"> • Improper fit and use • Incorrect type • Poor maintenance • Lack of training • Exposure to physical or hazardous substances • Slips, trips and falls • Lack of awareness of PPE requirements • Contamination 	<ul style="list-style-type: none"> • PPE provided by DIT for DIT Staff (NOC Staff not required to wear white coat at all times) • Students provide own PPE • White coats laundered personally by Students and Staff members: no contamination present • PPE is appropriate and Staff are consulted • PPE is inspected, maintained and defects are reported by Staff • Lockers present for storage • Training, information and supervision given • Follow manufacturer's instructions • Personal use only 	<ul style="list-style-type: none"> • None at present 	With current controls: L With Actions applied: L	All NOC occupants	Ongoing

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			
55	Photocopiers & Printers	<ul style="list-style-type: none"> See Printers and Photocopiers: Ref 12 	-	-	-	-	-
56	Chemicals include: <ul style="list-style-type: none"> Essilor Essiclean Acetone Dyes / tints e.g. Inland Perma Dye BPI Euro Neutralizer Seegreen Products by Hilco Contact lens solution Eye drops 	<ul style="list-style-type: none"> Harm if ingested Fire Improper storage 	<ul style="list-style-type: none"> Follow label instructions. Wear PPE as necessary e.g. nitrile gloves for Essiclean Store correctly Use in ventilated area No eating / drinking in clinic areas Safety talk given to Students before practicals Students supervised at all times Hazards are communicated to Students by Staff 	<ul style="list-style-type: none"> None at present 	With current controls: L With Actions applied: L	All NOC occupants	Ongoing

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

APPENDIX 1: Risk Assessment for Specialist Equipment & Machinery

Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with Controls /Actions)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	Specialist Equipment and Machinery						
1	Trial Frame	<ul style="list-style-type: none">Contact with client: Cross contamination	<ul style="list-style-type: none">Cleaned between clients with disinfectant wipes	<ul style="list-style-type: none">Maintain standards	L	All Staff and Students	Ongoing
2	Slit Lamp Biomicroscope	<ul style="list-style-type: none">Chin rest and forehead bar contact: cross contamination	<ul style="list-style-type: none">Cleaned between clients with disinfectant wipes	<ul style="list-style-type: none">Maintain standards	L	All Staff and Students	Ongoing
3	Ophthalmoscope	<ul style="list-style-type: none">N/A No contact with client	<ul style="list-style-type: none">N/A	<ul style="list-style-type: none">N/A	L	N/A	N/A
4	Phoropter	<ul style="list-style-type: none">N/A No contact with client	<ul style="list-style-type: none">N/A	<ul style="list-style-type: none">N/A	L	N/A	N/A
5	Scanning equipment / imaging equipment	<ul style="list-style-type: none">Contact with client: Cross contamination	<ul style="list-style-type: none">Cleaned between clients with disinfectant wipes	<ul style="list-style-type: none">Maintain standards	L	All Staff and Students	Ongoing
6	Trial contact lenses	<ul style="list-style-type: none">Contact with eyeCan be re-used	<ul style="list-style-type: none">Disinfection procedure in place as per Student manual	<ul style="list-style-type: none">Follow procedureStudents to sign off on manual	L	All Staff and Students	Ongoing
7	Contact tonometer	<ul style="list-style-type: none">Contact with eyeCan be re-used	<ul style="list-style-type: none">Disinfection procedure in place as per Student manual	<ul style="list-style-type: none">Follow procedureStudents to sign off on manual	L	All Staff and Students	Ongoing

NOTE: All of the above equipment is subject to PAT visual checks as per standards organised by the NOC Clinic Manager.

APPENDIX 1 continued:	Risk Assessment for Specialist Equipment & Machinery
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Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with Controls /Actions)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	Specialist Equipment and Machinery						
8	Tinting Machine	Burns from hot liquid	<ul style="list-style-type: none">• Training and supervision of Students• First aid kit and trained first aiders present	<ul style="list-style-type: none">• Students to sign off on safety manual. Ensure the tinting machine is listed in said manual.	L	Declan Hovenden	Ongoing
9	Glazing Machine	<ul style="list-style-type: none">• Manual handling injuries as a result of emptying• Noise	<ul style="list-style-type: none">• Staff trained in manual handling• All parts enclosed.• Machine does not operate with door open.• Only trained Staff permitted to operate• Students observe only.• Noise level < 80dB for short durations.	<ul style="list-style-type: none">• Maintain standards	L	All Staff	Ongoing

NOTE: All of the above equipment is subject to PAT visual checks as per standards organised by the NOC Clinic Manager.