

School of Accounting & Finance

SAFETY STATEMENT

2014



Document Control

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SCHOOL OF ACCOUNTING & FINANCE CONTACT DETAILS

Role	Name	Location	Email	Telephone Number
Head of School of Accounting & Finance, Dr. Joseph Coughlan	Dr. Joseph Coughlan	4-066	Joseph.Coughlan@dit.ie	01 402 7068
Asst. Head of School: Accounting	Vacant	4-063	TBC	01 402 3208
Asst. Head of School: Finance	Marie O'Flynn	4-064	Marie.OFlynn@dit.ie	01 402 3027
School Administration	Stephney Moore	4-065	Stephney.Moore@dit.ie	01 402 3097
	Anne Morgan	4-065	Anne.Morgan@dit.ie	01 402 3165
Nominees to College of Business Health and Safety Team	Dr. Joseph Coughlan	4-066	Joseph.Coughlan@dit.ie	01 402 7068
Local First-aiders	The College endeavours to train one staff member per School by January 2014			

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

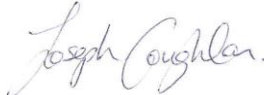

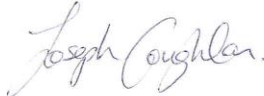
EMERGENCY CONTACT NUMBERS

Emergency Services	112/999 (You may need to dial "0" for an outside line)
Hospital	01 410 3000 St. James Switchboard
Dublin City Council	01 222 2222
Garda Síochána	01 666 9400 Kevin Street
Bord Gáis 24 hour emergency line	1850 20 50 50
ESB 24 hour emergency line	1850 372 999
Health and Safety Authority	1890 289 389
Samaritans	1850 60 90 90
Environmental Protection Agency	1890 33 55 99

COLLEGE & CAMPUS CONTACT DETAILS

Front Desk	Porter On Duty	01 402 3061 Phase I 01 402 7004 Phase II
Incident Controller	Porter on Duty	01 402 3061 Phase I 01 402 7004 Phase II
Building Services Supervisor	Pat Healy	01 402 3277
Building Maintenance Manager	Colm Gillen	01 402 4646 / 087 288 8294
Occupational Health Officer	Yvonne McArdle	01 402 4603 / 087 980 9135
Health & Safety Officer	Edel Niland	01 402 4192 / 086 389 1080
Student Health Centre	Aungier Street	01 402 3051
Chaplain	Cliff Jeffers	01 402 3050 (Aungier Street) / 087 276 8631
Employee Assistance Programme (EAP) Contact	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours / 7 days a week / 365 days a year)
Student Counsellor	Catherine (Nita) Whelan John Broderick	01 402 3052 01 402 3155
Staff Safety Representative	Mary Prendergast	01 402 3202

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

TASKS	RESPONSIBLE PERSON	SIGNATURE
Ensuring Safety Statement, risk assessments are carried out, updated and communicated	Dr. Joseph Coughlan	
Ensuring the upkeep of first-aid box and ordering first-aid supplies from Occupational Health Officer	Dr. Joseph Coughlan	
Ensuring adequate personnel designated as evacuation marshals and first-aiders*	Dr. Joseph Coughlan	

*The Head of School has taken all reasonable steps to encourage staff to attend first-aid training

INTRODUCTION

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

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

This Safety Statement has been prepared in compliance with the Act and provides details of the specific hazards relevant to the School of Accounting & Finance and the controls that have been implemented to adequately safeguard the activities.

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

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

SAFETY POLICY & OBJECTIVE FOR THE SCHOOL OF ACCOUNTING & FINANCE

The School of Accounting & Finance will ensure that:

- Work activities are managed and conducted in a manner that ensures the safety, health and welfare of our employees, students, visitors and contractors/service providers
- Our Safety Statement is maintained and updated and written risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually
- Identified protective and preventative measures are implemented and maintained
- Improper conduct likely to put an employee, student, visitor or contractor/service provider's safety and health at risk is prevented
- A safe place of work is provided that is adequately designed and maintained
- A safe means of access and egress is provided
- Safe plant and equipment are provided
- Safe systems of work are provided
- Risks to health from any article or substance are prevented
- Appropriate information, instruction, training and supervision are provided
- Where hazards cannot be eliminated suitable protective clothing and equipment are provided
- Emergency plans are prepared and revised
- Welfare facilities are provided and adequately maintained
- Competent personnel who can advise and assist in securing the safety, health and welfare of employees are employed when required



Signed:

Head of School of Accounting & Finance, Dr. Joseph Coughlan:

Date: 18 March 2014

SCOPE OF SAFETY STATEMENT

The scope of our operations include:

The School of Accounting & Finance is based in DIT, Aungier Street and forms part of the College of Business.

The School provides a range of taught programmes at Higher Certificate, undergraduate and postgraduate levels. These programmes all share the following characteristics:

- Small group teaching
- Professionally relevant syllabus
- Skills and competency development
- Easy access to staff
- Excellent library facilities

The programmes of the School are designed to transform highly capable individuals into professionals equipped to pursue successful careers in key sectors such as:

- Professional Accountancy
- Financial Analysis
- Corporate Finance, Venture Capital and Corporate Restructuring
- Capital Markets, Trading and Risk Management
- Financial Services, Investment Banking, Commercial Banking
- Investment Management

All programmes of the School provide a blend of theoretical knowledge and practical skills development. This is achieved through the combination of formal lectures, tutorials, group projects, presentations, case studies and the use of highly regarded speakers from the professions, the financial sectors and industry.

Full Time Undergraduate

Level 6

- Higher Certificate in Business Studies - DT315

Level 8

- BSc Accounting and Finance – DT366/DT366A
- BSc Business & Law - DT321
- BSc Business & Management - DT365
- BSc Economics and Finance – DT399/DT399A

Part time Undergraduate

- CPD Diploma in Finance (International Life Insurance) - Evening - DT377

Full Time Postgraduate Conversion

- Postgraduate Diploma in Accounting - DT310
- Postgraduate Diploma in Finance - DT374

Full Time Postgraduate Specialist

- MSc. Accounting - DT329
- MSc. Finance - DT390
- MSc. International Banking & Finance - DT359A

Part Time Postgraduate Specialist

- PgDip Financial Services(Securitisation) - Evening - DT396

HISTORY OF LOCATION

Our staff offices and operations are located in the following areas: DIT, Aungier Street

The School of Accounting and Finance is based at our Aungier Street campus and provides a range of programmes at Higher Certificate, Honours Degree and postgraduate levels. These programmes have a definite future orientation and focused curriculum which are designed to mould highly capable professionals, equipped with both theoretical and practical knowledge required for a successful career in the key sectors of professional accountancy, financial analysis, corporate finance, money markets, financial services and treasury management.

There is one Head of School, two Assistant Heads of School/Head of Department, two administrators/secretaries, 38 full and part-time lecturers and over 800 students in the School of Accounting and Finance.

SAFETY RESPONSIBILITIES

In accordance with the DIT Parent Safety Statement, the Head of School of the School of Accounting & Finance, Dr. Joseph Coughlan, as part of his management function, is responsible for ensuring, so far as is reasonably practicable, the health and safety of persons working, studying or visiting his area of responsibility (School of Accounting & Finance). In particular he is responsible for the following:

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

All Institute Staff

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

Statutory Requirement

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

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

(a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,

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

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

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

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

In addition, staff have the following responsibilities:

- To participate in and put into practice all training provided by DIT, to ensure compliance with safety, health & welfare legislation
- To co-operate with those responsible for health and safety
- To familiarise themselves with the contents of the Health and Safety Statement, safety policies and procedures and Codes of Practice
- To assist in the preparation and updating of the School of Accounting & Finance Safety Statement
- To assist and co-operate with periodic safety inspections/audits
- To assist in the completion of standard hazard identification control sheets and co-operate with the reporting and investigation of incidents
- To ensure that equipment is operated in a safe manner and good housekeeping standards are maintained at all times
- To promote safe work practices
- To ensure that all safety rules are communicated to students, contractors and visitors, other campus users
- To use equipment only if authorised and trained

- To ensure that any safety measures associated with new equipment/machinery is brought to the attention of the Head of School of Accounting & Finance, Dr. Joseph Coughlan, implemented, documented in the Health and Safety Statement and communicated effectively
- To report to the Head of School of Accounting & Finance, Dr. Joseph Coughlan, any person abusing facilities or equipment
- To select and appoint a Safety Representative
- To notify the Health & Safety Officer of any perceived shortcomings in the safety arrangements

Undergraduate/Postgraduate Students

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

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

Contractors/Service Providers

The following responsibilities are allocated to contractors/service providers:

- All contractors/service providers will be expected to comply with the Institute's Policy for safety health and welfare and must ensure that their own Safety Statement is made available whilst work is being carried out. It is the Institutes policy that all contractor/service providers have a Safety Statement in accordance with the *Safety, Health and Welfare at Work Act 2005*
- All work must be carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site. The contractor/service provider must have adequate insurance cover
- Contractors/service providers must not commence with any work on the premises or project site until the Contractor Safety Guidelines and other relevant safety procedures are read, understood and accepted (available from Buildings Office). They must complete the e-learning programme for contractors/service providers
- Contractors/service providers will take reasonable care of themselves and others who may be affected by their acts or omissions and will co-operate as appropriate with DIT employees as necessary
- Contractors/service providers must supply at tender stage a Safety Statement, relevant method statements, copies of their public and employers liability insurance and complete the Contractors Compliance Form CCF1 before a contract is awarded.
- They will liaise with the local Building Maintenance Manager and obtain work permits as required

- Scaffolding and other access equipment used by contractor's/service provider's employees must be erected and maintained in accordance with current legislation and Codes of Practice
- All plant and equipment brought onto the site by contractors/service providers must be safe and in good working order, fitted with any necessary guards and safety devices and have all necessary certificates available for inspection
- All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. No power tools or electrical equipment of greater than 110 volts should be used outdoors. If it is necessary to use equipment operating from a 220-volt supply, a residual current device with a rated tripping current of 30mA and operation of 30m sec must be used
- Any injury sustained by a contractor's/service provider's employee must be reported immediately to the local Building Maintenance Manager
- Contractors/service providers must comply with any safety instructions given by DIT
- DIT may carry out safety inspections. Contractors/service providers informed of any hazards or defects identified during these inspections will be expected to take immediate action
- DIT must be notified of any material or substance brought onto the site which has health, fire or explosive risks. Such materials must be stored and used in accordance with current recommendations
- Contractors/service providers will be accountable for the maintenance of good housekeeping practices at all times within their respective areas of work
- Contractors/service providers are not allowed to use equipment owned by the Institute unless written permission is received from the Head of School and a competent person passes it as being safe

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

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

DISCIPLINARY ACTION

Any 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 School of Accounting & Finance ensures that health and safety is an agenda item at all School Executive and School Forum meetings and ensures that working groups are appointed to deal with certain health and safety items if required.

A nominee from the School of Accounting & Finance sits on the College of Business Health and Safety Team. This team meets periodically throughout the year, usually every two months.

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

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

PROVISION OF INFORMATION

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

- Agenda item at Team/School meetings
- Desktop Emergency Response Flipcharts
- Health & Safety Notice Boards
- Health & Safety Newsletters
- Toolbox Talks
- Health & Safety Induction
- Health & Safety Training Courses
- Signage:
 - Safety notice points
 - Emergency first-aid procedure signs
 - Emergency floor plans
 - Assembly point maps
 - Fire actions notices
- Emergency Response Posters
- Safety Booklets
- Safety Wallet Cards
- Website www.dit.ie/safework
- Posters
- Inductions are prepared and delivered by Occupational Health Officers where requested
- The College Manager has an email listing which is used to send communications to staff in the College of Business

HEALTH AND SAFETY RESOURCES

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

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

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

SAFE SYSTEMS OF WORK

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

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

There are no relevant safe systems of work, SOP's or Safety Manuals for this School.

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 School of Accounting & Finance follows all the guidelines as per the Parent Safety Statement and ensures that a risk assessment is carried out before any equipment/machinery or contractor/service provider is engaged by the School.

Relevant equipment is detailed in the School risk assessments in this document.

INSPECTION PROCEDURES

All locations of work will be periodically inspected by a representative from the Health & Safety Office accompanied by local management and the Safety Representative. The Head of School of Accounting & Finance, Dr. Joseph Coughlan will ensure non-conformances identified are rectified and a log maintained.

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

School of Accounting & Finance

Item	Location	Test Frequency	Test Company Details
Printers	Various staff offices /School Administration Office	As necessary	DIT IS
Photocopiers	Various staff offices /School Administration Office. Reprographics Room, Ground Floor	As necessary	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.

Training required for the **School of Accounting & Finance** includes:

Mandatory Training:

- Emergency Response Training (ERT)
- Manual Handling Training
- Health & Safety Responsibilities: Management Responsibilities (for grades V and above)
- Health & Safety Responsibilities: Management Workshops (for grades V and above)

Specialist Training:

- First-aid: The College of Business endeavours to train one staff member per School in first-aid

EMERGENCY PLANNING AND RESPONSE

SERIOUS INCIDENT/EMERGENCY

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

REQUIRES FIRST-AID

- Seek local first-aider – see Contacts page
- Injured unwell staff/students:
Occupational Health Officer
Yvonne McArdle 087 9809135

- Injured/Unwell Students:

Student Health Centres

Southside	01 4023051
Northside	01 402 3614

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

REQUIRES FURTHER ATTENTION

- Staff members should attend their local GP
Students should attend the Student Health Centre
- Structural safety matters - Should be referred to the local Buildings Maintenance Manager
- Operational safety matters – Should be documented on a Hazard Report Form and sent to the Health & Safety Office, see [health and safety website](#)

FIRE & EVACUATION **SCHOOL OF ACCOUNTING & FINANCE STAFF**

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

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

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

Objectives:

To outline actions taken by School of Accounting & Finance staff in the event of an Alarm Activation

Duties:

On hearing an alarm activation or other warning:

- Instruct students and staff to leave DIT, Aungier Street
- All students in classrooms/lecture theatres should be led by lecturers/technicians
- All visitors should be escorted to safety by the person they are visiting
- Anyone in common areas or moving between areas, should immediately join the lines of people exiting
- Shut down equipment if safe to do so and time permits
- Close windows and doors to confine smoke/fire
- “Sweep search” the area (offices, classrooms, lecture theatres, meeting rooms, sanitary facilities, storage areas), evacuate the building* immediately by the nearest available exit. Marshals should then leave immediately via the nearest escape route
- If required, assist any individuals to evacuate the area
- Form a single file on both sides of the corridor or stairway, leaving the centre passageway clear
- Do not delay or stop to collect personal belongings
- Do not use the lift
- If heavy smoke present, try to find another exit or crouch low to the floor
- All doors should be closed (not locked) by the last person in the line
- Report to your Assembly Points: **Bishop Street Lane / Kevin Street Path and Whitefriar Street to Golden Lane**
- All evacuation marshals/sweepers, Building Maintenance personnel, Heads of School of Accounting & Finance, first-aiders should assemble at the assembly points to check in, reporting to the Incident Controller details of any casualties or people needing assistance with evacuation. This information is then given by the Incident Controller to the Emergency Services.
- Confirm to the Incident Controller that the area has been cleared and report details of any casualties or people needing assistance with evacuation to the Incident Controller
- All evacuation marshals/sweepers, Building Maintenance personnel, Heads of School, 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.
- Do not return to the building until instructed to do so by the Incident Controller

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

YOU SHOULD FAMILIARISE YOURSELF WITH THE LOCATIONS OF THE FOLLOWING:

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

The Assembly Points for DIT, Aungier Street Campus are:

1. Bishop Street Lane / Kevin Street Path
2. Whitefriar Street to Golden Lane

**Bishop Street Lane / Kevin
Street Flats**



**Whitefriar Street to Golden
Lane**



Evacuation marshals include:

- All staff members listed [here](#) (Please click for all staff members in the School)

The School of Accounting & Finance will ensure that sufficient marshals i.e. all staff are available to provide effective service.

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

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

YOU SHOULD NOT PUT YOURSELF IN DANGER AT ANY TIME

FIRST-AID

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

There are currently no staff members trained in first-aid. The College of Business endeavours to train one person per School in first-aid.

First-aid kits are located at:

- Front desk/Reception in Phase I and Phase II

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

Further Treatment / Incident Report Forms

- Staff may refer students to the Student Health Centre in DIT, Aungier Street at 01 402 3051 or contact the Emergency Services on 112 / 0999 if an incident is urgent
- Incident Report forms are available from the Front desk/Reception. When completed and signed the top white copy should be sent the DIT Health & Safety Officer
- An Occupational Health Officer (Yvonne McArdle) is available at 087 9809135 weekdays 9:00am – 5:00 pm to deal with the occupational health, safety and welfare needs of all staff and students and to provide a backup first-aid service

INCIDENT REPORTING AND INVESTIGATION

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

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

HAZARD REPORTING

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

MANAGEMENT OF CONTRACTORS/SERVICE PROVIDERS

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

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

PPE is not required for the School of Accounting & Finance.

ERGONOMICS

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

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

It is the responsibility of the Head of School of Accounting & Finance, Dr. Joseph Coughlan to ensure that all information on ergonomic controls is communicated to employees and students via circulars, team briefings or other means. He should also ensure that all problems identified are addressed and brought to the attention of the Health & Safety Officer.

WELFARE PROVISIONS

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

- ✓ Adequate and suitable sanitary and washing and drying facilities with hot and cold running water maintained in a clean and hygienic condition
- ✓ Adequate number of lavatories and washbasins with hot and cold running water
- ✓ An adequate supply of potable drinking water at suitable points conveniently accessible to all employees, tested by the Buildings Office
- ✓ Suitable facilities for sitting/other ergonomic support, in the case where work can be done in a seated position
- ✓ Suitable and adequate facilities for boiling water and taking meals or reasonable access to other suitable and adequate facilities. Facilities are available in the main canteen (Campbell Catering, 1st floor), Java City (ground floor) and the staffroom (2nd floor)
- ✓ 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. Cleaning and waste disposal are completed by Noonan Cleaners. Please see risk assessment
- Drinking water is available to all staff via water dispensers connected to the mains supply in general office (maintained by All Water Systems), fountains in corridors, and in the staffroom

SENSITIVE WORK GROUPS

Protection of Children and Young Persons

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

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

Pregnant Post-Natal and Breastfeeding Employees/Students

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

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

LONE AND OUT OF HOURS ACCESS

No lone working/out of hours access takes place in the School of Accounting & Finance.

WORK PLACEMENT

Work placement currently takes place in the School of Accounting & Finance. Students are covered under DIT insurance, a DIT work placement Officer is in place, visits are made to sites/premises where students are working and a contract of employment is drawn up for the duration of the work placement. Employers are vetted by DIT, Mentor/supervisor available in the industry the student is working in and the health and safety systems of the employers are checked by the School

Work placement takes place on DT 365.

Work placement fact sheets are available for all host employers/organisations, DIT students and DIT mentors, and must be studied before arranging and undertaking any work placement.

TRIPS/TRAVEL

Students from the Masters programme in Banking & Finance travel to Moscow for one semester. Students from DT366A and DT399A spend one year in another country. Please see risk assessment section. All trips and travel proposals must have a risk assessment completed prior to the event.

STAFF/STUDENTS WITH DISABILITIES

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

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

HEALTH SURVEILLANCE

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

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

WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL

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

DIGNITY AT WORK ANTI BULLYING & HARASSMENT POLICY AND PROCEDURES

The Institute's Dignity at Work Anti Bullying & Harassment Policy and Procedures deals with complaints against members of staff in the workplace which also includes work associated events such as meetings, conferences and work related social events, whether on the premises or off

site. Bullying or harassment of staff/students will not be tolerated. Please ensure that all staff are familiar with the relevant [policy/procedure](#).

STRESS

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

AUDIT, REVIEW AND COMMUNICATION

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

DOCUMENT CONTROL

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

The Head of School of Accounting & Finance, Dr. Joseph Coughlan will issue new documents after appropriate consultation and once the safety statement is signed off by the Head of School.

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES

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

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

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

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

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

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

- Physical
- Chemical
- Biological
- Operational
- Human Factors

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

Risks may be classified as:

- High
- Medium
- Low

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

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

Risk control measures are a combination of:

Elimination	Where the risk is removed
Substitution	Where the risk is exchanged for one of lesser classification
Isolation	Where the risk is contained (e.g. Enclosures, guards etc.)
Engineering	Where common systems are used to protect all exposed to risk (e.g. Fire alarms, ventilation systems etc.)
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.
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.

Risk Assessments for the School of Accounting & Finance

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	Fire, Emergency Response & Evacuation Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • 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) • Sufficient fire extinguishers in place • Firefighting equipment and detection systems maintained and tested • Evacuation signage in place • 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 	<ul style="list-style-type: none"> • Remove any material that blocks vision panels on doors • Maintain current controls 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members	Ongoing

			<ul style="list-style-type: none">• Occupants escort visitors out• All exits are clear and free from obstructions• Staff members act as evacuation marshals• No smoking policy in place• Scheduled maintenance of buildings services (heating, electricity, ventilation etc.) takes place• Hot work permit system in place where needed• Compliance with building regulations• Site-specific Emergency Manuals available• Vision panels on doors where required				
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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			
	Manual Handling Manual handling is office and teaching-based Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • 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 • Trolleys available for staff • Manual handling risk assessments available to all staff, contact local Occupational Health Officer • Good housekeeping • Suitable environment • Implement team lifting where required • Adequate lighting maintained • Assistance from colleagues - team lifting • Report issues to Line Manager • Items not stored above shoulder height • Heavier items stored at waist height 	<ul style="list-style-type: none"> • Refresher training to be carried out where necessary • Implement manual handling training 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members	Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	Work Equipment, Machinery & Tools Equipment is IT Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Entanglement/ crushing • Electrics • Fumes/dust • Contact with moving parts 	<ul style="list-style-type: none"> • Service and maintenance by DIT IS • Visual check before use • Report defects to Line Manager • Follow manufacturer's instructions • Shut down after use and end of day • CE mark • Damaged equipment marked and taken out of service 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members DIT IS	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			
	Portable Appliances & Handheld Equipment e.g. Laptops	<ul style="list-style-type: none"> • Entanglement/ crushing • Electrics • Fumes/dust 	<ul style="list-style-type: none"> • Service and maintenance (PAT) where required • Visual check before use • Report defects to Line Manager • CE mark • Shut down after use and end of day • Follow manufacturer's instructions 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members DIT IS	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			
	Noise	• N/A	• N/A	• N/A	• N/A	• N/A	• N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	Structural: Floors Walls Ceilings Doors Fixed Shelving Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • 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 Buildings Office through online hazard reporting • Doors open and close safely • Vision panels in place on doors where required 	<ul style="list-style-type: none"> • Remove any material that blocks vision panels on doors • Contact Buildings Office if problems arise 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students DIT 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			
	Slips, Trips & Falls Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Slips/trips/falls from: <ul style="list-style-type: none"> • wet floor conditions • uneven surfaces • trailing cables • raised obstacles • poor lighting • poor housekeeping • changes in floor levels 	<ul style="list-style-type: none"> • All routes kept clear and unobstructed • SOP for cleaning – floors generally cleaned early morning when most personnel are off site. See Noonan risk assessment • Use of warning signage where appropriate • Report hazards • Good cable management • Changes in floor levels identified and marked • Door mats provided at entrance (main entrance) • SOP for spillages • Handrail on steps/stairs • Stair nosing fitted with anti slip finish • Adequate lighting • Good housekeeping 	<ul style="list-style-type: none"> • Maintain current controls • Buildings Office to ensure upkeep and maintenance of internal and external access and egress routes e.g. walkways, paths, driveways, floors, corridors, steps and stairs 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students DIT Buildings Office Noonan Cleaners	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			
	Access and Egress Opening Times: See DIT website Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • 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"> • Front desk/Reception is manned at all times by a Porter • CCTV in place • Suspicious activity reported to Porters • ERT covers procedure in the event of suspicious activity 	<ul style="list-style-type: none"> • Report suspicious activity to Porters or Gardaí immediately 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students DIT 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			
	Photocopiers & Printers Shared staff printers and photocopier (Reprographics Room, ground floor) Who is harmed: <ul style="list-style-type: none"> • Staff members • Visitors • Contractors • Pregnant women • Postgraduates • 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 • Gloves worn while changing toner • Power turned off before clearing jams • Disposal as per manufacturer's directions • Scheduled maintenance by DIT IS • 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	School of Accounting & Finance Staff Members DIT IS	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			
	Ergonomics: Office / Workstation Who is harmed: <ul style="list-style-type: none"> • Staff members • Visitors • Contractors • Pregnant women • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • MSD's • Upper limb disorders • Poor posture • Back problems • Fatigue • Slips, trips and falls 	<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 • Contact OHO if risk assessments are required • Eye tests available to staff • Good housekeeping • Good cable management • Adequate services (heating, lighting ventilation) in place • Follow manufacturer's instructions when using equipment 	<ul style="list-style-type: none"> • Maintain standards 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>School of Accounting & Finance Staff Members</p> <p>DIT IS</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			
	Mechanical Lifting Systems	• N/A	• N/A	• N/A	• N/A	• N/A	• N/A
	None present						

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	Vehicles/ deliveries on site Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • 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"> • Deliveries handled by Goods Inwards • Separate access to car park available • Car park is authorised access only • CCTV in place in car park • Safe access and egress maintained • Car park spaces marked out clearly • Speed limit in place • Designated area for loading and unloading goods present • Defects reported to DIT Buildings Office • Adequate lighting in place • Hi Vis clothing worn where required 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members DIT 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			
	Hot Surfaces / Liquids / Solids E.g. Cups of hot beverages Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Contact burns • Scalds • Spillage 	<ul style="list-style-type: none"> • Lids available for cups • Notify Front desk/Reception of spillages • Spillages cleaned up immediately • SOP in place for spillages • Wet floor signage available for spillages 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students Noonan Cleaners	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			
	Pressure Systems	• N/A	• N/A	• N/A	• N/A	• N/A	• N/A

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

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	<p>Services: Heating</p> <p>Gas/Oil Radiators in place throughout DIT, Aungier Street</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • 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 • Cables neatly positioned • Contact Buildings Office if problems or defects arise • Service and maintenance carried out by competent person • Combustible materials kept away from heat source • Heat source kept clear and free from obstruction • Environmental monitoring from the Health & Safety Office on request • Adequate ventilation by openable windows and AC system • Fire detection systems in place 	<ul style="list-style-type: none"> • Maintain standards 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>School of Accounting & Finance Staff Members and Students</p> <p>DIT Buildings Office</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			
	Lighting Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • 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 in place • Defects are reported to the Buildings Office • Protective coverings in place where required • Environmental monitoring available from the Health & Safety Office on request • Service and maintenance carried out by competent person 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students DIT 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			
	Ventilation and temperature Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • 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 • Safety catches in place where required • Blinds in place and in working order where required • Suitable equipment available for the opening and closing of windows • Defects are reported to the Buildings Office • Step ladder available for access where required • Service and maintenance of ventilation system carried out by competent person • Office temperature of at least 17.5°C (after one hour of work) • Environmental monitoring from the Health & Safety Office on request 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students DIT 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			
	Electricity Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • 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 and good cable management • Sockets are not overloaded • Competent person to carry out repairs / works • All works servicing and testing is carried out as per regulations • Shut down when not in use and end of day • Contact Buildings Office if problems arise • Adequate protection for circuit boards, distribution boards etc. • Report defects, take equipment out of use • Good housekeeping 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students DIT 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			
	Asbestos	• N/A	• N/A	• N/A	• N/A	• N/A	• N/A

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

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	Construction / Maintenance Work Examples: <ul style="list-style-type: none"> Noonan Cleaners Building contractors Xerox Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors Young persons Pregnant women Postgraduates 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 who also send communication sent to staff regarding works Front desk/Reception is manned at all times by a Porter Sign in required Compliance with DIT code of practice for contractors Signage in place eLearning completed before contractors arrive on DIT premises 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 works cordoned off 	<ul style="list-style-type: none"> Maintain standards 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>School of Accounting & Finance Staff Members and Students</p> <p>DIT Buildings Office</p>	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			
	Work Activities / Processes Please see equipment / machinery	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

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			
	Housekeeping Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • 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 in place when required • Spillages cleaned up immediately • Adequate lighting in place • Adequate waste disposal • Designated storage in basement for the College of Business • See controls for slips, trips & falls also 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students DIT 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			
	Cleaning Cleaning takes place in general before opening of building by Noonan Cleaners Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Lack of cleanliness or hygiene • Manual handling injury • Exposure to hazardous substances • Spillages: slips, trips and falls • Lack of/inappropriate PPE 	<ul style="list-style-type: none"> • Daily cleaning schedule • SOPs in place • Most cleaning takes place when building is unoccupied: See Noonan risk assessment • PPE used/worn where required • Materials and containers adequately labelled • Training and information (chemicals) • Wet floor signage in place when required • Adequate and designated storage area for cleaning materials and equipment • Use of appropriate cleaning equipment • Report defects and hazards • Manual handling training completed and implemented 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students DIT Buildings Office Noonan Cleaners	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			
	Waste Disposal & Removal Carried out by Noonan Cleaners usually during cleaning Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • 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"> • Recycling bins available: paper, shredding, red/green/brown bins available on ground floor • See Noonan risk assessment • Waste disposed of an segregated appropriately in bins • Waste removed on a regular basis • PPE worn/used by Noonan Cleaners • Instruction and training given to operators • SOPs in place • Labelling of waste where necessary • Designate waste storage area present • Manual handling training completed/implemented • Equipment available for transport of waste e.g. trolleys 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students DIT Buildings Office Noonan Cleaners	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			
	Signage and Documentation Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • 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 Procedures in place • Evacuation plan posted throughout • Safety Notice points posted throughout • Fire Action Notice Point posted throughout • No Smoking signage in place • Emergency contact numbers a Front desk/Reception • Refuge point signage in place • Safety booklets and safety wallet cards available • Defects reported to Buildings Office / Health & Safety Office 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students DIT 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			
	Incidents Hazard Reporting First-aid Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • 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 	Front desk/Reception has: <ul style="list-style-type: none"> • First-aid kit • Incident report book • AED • Emergency numbers • 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 available on the DIT website • Emergency first-aid procedure posted • Individuals trained in use of the AED • Online hazard reporting facility available 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students DIT 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			
	Use of Ladders / Working at Height Staff are not permitted to use ladders/work at height	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

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			
	Lone Working/ Out of Hours Access	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

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			
	Trips / Travel Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Young persons • Pregnant women • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Injuries • Medical emergencies • Accidents and incidents • Missing persons • Substance abuse • Road traffic accidents • Inclement weather • Site terrain • Chemical • Biological • Human Factor 	<ul style="list-style-type: none"> • DIT trip risk assessment form and guidelines in place • Separate trip risk assessment template completed for each trip and control measures implemented • Information provided to trip participants • Elearning programme available to participants on request 	<ul style="list-style-type: none"> • Maintain standards • Ensure risk assessments are carried out for each trip 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students DIT Health & Safety 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			
	Work Placement Work placement takes place for DT 365 in conjunction with the School of Marketing Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Young persons • Pregnant women • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Injuries • Accidents and incidents • Lack of familiarity with work environment and work practices 	<ul style="list-style-type: none"> • Employers are vetted by DIT • Mentor/supervisor available in the industry the student is working • Health and safety systems of the employers are checked by the School • Students are covered under DIT insurance • A DIT work placement Officer is in place • Visits are made to sites/premises where students are working • A contract of employment is drawn up for the duration of the work placement • A general risk assessment is carried out and control measures implemented as detailed here • Work placement factsheets provided to 	<ul style="list-style-type: none"> • Maintain standards • Ensure risk assessments are carried out for all work placements 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students DIT Health & Safety Office	Ongoing

			<p>participants</p> <ul style="list-style-type: none">• Pre-placement induction safety talks available from the Health & Safety Office• DIT Placement Mentor available• Guidance notes available to students• All incidents are reported to DIT• Training and supervision given to students where required by the company/organisation				
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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			
	Events Hosting The School hosts events in Aungier Street: <ul style="list-style-type: none"> • IRBA seminar • IAFA conference • BAA special interest seminars • Other arranged conferences Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Injuries • Accidents and incidents • Unfamiliar with DIT premises and emergency plans 	<ul style="list-style-type: none"> • Risk assessment carried out and control measures implemented • Emergency plans in place as per risk assessment • Report all incidents and accidents to DIT 	<ul style="list-style-type: none"> • Maintain standards • Ensure risk assessments are carried out for all events 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students DIT Health & Safety 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			
	Conferences / Seminars / Travel Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • People with disabilities 	<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 staff • Staff obey rules of the road if driving or cycling • Adequate insurance, tax and NCT on vehicles used for transport • Familiarise yourself with local emergency procedures and first-aid arrangements • Report defects and incidents to venue management or Gardaí where necessary • Approval (by email) sought from Line Manager as per DIT procedures 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members	Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	Storage Storage area provided in the basement for the College of Business Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • 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 • Storage avoided above shoulder height where possible • Items stored appropriately • Items segregated where necessary • Storage units secure and fit for purpose • Locking system in place • Step ladder available for accessing higher shelving units • Staff trained in manual handling and apply training; see 'Manual Handling' also • Appropriate signage in place • Items not stored in walkways • Defects reported immediately • Adequate lighting and ventilation in place 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members DIT Buildings Office	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			
	Sensitive Work Groups: Pregnant Employees /Students & Nursing Mothers	<ul style="list-style-type: none"> • Harm to Mother, unborn child or breastfeeding baby • Physical risks • Chemical risks 	<ul style="list-style-type: none"> • Risk assessment carried out for pregnant employees/students and control measures implemented as identified and necessary by Health & Safety Office • Room available (Room 225, DIT, Kevin Street) available for resting, breastfeeding and expressing milk • Follow medical advice 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students DIT Health & Safety Office	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			
	Sensitive Work Groups: Young Persons Very few circumstances / events where young people are present except where a student starting his/her course is 17 years old.	<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"> • Induction process completed by School • Induction available from the Health & Safety Office on request • Elearning available from Health & Safety Office • Training and supervision given • DIT Child Protection Policy in place • DIT emergency plans in place • All incidents are reported to DIT • Student support services available • Garda vetting in place 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students DIT Health & Safety Office	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			
	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"> • DIT Disability Office send information to DIT Health & Safety Office • Risk Assessment carried out by the Health & Safety Office • Personal Emergency Egress Plan (PEEP) completed where necessary • Reasonable accommodation identified in risk assessment • Lift present and in working order • Disability Support Service available • Disabled toilet: ground floor: location marked on building maps • Induction and Elearning available from the Health & Safety Office on request 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students DIT Disability Office DIT Health & Safety Office	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			
	Sensitive Work Groups: New Recruits: Staff Members	<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) from Staff Training & Development, including a Health & Safety section • Health & Safety Elearning available from the Health & Safety Office • Line Manager gives induction for School • Mandatory training to be completed as soon as possible after recruitment • School SOPs where relevant in place and communicated to new recruits • Training and supervision in place by management 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	School of Accounting & Finance New Recruits and relevant management DIT Staff Training & Development Office DIT Health & Safety Office	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			
	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 	<ul style="list-style-type: none"> • Induction available from the Health & Safety Office on request • Elearning available from Health & Safety Office • Emergency procedures in place for Aungier Street • First-aid facilities available • Safety induction given by lecturers where required • Task-specific instructions/ demonstrations provided by staff where required • 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>School of Accounting & Finance Staff Members and Undergraduate Students</p> <p>DIT Health & Safety Office</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			
	Sensitive Work Groups: Postgraduates	<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 • Remote working 	<ul style="list-style-type: none"> • Induction available (in person or online) from Staff Training & Development, including a Health & Safety section • Health & Safety Elearning available from the Health & Safety Office • Line Manager gives induction for School • Mandatory training to be completed as soon as possible after recruitment • School SOPs in place and communicated to new recruits • Training and supervision in place by management • Ensure plans in place with School where remote working takes place 	<ul style="list-style-type: none"> • Maintain standards 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>School of Accounting & Finance Staff Members and Postgraduate Students</p> <p>DIT Health & Safety Office</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			
	Stress Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Physical health effects • Mental health effects • Behavioural effects • Cognitive effects • Workload too high • Positions not being filled promptly • Insufficient numbers of staff 	<ul style="list-style-type: none"> • Communication between staff and management • Employee Assistance Programme (EAP) in place • Occupational Stress Management Policy & Procedures in place • Risk Assessment carried out by management • Training courses available on Stress Management, personal skills etc. to staff • Student services and Student Counselling available 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students	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			
	<p>Violence (including Cash)</p> <p>No cash is kept by the School. Cash may be present in general offices e.g. registrations: N/A to this School</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Theft • Attacks/assault 	<ul style="list-style-type: none"> • Emergency Response Training (ERT) mandatory for staff • CCTV in place • Porters on duty at Front desk/Reception • DIT staff and students report suspect individuals to DIT Buildings Office • Adequate lighting in place 	<ul style="list-style-type: none"> • Maintain standards 	<p>With current controls: L</p> <p>With Actions applied: L</p>	School of Accounting & Finance Staff Members and Students	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			
	Bullying & Harassment Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • 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"> • Maintain standards 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students	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			
	<p>Welfare Facilities: Sanitary Facilities; Staffroom / Canteen</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • 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 	<p>Facilities for seating and taking meals available at:</p> <ul style="list-style-type: none"> • Canteen: 1st floor • Java City: ground floor • Staffroom: 2nd floor <p>Drinking water available from:</p> <ul style="list-style-type: none"> • Water dispensers in general offices (serviced by: All Water Systems) • Water fountains in corridors • Canteen and staffroom • Hot/cold water available in sanitary facilities • Disabled toilet available • Adequate sanitary facilities available • Hand washing facilities adequate • Defects reported to the Buildings Office 	<ul style="list-style-type: none"> • Maintain standards 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>School of Accounting & Finance Staff Members and Students</p> <p>DIT Buildings Office</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			
	Visitors Note types of visitors: <ul style="list-style-type: none"> • Event Participants; • Erasmus Students Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • 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 	Erasmus Students <ul style="list-style-type: none"> • Erasmus students are managed at College level • Induction is provided at College level • Contracts are drawn up between the third level institutions and lecturers manage the students separately. General <ul style="list-style-type: none"> • Front Desk/Reception is manned at all times • Porters on duty • Visitors report to Front desk/Reception • Safety booklets and safety wallet cards available • Emergency and informational signage in place • Risk assessments completed for specific events where groups of visitors are expected 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students DIT Buildings Office	Ongoing

			<ul style="list-style-type: none">• CCTV in place• Deliveries handled by Goods Inwards• Visitors briefed on emergency procedures by the person they are visiting				
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HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	Contractors / Service Providers Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • 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 who also send communication sent to staff regarding works • Front desk/Reception is manned at all times by a Porter • Sign in required • Compliance with DIT code of practice for contractors • Signage in place • eLearning completed before contractors arrive on DIT premises • 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 works cordoned off 	<ul style="list-style-type: none"> • Maintain standards 	With current controls: L With Actions applied: L	DIT Buildings Office	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			
	Behaviour Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant women • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Aggression • Violence • Stress • Bullying • Harassment • Voice injury including voice trauma, chronic hoarseness, laryngitis etc. due to shouting / straining by lecturers 	<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 • All incidents are reported immediately • DIT Disciplinary procedures in place • DIT Procedure for the Resolution of Disputes/Grievances in place • DIT training available on Stress Management, personal skills, voice use etc. • Lecturers to use correct techniques in voice amplification 	<ul style="list-style-type: none"> • Follow procedures in DIT's Dignity at Work: Anti Bullying & Harassment Policy • DIT IS and DIT Buildings Office to maintain multimedia systems • Contact IS and Buildings Office if problems arise with multimedia systems 	With current controls: L With Actions applied: L	School of Accounting & Finance Staff Members and Students	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			
	Personal Protective Equipment (PPE) No PPE	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

CHEMICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	Note types of chemicals in use No chemical use	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

CHEMICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	Gas No industrial gases present	• N/A	• N/A	• N/A	• N/A	• N/A	• N/A

BIOLOGICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	Biological Agents None present	• N/A	• N/A	• N/A	• N/A	• N/A	• N/A