

LIBRARY, DIT, AUNGIER STREET

SAFETY STATEMENT

2013



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LIBRARY, DIT, AUNGIER STREET CONTACT DETAILS

Role	Name	Location	Email	Telephone Number
Head of Library Services, DIT (Acting as Aungier St College Librarian)	Philip Cohen	Library	Philip.cohen@dit.ie	01 402 3067
Nominees to Health and Safety Team	Anne Jennings	Library	Anne.jennings@dit.ie	01 402 7168
	Angela Briody	Library	Angela.briody@dit.ie	01 402 3068
Departmental First-Aiders	Martina Jackson	Library	Martina.jackson@dit.ie	01 402 3068
	Angela Briody	Library	Angela.briody@dit.ie	01 402 3068
	Anne Jennings	Library	Anne.jennings@dit.ie	01 402 7168
	Israel Chidavaenzi	Library	Israel.Chidavaenzi@dit.ie	01 402 7167
General Queries	-	Library	astlibrary@dit.ie	01 402 3068

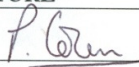
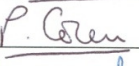
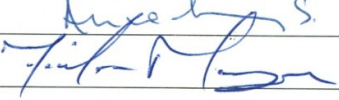

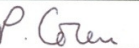
EMERGENCY CONTACT NUMBERS

Emergency Services	112/999 (You may need to dial "0" for an outside line)
Hospital	01 410 3000
Dublin City Council	01 222 22 22
Garda Síochána, Kevin Street	01 666 9400
Bord Gais 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

Porters Desk	Porter on Duty	01 402 3061 / 01 402 7004
Incident Controller	Porter on Duty	01 402 3061 / 01 402 7004
Building Service Supervisor	Pat Healy	01 402 3277
Building Maintenance Manager	Bill Hennessy	01 402 7091 / 0872760592
Occupational Health Officer	Yvonne McArdle	01 402 4603 / 087 9809135
Health and Safety Officer	Edel Niland	01 402 4192 / 086 3891080
Student Health Centre		01 402 3051
Chaplain	Sr. Mary Flanagan	087 6714309
Employee Assistance Programme (EAP)	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours/7 days a week/365 days a year)
Student Counsellor	Nita Whelan	01 402 3052
	John Broderick	01 402 3155

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

TASKS	RESPONSIBLE PERSON	SIGNATURE
Co-ordinating and ensuring records are maintained for training	Philip Cohen	
Ensuring safety statement and risk assessments are carried out, updated and communicated	Philip Cohen	
Ensuring the upkeep of first aid box and ordering first aid supplies from Occupational Health Officer	Anne Jennings	
Co-ordinating contractors activities and dealing with Buildings Office for Work Permits	Fiachra Mangan, as necessary	
Updating the statutory registers and Safety Data Sheets	N/A	
Ensuring adequate personnel are designated as fire marshals and first aiders	Philip Cohen	

INTRODUCTION

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

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

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

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

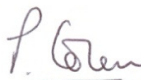
This document applies to all staff, students, visitors and contractors/service providers. It will be updated as necessary in the light of new legislation, staff feedback, changes and practical experience. In addition it will be reviewed annually.

SAFETY POLICY & OBJECTIVE FOR THE LIBRARY, DIT, AUNGIER STREET

The Library, DIT, Aungier Street will ensure that:

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

Signed:



Date:

11/7/13

Philip Cohen, Head of Library Services, DIT, Acting as Aungier Street College Librarian

SCOPE OF SAFETY STATEMENT & HISTORY OF LOCATION

DIT Library Aungier Street is situated on the first and second floors. It comprises of an area of 2,600 square metres and provides 100 student PCs, 8 collaborative study rooms, and 600 study spaces (wireless) spread over the two library floors.

There are ten full-time staff and five part-time staff operating the following opening hours:

Term Time:	09.00 am - 9.00 pm	Monday - Thursday
(September - May)	09.00 am - 5.00 pm	Friday
	10:00 am - 5:00 pm	Saturday
Out of Term:	09.00 am - 5.00 pm	Monday - Friday
(June - August)		

The Library stock consists of c.65,000 hard copy volumes contained in 27 book stacks (main lending, 7 day loan and reference) and c.600 hard copy journal titles shelved on 3 display stands with back copies shelved in 15 journal stacks. There is a DVD collection on the ground floor. Upstairs, there is a collection of undergraduate and postgraduate dissertations (one stack each) and a cabinet of back copies of newspapers. These are supplemented by extensive web resources accessed via the library website. There is a separate photocopying/printing area (containing seven multi-functional devices and one colour printer) and two self-service issue machines. There are nineteen staff desktops, six staff printers and one scanner)

There are a number of smaller enclosed areas within the library comprising:

- Library Desk/Service Point & Staff Work Area
- Librarians' Office
- Store Room x2
- College Librarian's Office
- Staff Room (With 2 toilets)
- Training Room 1
- Assistive Technology Room
- ACE/Community Links Room
- Training Room 2/Postgraduate Students Room
- Copying/Printing Area
- Lift
- 8 Study Rooms

SAFETY RESPONSIBILITIES

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

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

All Institute Staff

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

Statutory Requirement

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

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

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

- (i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,
- (ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
- (iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.

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

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

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

In addition, staff have the following responsibilities:

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

Undergraduate/Postgraduate/Apprentice Students

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

- Take reasonable care of their own safety and the safety of others
- Co-operate fully with all safety rules and regulations issued by DIT e.g. smoking etc.
- Co-operate with those with responsibility for health and safety
- Not interfere or misuse any specified items of safety equipment or any safety device
- Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained
- Use equipment only if authorised and properly trained

- Report any incident, dangerous occurrence, defective equipment or potential safety hazard to the Head of Library Services
- To participate in any safety training programmes facilitated by the Health and Safety Office
- Adhere to policies and procedures in the case of lone working or Out of hours access

Visitors (a person other than an employee 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
- In the event of an evacuation, they will be led to the Assembly Point (Bishop Street Lane/Kevin Street Path or Whitefriar Street to Golden Lane) by their DIT host.
- A safety booklet and wallet card is available at 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 Library, DIT, Aungier Street ensures that health and safety is an agenda item at all meetings and ensures that working groups are appointed to deal with certain health and safety items if required.

A nominee from the Library sits on its relevant Health & Safety Team. This Team meets periodically throughout the year.

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

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

PROVISION OF INFORMATION

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

- Posters
- Team briefings
- Website
- Toolbox talks
- Safety Inductions
- Health and Safety Training courses etc.

HEALTH AND SAFETY RESOURCES

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

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

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

SAFE SYSTEMS OF WORK

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

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

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

PROCUREMENT CONTROL

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

INSPECTION PROCEDURES

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

Where in the opinion of the Health and Safety Officer or other competent officer, there is a risk of serious injury and immediate risk to individuals, he/she will have the authority to advise that the activity is stopped until adequate steps have been taken to eliminate risk or if possible reduced to an acceptable level. Where the risk cannot be reduced to an acceptable level and departmental finance is not available, the Head of Library Services 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: There is no specific testing carried out by Library staff.

Item	Location	Test Frequency	Test Company Details
Printers	Library	As necessary	Ricoh
Photocopiers	Library	As necessary	Ricoh

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.

ERT all staff

Fire

- Evacuation Marshal and Evacuation Chair training may be completed where and when necessary

Manual Handling

- All library staff must complete manual handling training
- 18 trolleys are available for library staff usage to transport books and other items
- Kick stools are available in the shelving aisles and behind the library desk to facilitate access to higher shelving/storage space

EMERGENCY PLANNING AND RESPONSE

SERIOUS INCIDENT/EMERGENCY

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

REQUIRES FIRST-AID

- Seek departmental first-aider – see Contacts page
- Injured unwell staff/students:

Occupational Health Offices

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

Injured/Unwell Students:

Student Health Centres

Northside 01 4023614

Southside 01 4023051

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

REQUIRES FURTHER ATTENTION

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

FIRE & EVACUATION

LIBRARY STAFF

Objectives:

To outline actions taken by Library Staff in the event of an Alarm Activation

Duties:

On hearing an alarm activation or other warning:

- Instruct students and staff to leave the library
- Shut down equipment if safe to do so and time permits
- Close windows and doors to confine smoke/fire
- “Sweep search” the library and evacuate the building* immediately by the nearest available exit
- 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
- Report to your Assembly Point (Bishop Street Lane/Kevin Street Path or Whitefriar Street to Golden Lane)
- Confirm to the Incident Controller that the library has been cleared and report details of any casualties or people needing assistance with evacuation to the Incident Controller
- Do not return to the building until instructed to do so by the Incident Controller

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

The library is supplied with 12 fire extinguishers which are clearly marked and their locations are:

First Floor

- 3 on the pillar beside the information desk (foam spray)
- 1 at the emergency exit at the back of main lending (Co2)
- 1 at the door connecting main lending with the computer section (Co2)
- 1 at the fire door near the staff room (Co2)
- 1 in the training room (Co2)

Second Floor

- 1 at the single door fire exit at the back of library (Co2)
- 1 left of double fire doors behind journal display (Foam Spray)
- 2 right of double fire doors behind journal display (Foam Spray)
- 1 right of double doors behind journal display (Co2)

Evacuation of the Library in the Case of Evacuation or Evacuation Drill

DIT Library Aungier Street contains 5 emergency exits with co-existing alarms (Break Glass Units) as well as the main library exit. Evacuation drills take place twice per semester.

Downstairs

- 1 double door emergency exit beside the Assistive Technology Room leads to Java City on the ground floor
- 1 single door emergency exit next door to the printing store room leads to Bishop Street exit
- A single door emergency exit at the back of main lending leads to the canteen in Phase1

Upstairs

- 1 double door emergency exit next to the PCs leads to the second floor corridor
- 1 single door emergency exit at the back of the library leads to a staircase which ends at the back of the building in the rear car park. The gate will be open and students should congregate by Whitefriar Street to Golden Lane

The main library exit leads on to the stairwell and down to the ground floor.

Daytime for Library Staff (excluding Saturdays)

- When the Alarm rings fire doors will open automatically as will the Sentry turnstiles and disability gate
- Available staff should divide as follows: 2 people to the upstairs floor, the remainder to the downstairs floor
- 1 person should use the internal PA system to announce that this is an emergency evacuation and all students should leave the building immediately by the nearest fire exit
- Staff downstairs should divide as follows – 2 to the large PC area. One person should check the Assistive Technology and ACE/Community Links rooms; 2 to the rest of main lending. One person should stay at or near the front door
- Inform students that they must leave the library immediately by the nearest available exit. Point out these exits and encourage students to use them. They should not take their belongings with them. Speed is of the essence.
- Remember to check the group study rooms, the Training Rooms, the Assistive Technology Room and the ACE/Community Links Room.
- In the event of a disabled user needing evacuation from upstairs, ring the porters for assistance and use the back entrance out onto the 2nd floor corridor

- Students should congregate across the road from the Bishop Street entrance or at Whitefriar Street to Golden Lane to the rear of the building
- Library staff should exit as speedily as possible

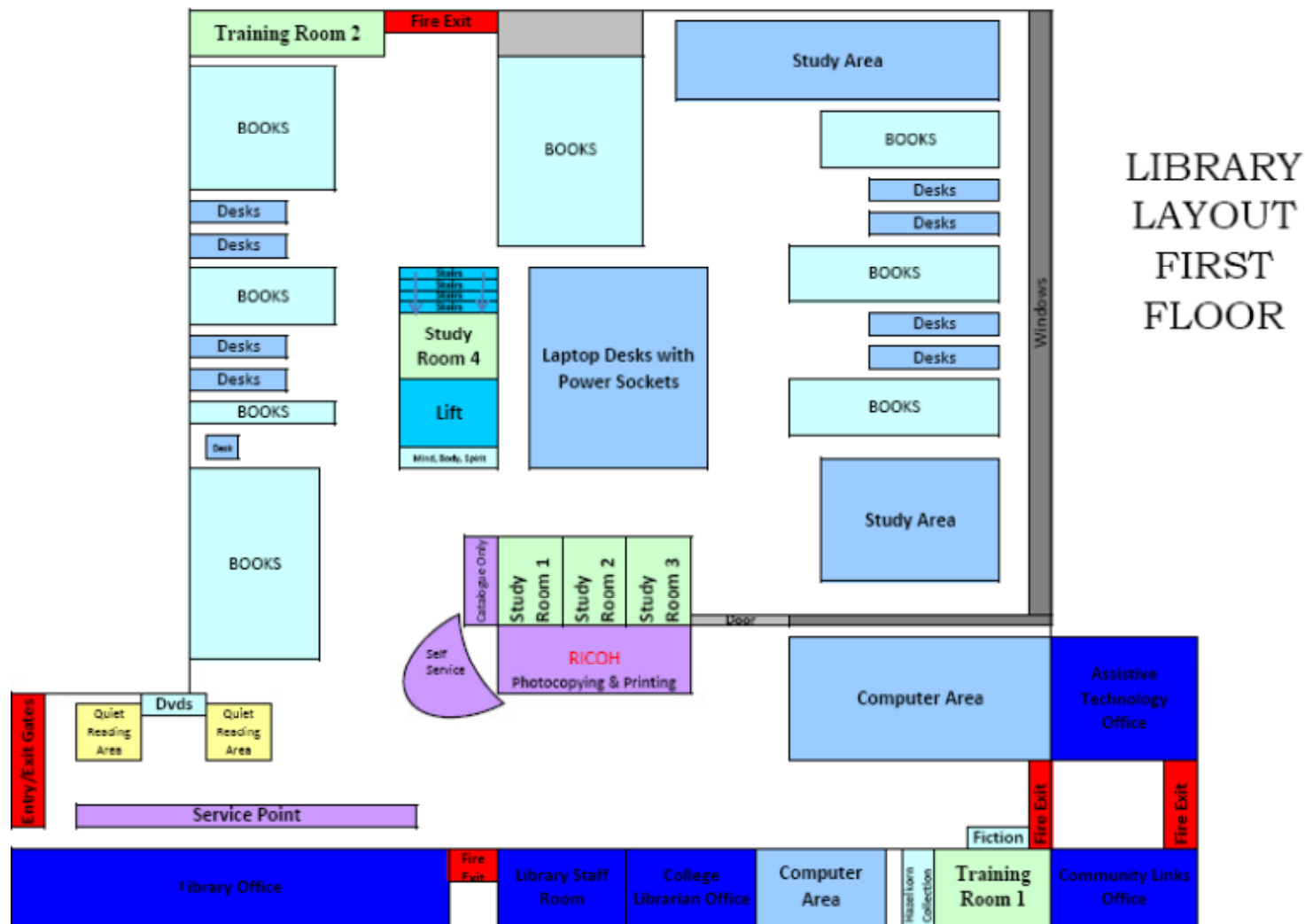
Night Time and Saturday Daytime:

- There are usually 3 staff on duty at night
- One should go to the upstairs floor and two should sweep the downstairs floor Follow the points above
- If there are less than 4 staff on duty ring the porters at 7004 or 3061 for assistance

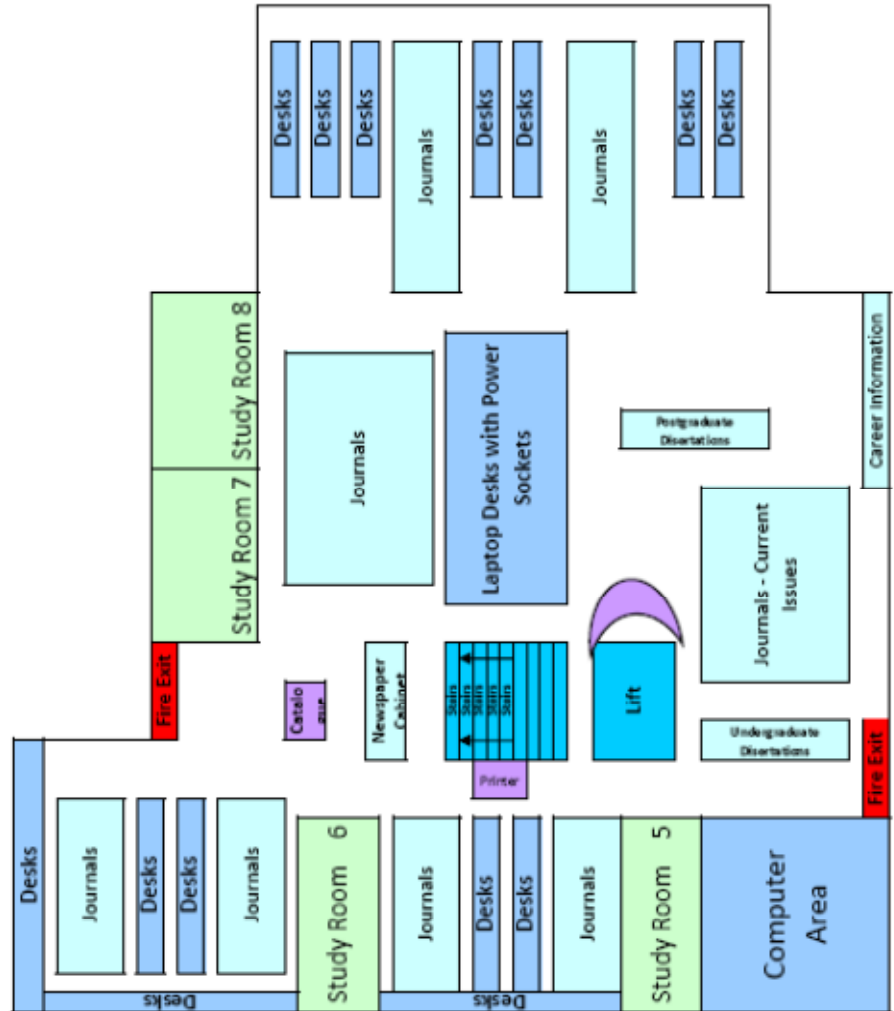
In the case of an evacuation drill library staff should wait outside the emergency exits until the all-clear is given and ensure no one re-enters the building via the exits

When it is declared safe to return to the building, library staff should check the fire doors are closed and the exit gates are functioning. They should report any incidents to the College Librarian and/or the library representative on the local Health & Safety Team

A **MAP** of the library and its fire exits and sub-offices is outlined on the following pages.



LIBRARY LAYOUT SECOND FLOOR



FIRE & EVACUATION **LIBRARY STAFF**

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**



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

Evacuation Marshals Aungier Street Campus

- ✓ Aideen O'Byrne
- ✓ Staff Campbell Catering/Aramark
- ✓ Claude Delaney
- ✓ Conor Cahill
- ✓ Geraldine Egan
- ✓ Jennifer Fitzpatrick
- ✓ Katrina Lawlor
- ✓ Lisa Dooley
- ✓ Marie O'Flynn
- ✓ Nicola Timoney
- ✓ Nicola Shortt
- ✓ Peter O'Brien
- ✓ Roger Sherlock
- ✓ Anne Jennings
- ✓ Sarahanne Kennedy
- ✓ Fiachra Mangan
- ✓ Angela Briody
- ✓ Israel Chidavaenzi
- ✓ Mary Phipps
- ✓ Sharon Hughes

General Rule of Thumb – all Library staff should act as “sweepers” in the event of an emergency, checking offices, training/meeting rooms as they exit to ensure that as they exit everywhere has been cleared.

YOU SHOULD NOT PUT YOURSELF IN DANGER AT ANY TIME

FIRST AID

- An emergency first aid kit and automatic external defibrillator (AED) is available at the porter's desk/reception area.
- A list of Institute Staff who have completed training in first aid/AED is available on the health and safety website (www.dit.ie/safework)

Four members of library staff are trained Occupational First Aiders:

1. Anne Jennings
2. Martina Jackson
3. Angela Briody
4. Israel Chidavaenzi

Staff may undertake 1 day refresher course/ repeat the 3-day course as the need arises.

Library first aid kits are located:

- In the Staff Room
- On the trolley beside Angela Briody's desk in the Staff Work Area

Please report any used items to the senior library assistant in charge of the Issue Desk who is responsible for monitoring the contents and ensuring their replacement.

Further Treatment/Incident Report Forms

- Library staff may refer students to the Student Health Centre in DIT Aungier St. at 402 3051 or contact the emergency services on 112/999 if an incident is urgent
- Incident forms are available in the library and from the Porter's office. When completed and signed the top white copy should be sent the DIT Health & Safety Officer
- An Occupational Health Officer (Yvonne McArdle) is available in Kevin St. at 087 9809135 weekdays 9-5 to deal with the occupational health, safety and welfare needs of all staff and students and to provide a back up first aid service

INCIDENT REPORTING AND INVESTIGATION

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

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

HAZARD REPORTING

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

MANAGEMENT OF CONTRACTORS/SERVICE PROVIDERS

All work undertaken by outside contractors/service providers on behalf of the Library, DIT, Aungier Street must be carried out under a Buildings Officer Permit to Work.

PERSONAL PROTECTIVE EQUIPMENT (PPE) IF APPLICABLE

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.

No specific PPE is required for the staff in the DIT, Aungier Street Library.

ERGONOMICS

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

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

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

WELFARE PROVISIONS

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

- ✓ Adequate 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
 - ✓ Adequate and suitable showers for employees if required by the nature of the work
 - ✓ An adequate supply of potable drinking water at suitable points conveniently accessible to all employees
 - ✓ Suitable facilities for sitting/other ergonomic support, in the case where work can be done in a seated position.
 - ✓ Suitable and adequate facilities for boiling water and taking meals or reasonable access to other suitable and adequate facilities
 - ✓ Easily accessible rest rooms/areas with seats with backs
 - ✓ Adequate provision for drying wet or damp work clothes
 - ✓ Adequate ventilation, temperature and lighting
 - ✓ Fire detection and fire fighting equipment
 - ✓ Emergency routes and exits
 - ✓ Pedestrian and traffic management systems
 - ✓ Clean and well maintained interior walls, floors and traffic routes
 - ✓ Rest facilities for pregnant ladies or breastfeeding mothers
-
- Everyone is obliged to care for these facilities and must not misuse them. All welfare provisions should be maintained in a clean safe condition
 - Arrangements for regular cleaning of premises and removal of waste should be made by the local Building Maintenance Manager. Arrangements for waste disposal is outlined in the departmental risk assessments
 - Drinking water is available to all library staff via a water cooler in the staff room that is sanitised on a regular basis
 - Radiators are available in the staff area for extra heat at night and during periods of cold weather. Staff should contact the Buildings Office.

SENSITIVE WORK GROUPS

Protection of Children and Young Persons

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

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

LONE/OUT OF HOURS ACCESS

No lone working takes place in the DIT, Aungier Street Library.

No out of hours access takes place at this location.

WORK PLACEMENT

This is not applicable to the DIT, Aungier Street Library.

FIELD TRIPS/TRAVEL

This is not applicable to the DIT, Aungier Street Library.

STAFF/STUDENTS WITH DISABILITIES

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

HEALTH SURVEILLANCE

Departmental risk assessments will determine if health surveillance is required. Health Surveillance is made available to all staff appropriate to the health and safety risks present and facilitated by the

Health and Safety Office. In certain circumstances, staff and students may be referred to our external Occupational Health Physician for a health assessment in relation to their work/studies to ensure that we can put in place any additional corrective action if required.

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

WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL

An employee/student must ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare or that of any other person. 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 departmental risk assessment should identify any areas where stress is a hazard and controls should be implemented to eliminate this hazard. The HR department should be consulted immediately if an issue regarding stress is highlighted.

An Employee Assistance Programme (EAP) is available to all staff.

Students should liaise with their tutors in relation to issues regarding stress. Tutors are appointed for groups of students. Students may also seek assistance from the Student Health Centre and Student Counselling service.

AUDIT, REVIEW AND COMMUNICATION

The Library, DIT, Aungier Street ensures that periodic health and safety audits are completed and a review of all safety statements and documentation takes place. All changes will be communicated to all staff. The most recent revision of all safety statements will be available on the DIT safety website and from the Library, DIT, Aungier Street Manager.

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 Library Services will issue new documents after appropriate consultation and agreement with relevant parties.

HAZARD IDENTIFICATION AND CONTROL MEASURES

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

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

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

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

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

- Physical
- Chemical
- Biological
- Operational
- Human Factors

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

Risks may be classified as:

- High
- Medium
- Low

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

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

Elimination	Where the risk is removed
Substitution	Where the risk is exchanged for one of lesser classification
Isolation	Where the risk is contained (e.g. Enclosures, guards etc.)

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

RISK ASSESSMENT

Risk Assessments for the Library, DIT, Aungier Street

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Actions Required			
	FIRE Emergency Response & Evacuation	<ul style="list-style-type: none"> • Staff unfamiliar with evacuation procedure • Lack of evacuation drills • Inadequate emergency equipment 	<ul style="list-style-type: none"> • Procedure for evacuating the Library in place • Staff trained in ERT • ERT flipchart in Staff Work Area • Sufficient exits • Sufficient fire extinguishers • Students informed during induction about evacuation procedure • Emergency signage posted throughout Aungier Street • Good housekeeping standards maintained • Waste kept to a minimum • Evacuation drills twice per semester • Assembly point known to occupants 	<ul style="list-style-type: none"> • All staff to ensure they are compliant in ERT • Ensure routes, corridors and exits are clear and unobstructed • Leave building immediately and proceed to assembly point 	L	Library Staff	Ongoing

			<ul style="list-style-type: none"> • Occupants to escort visitors out 				
PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Actions Required			
	Manual Handling	<ul style="list-style-type: none"> • Manual handling injuries e.g. back injuries 	<ul style="list-style-type: none"> • Manual handling training mandatory for staff • Stools, trolleys available for Library staff 	<ul style="list-style-type: none"> • Staff shall ensure compliance with manual handling training 	L	Library Staff	Ongoing
	Work Equipment, Machinery & Tools	<ul style="list-style-type: none"> • Personal injury • Lack of information and/or training See PHOTOCOPIERS & PRINTERS also	<ul style="list-style-type: none"> • Equipment present is mostly office / IT equipment • Trolleys used by staff 	<ul style="list-style-type: none"> • Safe storage 	L	Library Staff	Ongoing
	Portable Appliances & Handheld Equipment	N/A	N/A	N/A	N/A	N/A	N/A
	Noise See 'Behaviour'	<ul style="list-style-type: none"> • Hearing loss, damage, disruption 	<ul style="list-style-type: none"> • No noise over 80Db 	N/A	L	N/A	N/A
	Structural: Floors Walls Ceilings Doors	<ul style="list-style-type: none"> • Personal Injury • Slips, Trips and Falls • Collapse • Trapping 	<ul style="list-style-type: none"> • Library appears to be structurally sound • Defects/hazards reported to BMM/online hazard reporting 	<ul style="list-style-type: none"> • Contact Building Maintenance Manager if problems arise 	L	Library staff	As necessary
	Slips, Trips & Falls	<ul style="list-style-type: none"> • Slips, trips and falls • Increased fire load 	<ul style="list-style-type: none"> • Fire load kept to a minimum by constant checks of all areas 	Maintain standards	L	Library staff	Ongoing

			<ul style="list-style-type: none"> All routes kept clear and unobstructed 				
PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Actions Required			
	Access and Egress	<ul style="list-style-type: none"> Security threats Threats from public Violence/Assault Unwanted visitors 	<ul style="list-style-type: none"> Barrier in place at reception Counter top present between public and library staff Porter on duty at main entrances/exits Library staff have clear view of individuals entering/exiting Staff contact Porters/Gardaí where necessary All staff have attended Emergency Response Training (ERT) Keys held by staff members & Porters only Final sweep is carried out each night before close Continuous handrail available on stairs from ground floor 	<ol style="list-style-type: none"> SOP to be developed for 'Unwanted Visitors' and training sought from Staff Training & Development Emergency numbers to be displayed clearly for staff at Service Point Staff shall contact the Porters or Gardaí where difficulties arise and not put themselves in danger Staff shall ensure they are compliant 	L	<p>Anne Jennings and Library Staff</p> <p>All Library Staff</p>	<p>Immediate</p> <p>Ongoing</p>

			<ul style="list-style-type: none"> Lift available 	with their ERT training			
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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	Actions Required			
	Photocopiers & Printers	<ul style="list-style-type: none"> Changing toner etc.: chemical contact Clearing jams: burns Not wearing gloves Not turning off electrical supply Incorrect disposal Inadequate electrical sockets Personal injury 	<ul style="list-style-type: none"> The maintenance of all photocopiers is outsourced to the company 'Ricoh' Staff load paper and toner and clear jams. Training is provided by the service supplier. Sockets shall not be overloaded 	<ul style="list-style-type: none"> Contact Ricoh if issues arise, place signage on equipment to ensure no one interferes with it 	L	Library Staff	Ongoing
	Ergonomics	<ul style="list-style-type: none"> MSD's Upper limb disorders Poor posture Back problems Eye strain/fatigue 	<ul style="list-style-type: none"> Workstation risk assessments available to all staff Elearning programme available to all staff Free eye sight tests available to all staff with the NOC every 2 years 	<ul style="list-style-type: none"> Staff shall contact Yvonne McArdle for enrolment on online courses or risk assessment Staff can contact NOC as necessary 	L	Library Staff	As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Actions Required			
	Mechanical Lifting Systems	N/A	N/A	N/A	N/A	N/A	N/A
	Transport	N/A	N/A	N/A	N/A	N/A	N/A
	Hot Surfaces / Liquids / Solids	N/A	N/A	N/A	N/A	N/A	N/A
	Pressure Systems	N/A	N/A	N/A	N/A	N/A	N/A
	Radiation	N/A	N/A	N/A	N/A	N/A	N/A
	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	Actions Required			
	Services: Heating	<ul style="list-style-type: none"> Environment too hot or cold 	<ul style="list-style-type: none"> Air conditioning and natural ventilation present and appears to be in working order 	N/A at present Contact Buildings Office if problems arise	L	Library staff	As necessary
	Lighting	<ul style="list-style-type: none"> Inadequate lighting 	<ul style="list-style-type: none"> Light switches easily accessible (height) 	N/A at present Contact Buildings Office if problems arise	L	Library staff	As necessary
	Ventilation	<ul style="list-style-type: none"> Environment too hot or cold Inadequate ventilation Falls from heights from windows 	<ul style="list-style-type: none"> All windows openable Blinds in place and in working order 	N/A at present Contact Buildings Office if problems arise	L	Library staff	As necessary
	Electricity	<ul style="list-style-type: none"> Electric shock Electrocution Ignition source 	<ul style="list-style-type: none"> Sufficient numbers of electrical sockets Electric leads not trailing and neatly positioned 	N/A at present Contact Buildings Office if problems arise	L	Library staff	As necessary
	Asbestos	N/A	N/A	N/A	N/A	N/A	N/A
	Confined Spaces	N/A	N/A	N/A	N/A	N/A	N/A
	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	Actions Required			
	Construction / Maintenance Work	Contractors and maintenance staff include: <ul style="list-style-type: none"> Noonans Cleaners Building contractors Ricoh 	<ul style="list-style-type: none"> Buildings Office control all contractors Library Information Point is staffed at all times Library staff/Porter checks deliveries accepts same if satisfactory 	Contractors e.g. Ricoh to be briefed on emergency procedures by whomever they are visiting	L	Library staff	Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Actions Required			
	Work Activities / Processes	Please see Equipment / Machinery	-	-	-	-	-
	Housekeeping	<ul style="list-style-type: none"> Slips, trips and falls Increased fire load 	<ul style="list-style-type: none"> Recycling removed when necessary when library staff alert Porter's desk. Fire load kept to a minimum All routes kept clear and unobstructed 	<ul style="list-style-type: none"> Ensure routes, corridors and exits are clear and unobstructed 	L	All staff members	Ongoing
	Cleaning	<ul style="list-style-type: none"> Lack of cleanliness or hygiene 	<ul style="list-style-type: none"> Daily cleaning by Noonans cleaning staff 	<ul style="list-style-type: none"> Maintain standards 	L	Noonans Cleaning Staff	Daily
	Waste Disposal	<ul style="list-style-type: none"> Waste accumulation Fire 	<ul style="list-style-type: none"> Rubbish removed daily by Noonans and Porters 	<ul style="list-style-type: none"> Maintain standards 	L	Noonans Cleaning Staff	Daily

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Actions Required			
	Signage and Documentation	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 in place and posted throughout • List of trained first aiders posted • Safety Notice point outside Library • Fire Action Notice posted inside and outside the library • No Smoking signage in place 	<ul style="list-style-type: none"> • Contact Buildings Office if problems arise 	L	David Cagney or any HR staff member	As necessary

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Actions Required			
	Incidents Hazard Reporting First Aid	<ul style="list-style-type: none"> Lack of first aid supplies Lack of trained first aiders Lack of knowledge of procedure in the event of an incident No reporting of incident(s) No reporting of hazards 	<ul style="list-style-type: none"> First aid kit available in the Library Incident report book available in the library; book & AED available at Porter's Desk All incidents to be reported immediately and incident report form completed Additional supplies available from Health & Safety Office on request <p>Full-time <u>Occupational First Aiders:</u></p> <ol style="list-style-type: none"> Anne Jennings Angela Briody Martina Jackson Israel Chidavaenzi <ul style="list-style-type: none"> First aid training available from Staff Training & 	<ul style="list-style-type: none"> Recommendation that all library staff attend a 1-day Emergency First Aid Training Trained first aiders to attend refresher training as required 	L	All Library Staff Members Staff members previously trained	Ongoing Ongoing

			Development <ul style="list-style-type: none"> Emergency first aid procedure posted Online hazard reporting facility available 				
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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	Actions Required			
	Use of Ladders / Working at Height	See Manual Handling	N/A	N/A	N/A	N/A	N/A
	Confined Spaces	N/A	N/A	N/A	N/A	N/A	N/A
	Out of Hours Access/Lone Working	Violence Inability to make contact in the event of an emergency etc.	<ul style="list-style-type: none"> No lone working currently occurs DIT Policy in place 	None required at present If circumstances change contact Yvonne McArdle	N/A	Library Manager to contact Yvonne McArdle if circumstances change	As necessary
	Work Vehicles	N/A	N/A	N/A	N/A	N/A	N/A
	Fieldtrips	N/A	N/A	N/A	N/A	N/A	N/A
	Work Placement	N/A	N/A	N/A	N/A	N/A	N/A

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Actions Required			
	Events	N/A	N/A	N/A	N/A	N/A	N/A
	Conferences / Seminars	N/A	N/A	N/A	N/A	N/A	N/A
	Storage	<ul style="list-style-type: none"> Inadequate storage Inadequate space for manual handling Poor housekeeping Slips, trips and falls 	<ul style="list-style-type: none"> Kick stools present for accessing higher shelving units/library storage Staff trained in manual handling 	None required at present. If circumstances change contact Yvonne McArdle	L	Library staff members	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	Actions Required			
	Sensitive Work Groups: Pregnant Employees/ Students & Nursing Mothers	Harm to Mother, unborn child or breastfeeding baby	Risk assessment carried out for pregnant employees/students and control measures implemented as identified and necessary by Occupational Health Officer	None required at present. If circumstances change Yvonne McArdle shall be contacted	N/A	Library Manager or any Library staff member to contact Yvonne McArdle as necessary	As necessary
	Sensitive Work Groups: Young Persons	Lack of familiarity with Library	<ul style="list-style-type: none"> Evacuation plan in place Library staff act as Marshals 	N/A	L	Library staff members	Ongoing
	Sensitive Work Groups: People with Disabilities	<ul style="list-style-type: none"> Lack of access / egress No Personal Emergency Egress Plan (PEEP) in place No risk assessment (RA) completed 	<ul style="list-style-type: none"> No current staff or know student require a PEEP Staff/students advised through induction/training to contact Health & Safety Office re any disability Lift available from ground floor to outside the library Visitors advised to notify 	None required at present. If circumstances change Yvonne McArdle shall be contacted.	L	All DIT Staff and Students	As necessary

			Library where there are special needs				
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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	Actions Required			
	Sensitive Work Groups: New Recruits	Lack of experience Lack of training Lack of supervision / instruction	<ul style="list-style-type: none"> Induction available (in person or online) Line Manager gives induction for department Mandatory training to be completed as soon as possible after recruitment 	<ul style="list-style-type: none"> None at present 	L	Library Managers and New Recruits	Ongoing
	Sensitive Work Groups: Postgraduates	N/A	N/A	N/A	N/A	N/A	N/A
	Ergonomics	Please see PHYSICAL Hazards Section	-	-	-	-	-
	Stress	Stress of Staff		Policy currently being devised			
	Violence (including Cash)	Theft Attacks/assault	<ul style="list-style-type: none"> Cash (small amounts) stored under lock & key Two staff members to travel with cash (if applicable) 	<ul style="list-style-type: none"> None at present 	L	Library staff	Ongoing
	Bullying & Harassment	<ul style="list-style-type: none"> Bullying Harassment 	<ul style="list-style-type: none"> DIT Dignity at Work: Anti Bullying & 	<ul style="list-style-type: none"> Follow procedures in DIT's Dignity at 	L	Library staff members	As necessary

		<ul style="list-style-type: none"> • Fear • Intimidation etc. 	Harassment Policy in place	Work: Anti Bullying & Harassment Policy			
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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	Actions Required			
	Welfare Facilities: Sanitary Facilities; Staffroom / Canteen	<ul style="list-style-type: none"> • Inadequate facilities • No potable water • No means for boiling water/heating food • No seating/resting area 	<ul style="list-style-type: none"> • Staff canteen available all year round. • Canteen (1st Floor) available during term-time. • Hot water, hot food and seating available. • Potable drinking water available. • Sanitary facilities available on several floors. • Hand washing facilities available. 	<ul style="list-style-type: none"> • Care to be taken with hot surfaces and hot water in canteens • Cups to be fitted with lids 	L	All staff members	Ongoing
	Visitors / Contractors Please see 'Behaviour' also	Visitors include: <ul style="list-style-type: none"> • DIT staff/students from DIT locations • General public • Noonans Cleaning • Deliveries/post 	<ul style="list-style-type: none"> • Buildings Office control all contractors • Library Information Point is manned at all times • Library staff member can check deliveries and 	Visitors to be briefed on emergency procedures by whomever they are visiting (if possible)	L	Library staff member being visited	Ongoing

			accept same where satisfied • Evacuation plan in place				
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HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Actions Required			
	Behaviour	<ul style="list-style-type: none"> Aggression from visitors towards library staff and DIT students and staff members within the library Violence Stress Bullying Harassment Noise Disurbance 	<ul style="list-style-type: none"> Signage in place for 'Silent Study' area Students / staff members can be asked to leave this area if making noise Employee Assistance available for all staff. Staff can request student card. If no ID visitors can be asked to leave DIT Dignity at Work: Anti Bullying & Harassment Policy in place 	<ul style="list-style-type: none"> Follow procedures in DIT's Dignity at Work: Anti Bullying & Harassment Policy If further training required for library staff members in dealing with aggression and confrontation the Library Manager shall contact Staff Training & Development to organise this training 	L	Library Manager	As necessary
	Personal Protective Equipment (PPE)	N/A	N/A	N/A	N/A	N/A	N/A

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CHEMICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Actions Required			
	Photocopiers & Printers	N/A	<ul style="list-style-type: none"> Ricoh controls all printers and photocopiers 	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	Actions Required			
	Biological Agents	N/A	N/A	N/A	N/A	N/A	N/A