

LIBRARY, DIT, KEVIN STREET

SAFETY STATEMENT

2013



Health & Safety
www.dit.ie/safework

Table of Contents	
LIBRARY, DIT, KEVIN STREET AND EMERGENCY CONTACT DETAILS	3
INTRODUCTION	6
SAFETY RESPONSIBILITIES	9
HEALTH AND SAFETY CONSULTATION	11
PROVISION OF INFORMATION	12
RESOURCES	12
SAFE SYSTEMS OF WORK	12
PROCUREMENT CONTROL	12
INSPECTION PROCEDURES	13
TRAINING	13
EMERGENCY PLANNING AND RESPONSE	14
FIRST-AID	20
INCIDENT REPORTING AND INVESTIGATION	20
HAZARD REPORTING	20
ERGONOMICS	21
WELFARE PROVISIONS	21
SENSITIVE WORK GROUPS	22
LONE, OUT OF HOURS ACCESS	22
WORK PLACEMENT	22
FIELD TRIPS/TRAVEL	22
STAFF/STUDENTS WITH DISABILITIES	22
HEALTH SURVEILLANCE	23
WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL	23

DIGNITY AT WORK ANTI BULLYING AND HARASSMENT POLICY	23
STRESS	23
AUDIT, REVIEW AND COMMUNICATION	23
DOCUMENT CONTROL	23
HAZARD IDENTIFICATION AND CONTROL MEASURES	24

LIBRARY, DIT, KEVIN STREET CONTACT DETAILS

Role	Name	Location	Email	Telephone
College Librarian	Brendan Devlin (key holder)	Library	Brendan.Devlin@dit.ie	4631
General Enquiries		Library	kstlibrary@dit.ie	4894
Library Desk		Library		4894
Library employees	Julie De Foubert (key holder)	Library	Julie.Defoubert@dit.ie	4894
	Tina Hayes (key holder)	Library	Tina.Hayes@dit.ie	4894
	Patricia Murphy	Library	Patricia.Murphy@dit.ie	4894
	David Casey	Library	David.Casey@dit.ie	4894
	Catherine Moran	Library	Catherine.Moran@dit.ie	4894
	Eoin Brennan	Library	Eoin.Brennan@dit.ie	4894
Occupational Health Officer (OHO)	Yvonne McArdle	Room KE-225	Kevinst.occhealth@dit.ie	4603
Incident Controller	Porter on Duty	Front Desk		4625/4612

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

Front Desk	Kevin St. Main building	01 402 4625
	Annexe	01 402 4612
	Church Lane	01 402 4622
	NOC	01 402 4900
	FOCAS	01 402 7900 01 402 7902 01 402 7903
Incident Controller	Porter on Duty	01 402 4625
Building Service Supervisor	Jimmy Kane	01 402 4797
Building Maintenance Manager	Colm Gillen	01 402 4646 / 087 288 8294
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	Fionnuala Walsh	01 402 4568 /086 875 4422
Employee Assistance Programme (EAP) Contact	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
Coordinating and ensuring records are maintained for training and provision of Personal Protective Equipment	Philip Cohen / Brendan Devlin	Brendan Devlin.
Ensuring safety statement, risk assessments are carried out , updated and communicated	Brendan Devlin	Brendan Devlin
Ensuring the upkeep of first aid box and ordering first aid supplies from Occupational Health Officer	Brendan Devlin	Brendan Devlin.
Co-ordinating contractors activities and dealing with Buildings Office for Work Permits	Brendan Devlin where necessary	Brendan Devlin
Updating the statutory registers and Safety Data Sheets	N/A	
Ensuring adequate personnel designated as fire marshals and first aiders	Brendan Devlin	Brendan Devlin

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, Kevin Street and the controls that have been implemented to adequately safeguard the activities of the Library, DIT, Kevin 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/library 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 LIBRARY, DIT, KEVIN STREET

The Library, DIT, Kevin 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 preventive measures are implemented and maintained
- Improper conduct likely to put an employee's safety and health at risk is prevented
- A safe place of work is provided that is adequately designed and maintained
- A safe means of access and egress is provided
- Safe plant and equipment are provided
- Safe systems of work are provided.
- Risks to health from any article or substance are prevented.
- Appropriate information, instruction, training and supervision are provided.
- Where hazards cannot be eliminated suitable protective clothing and equipment are provided
- Emergency plans are prepared and revised
- Welfare facilities are provided and adequately maintained
- Competent personnel who can advise and assist in securing the safety, health and welfare of employees are employed when required

Signed: 
Head of Library Services, DIT, Kevin Street

Date: 24-5-2013

SCOPE OF SAFETY STATEMENT & HISTORY OF LOCATION

DIT Library Kevin Street is situated on the second floor of the Annexe building (A. 201). It has one main entrance/exit and several emergency exits. It comprises an area of 1,200 square metres and provides approximately 400 study spaces on the main library floor. There are 6 full-time staff and 3 part-time staff.

Opening Times

Library openings times during term-time are:

- 09:30 – 21:30: Monday to Friday
- 09:30 – 16:30: Saturday

Staffing and Key Holders

Staff arrive approximately 30 minutes before official opening up time. On a regular day there are 6-7 staff members. There is a minimum requirement of 2 staff on duty at all times. Keys holders are named below. DIT Porters also hold keys.

The library has 7 staff members. These include:

1. Brendan Devlin (key holder)
2. Julie De Foubert (key holder)
3. Tina Hayes (key holder)
4. Patricia Murphy
5. David Casey
6. Catherine Moran
7. Eoin Brennan

The key holders carry out a final sweep (check all areas and ensure that people make their way to the nearest exit route) of the library before they lock up at night-time. They also switch off and plug out electrics.

Areas

These include:

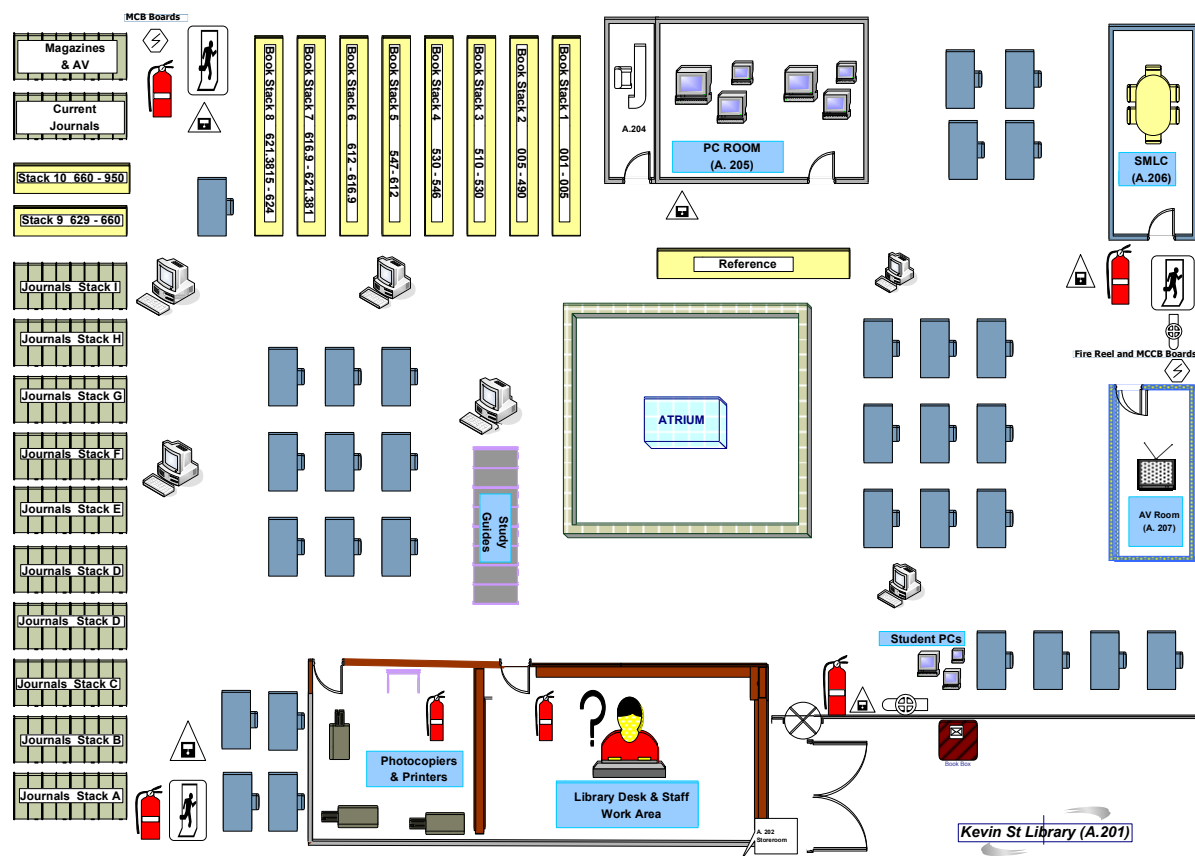
1. KA 202 Store Room
2. KA 204 College Librarian's Office
3. KA 205: Listening Room
4. KA 206
5. KA 207: Study Room
6. KA 208: Seminar Room
7. Photocopying/Printing Room
8. Main Desk/Staff Workstations

Group access/training rooms are also used by the Access Office and the Counselling Service.

Contents

The Library stock consists of approx. 40,000 hardcopy monograph volumes contained in eleven bookstacks (lending and reference) and 440 hardcopy periodical titles shelved in 12 journal stacks. Short Loan items and dissertations are stored behind the library desk. (These are supplemented by the web resources located on the DIT Library website). There are 4 student copier/printers on site, 7 staff desktops, 5 staff printers and twenty student desktops in addition to 3 television/multimedia screens, a DVD/VCR and a scanner.

MAP OF KEVIN STREET LIBRARY



The ASSEMBLY POINTS for DIT, Kevin Street Campus are:

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

SAFETY RESPONSIBILITIES

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

1. To ensure a Safety Statement relevant to operations is prepared which complies with Section 20 of the Safety, Health and Welfare at Work Act.
2. To ensure that the safety statement is reviewed at least annually and that the DIT 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 or 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 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 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 will 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, Kevin 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 the Health and Safety Team for the College of Sciences and Health. This Team meets 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 Sciences and Health , 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, Kevin Street codes all budgetary spend on activities/spend pertaining to safety, health and welfare. Considerable resources are expended by the Library, DIT, Kevin 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, Kevin 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, Kevin 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 x2	Library	Full test annually Servicing as required	Ricoh
Photocopiers x3	Library	Full test annually Servicing as required	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

- Trolleys are available for library staff usage to transport books
- Kick stools are available in the shelving aisles and behind the library desk to facilitate access to higher shelving/storage space

First Aid

It is recommended that all Library staff be trained as First-Aiders. (Julie DeFoubert and Tina Hayes both full-time employees are trained as First Aiders)

EMERGENCY PLANNING AND RESPONSE

SERIOUS INCIDENT/EMERGENCY

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

REQUIRES FIRST-AID

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

Occupational Health Offices

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

Injured/Unwell Students:

Student Health Centres

Northside 01 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 Flats (opposite main entrance) or Camden Row
- 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

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

Emergency Exit Plan

Kevin St Library contains three emergency exits with co-existing alarms (Break Glass units) as well as the main exit to the annexe stairwell. These are:

1. A double door fire exit beside the Student Maths Learning Centre (A.206) leading to Church Lane Lower.
2. A double door fire exit behind Book Stack 8 leading to Church Lane Upper.
3. A single door fire exit beside Journal Stack A leading onto Kevin Street Lower
4. A double door main exit to the second floor stairwell leading to the campus courtyard and beyond to Camden Row.

When the alarm sounds library staff must open pre-assigned fire doors (see below) and encourage patrons to leave quickly. Once their area is clear they should act as ‘sweepers’ down the emergency stairs as they exit. Once out of the fire exits students should be encouraged to move away from the annexe building and up to *Assembly Point A* Opposite DIT, Kevin Street in front of Bishop Street flats or *Assembly Point B* out on Camden Row to minimize risk from falling glass, debris or smoke inhalation.

In the case of an evacuation drill library staff should wait outside the fire exits until the all-clear is given and ensure no-one re-enters the building via the exits. Library staff should check the fire doors are re-set and closed on return to the library and report any incidents to the Incident Controller, the College Librarian and/or the Local Health & Safety Staff Safety Representative.

DIT Library Kevin St Emergency Evacuation Procedure: Daytime

<u>Left-hand Side Of Library</u>	Role	<u>Right-hand Side of Library</u>	Role
Team A		Team B	
Julie De Foubert	Open Fire Exit beside Stack 8. Clear library area. Act as a sweeper to Assembly Point A Bishop Street Flats (opposite main entrance)	Tina Hayes	Open Main Exit double doors. Clear library area. Act as a sweeper to Assembly Point B Camden Row
Patricia Murphy	Open Fire Exit beside Stack A. Clear library area. Act as a sweeper to Assembly Point A Bishop Street Flats (opposite main entrance)	David Casey	Open Fire Exit beside SMLC. Clear library area. Act as a sweeper to Assembly Point B Camden Row
Catherine Moran	Check and clear Stacks, Copier Area & Staff Area. Leave by Fire Exit beside Stack A and act as a sweeper to Assembly Point A Bishop Street Flats (opposite main entrance).	Brendan Devlin	Check and clear SMLC, AV Room & PC Room. Leave by Main Exit and act as a sweeper to Assembly Point B Camden Row

If anyone on your team is absent please ensure their duties are covered by you and the senior staff member on duty.

Depending on staff levels the **senior staff member on duty** or fire warden needs to check all the fire exits are open, the main floor is cleared and the following internal areas are clear:

- A.205 PC/Training Room
- A. 206 Student Maths Learning Centre Office
- A. 207 AV Room
- Copying/Printing Room
- Stacks
- Library Desk
- Staff Work Area

DIT Library Kevin St Fire Evacuation Procedure: Evening & Saturdays

If an evacuation happens between 5.30pm-9.30pm or on Saturdays when there are only two members of staff on duty, one staff member will take responsibility for each side of the library. This involves opening the fire exits and clearing their side of the library including internal rooms. Staff should exit by the fire exit on their side of the library.

<u>Area</u>	<u>Left-hand Side Of Library</u>	<u>Right-hand Side Of Library</u>
<u>Role</u>	Open 2 Fire Exits Clear left side of Library Clear Stacks Clear Copier Area Act as a sweeper to Assembly Point A Bishop Street Flats (opposite main entrance)	Open Fire Exit & Main Exit Clear right side of Library Clear PC Room Clear SMLC & AV Room Act as a sweeper to Assembly Point B Camden Row

Monday pm	Patricia Murphy	Eoin Brennan
Tuesday pm	Catherine Moran	Eon Brennan
Wednesday pm	Julie DeFoubert	Eoin Brennan
Thursday pm	David Casey	Tina Hayes
Friday pm	N/A not open	N/A not open
Saturdays 10am-5pm	Person on rota (Rota changes each Saturday)	Eoin Brennan

Note: Tables are based on 2012 staffing levels

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, Kevin Street are:

3. Bishop Street Flats (opposite Main entrance)

4. Camden Row

**Bishop Street Flats (opposite
main entrance)
Assembly Point A**



**Camden Row
Assembly Point B**



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

Evacuation Marshals Kevin Street Campus			
Main Building	Annex	Church Lane	NOC
✓ John Cassidy ✓ Anne Scully ✓ Caoimhe Ní Neill ✓ Claudia Colgan ✓ Derek Gilmor ✓ Howard Wallace ✓ Joe Keogh ✓ Margaret Nicholl ✓ Michael Farrell ✓ Michael Feeney ✓ Michael Devereux ✓ Nuala O'Byrne Ring ✓ Patricia Ennis ✓ Colm Gillen ✓ Seamus Rooney ✓ Tom Fallon	✓ Claire Kearney ✓ Martina Dennis ✓ Alicia Hughes ✓ Brendan Devlin ✓ Eve Donnelly ✓ John Halpin ✓ Mary Roche	✓ John Butler ✓ Gerard Harding ✓ Lee Howard ✓ Noel Masterson ✓ Eamonn Murphy	✓ Declan Hovenden ✓ Marie Maxwell ✓ Patricia Mordaunt ✓ Patricia Garry

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)

Two members of library staff are trained Occupational First Aiders (Order of Malta):

1. Julie deFoubert
2. Tina Hayes

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

Library first aid kits are located at:

- The main reception desk

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 Kevin St. at 402 3051 or contact the Emergency Services on 112 / 999 if an incident is urgent
- Incident Report forms are available from the Porter's desk. 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 9-5 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 also 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, Kevin 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, Kevin 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 and layout of new offices

It is the responsibility of each Head of Library, DIT, Kevin 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), Yvonne Mc Ardle 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 AND OUT OF HOURS ACCESS

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

No out of hours access takes place at this location.

WORK PLACEMENT

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

FIELD TRIPS/TRAVEL

This is not applicable to the DIT, Kevin 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 front desk 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, Kevin Street 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/library users. The most recent revision of all safety statements will be available on the DIT safety website and from the Library, DIT, Kevin 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 in the library. In particular, they are encouraged to identify any potential hazards, which may exist, and to ensure that a risk assessment is carried out.

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

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

- Physical
- Chemical
- Biological
- Operational
- Human Factors

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

Risks may be classified as:

- High
- Medium
- Low

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

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

Risk control measures are a combination of:

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

Risk Assessments for the Library, DIT, Kevin Street

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			
	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 flipcharts present • Sufficient exits (x3) • Sufficient fire extinguishers: Dry Powder (x1) & CO₂ (x2) • Students informed during induction about evacuation procedure • Emergency signage posted throughout • Good housekeeping standards maintained • Waste kept to a minimum • Evacuation drills twice per semester • Assembly point known to occupants • Occupants to escort visitors out 	<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

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	<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; Heavier items stored at waist level 	<ul style="list-style-type: none"> Staff shall ensure compliance with manual handling training and follow their 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 or manual handling 	<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 All routes kept clear and unobstructed 	Maintain standards	L	Library staff	Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	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 into library; students access library with student card Counter top between public and library staff Library staff have clear view of individuals entering/exiting Staff contact Porters/ Gardaí where necessary. All staff attend Emergency Response Training (ERT) Keys held by 3 staff members & Porters only Final sweep carried out each night before close. Continuous handrail available on stairs from ground floor Lift available. Mats flush with floor Electrical sockets placed to reduce possibility of trailing cables from equipment e.g. laptops All areas adequately lit 	<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 front desk Staff shall contact the Porters or Gardaí where difficulties arise and not put themselves in danger Staff shall ensure they are compliant with their ERT training 	L	<p>Brendan Devlin and Library Staff</p> <p>All Library Staff</p>	<p>Immediate</p> <p>Ongoing</p>

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	<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 do not maintain photocopiers Sockets shall not be overloaded Photocopying / printing area to be monitored on a constant basis Bins available here for recycling and general waste 	<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	Further 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	Further 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

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			
	Services: Electricity	<ul style="list-style-type: none"> • Electric shock • Electrocutation • Ignition source 	<ul style="list-style-type: none"> • Sufficient numbers of electrical sockets • Electric leads not trailing and neatly positioned • Students monitored re trailing cables from laptops etc., electrical sockets positioned to reduce trailing cables 	Brendan Devlin to Contact Buildings Office to request increased electrical sockets in photocopying area and behind main desk. And also to repair light out of order in Listening Room	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	Further Actions Required			
	Construction / Maintenance Work	Contractors and maintenance staff include: <ul style="list-style-type: none"> • Noonans Cleaners • Building contractors • Xerox 	<ul style="list-style-type: none"> • Buildings Office control all contractors • Maintenance work is carried out by competent authorized personnel only • DIT electricians and carpenter available for general maintenance items • Library reception is manned 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	Further 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	Lack of cleanliness or hygiene	<ul style="list-style-type: none"> Daily cleaning by Noonan's cleaning staff before and after the library opens 	<ul style="list-style-type: none"> Maintain standards 	L	Noonan's Cleaning Staff	Daily
	Waste Disposal	<ul style="list-style-type: none"> Waste accumulation Fire 	<ul style="list-style-type: none"> Rubbish removed daily by Noonan's 	<ul style="list-style-type: none"> Maintain standards 	L	Noonan's 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	Further 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	Brendan Devlin or any Library 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	Further 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 & AED available at Porter's Desk. List of those trained at www.di.ie/safework • All incidents reported immediately and incident report form completed • Additional supplies available from Health & Safety Office on request <p>Full-time Occupational First Aiders:</p> <ol style="list-style-type: none"> 1. Julie De Foubert 2. Tina Hayes <ul style="list-style-type: none"> • First aid training available from Staff Training & Development • Emergency first aid procedure posted • Online hazard reporting facility available 	<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

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	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"> An agreement is in place stating that a minimum of 2 staff members must be present at all times No lone working currently occurs DIT Policy in place 	None required at present. If circumstances change contact Yvonne McArdle	N/A	Brendan Devlin 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	Further 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"> Step ladder present for accessing higher shelving units/library storage Staff trained in manual handling Heavier items to be stored at waist height 	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	Further 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	Brendan Devlin 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/known 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 Library where there are special needs 	None required at present If circumstances change Yvonne McArdle shall be contacted	L	All DIT Staff and Students	As necessary

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	Sensitive Work Groups: New Recruits	<ul style="list-style-type: none"> • 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	Brendan Devlin 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 • Fear • Intimidation etc. 	<ul style="list-style-type: none"> • 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 	L	Library staff members	As necessary

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	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 (Ground 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 reception is manned at all times Library staff member can check deliveries and accept same where satisfied Evacuation plan in place. 	Visitors to be briefed on emergency procedures by whomever they are visiting (if possible)	L	Library staff member being visited	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	<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 Disturbance 	<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	Brendan Devlin	As necessary
	Personal Protective Equipment (PPE)	N/A	N/A	N/A	N/A	N/A	N/A

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