



**BUILDINGS OFFICE**

**SAFETY STATEMENT**

**2013**

Revision	Originator	Approved by	Date
1 <sup>st</sup>	T. Maher	P. McDunphy	24 <sup>th</sup> May 2013



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## 1 INTRODUCTION

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

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 Buildings Office and the controls that have been implemented to adequately safeguard the activities of this Office.

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

This document applies to all staff, students, visitors and contractors/service providers.

## 2 DEPARTMENTAL SAFETY OBJECTIVES

The Buildings Offices aims to maintain and continually improve all DIT premises to the highest possible standard and ensure in so far as reasonable practicable that all DIT premises provide an environment that is without risk to the safety, health and welfare of all students, staff and visitors will on DIT premises.

<b>Signed:</b>	 <b>Paul McDunphy</b> <b>Buildings Officer</b>	<b>Date:</b>	<u>13/06/13.</u>
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### 3 BUILDINGS OFFICE CONTACT DETAILS

3.1 Central Buildings Office			
Buildings Officer	Phone (01):	Mobile:	Email:
Paul McDunphy	402 3362	(01) 402 8080	paul.mcdunphy@dit.ie
Assistant to the Buildings Officer			
Jim Behan	402 3440	(087) 7954182	jim.behan@dit.ie
Buildings Officer Secretary			
Susan Benson	402 3361		susan.benson@dit.ie
3.2 Aungier Street Campus Buildings Office			
Buildings Maintenance Manager	Phone (01):	Mobile:	Email:
Bill Hennessy	402 7091	(087) 2760592	bill.hennessy@dit.ie
Buildings Services Supervisor			
Pat Healy	402 3277	(087) 7675770	patrick.healy@dit.ie
Buildings Office Secretarial Support			
Tracy Armstrong	402 7141		tracy.armstrong@dit.ie
Goods Inwards	402 3189		marc.oloideoin@dit.ie
Front Desk - Aungier Street Entrance	402 3061		
Front Desk - Bishop Street Entrance	402 7004		
3.3 Bolton Street Campus Buildings Office			
Buildings Maintenance Manager	Phone (01):	Mobile:	Email:
Richard Smyth	402 3646	(086) 3831428	richard.smith@dit.ie
Buildings Services Supervisor			

Joe O'Brien	402 3793	(086) 1953854	joe.obrien@dit.ie
<b>Buildings Office Secretarial Support</b>			
Bernie Quinn	402 3603		bernie.quinn@dit.ie
<b>Goods Inwards</b>	402 3601		patrick.corcoran@dit.ie
<b>Front Desk - Bolton Street</b>	402 3607		
<b>Front Desk - Linenhall</b>	402 4000		
<b>Front Desk - Beresford Street</b>	872 7157		
<b>Front Desk - E- Block</b>	402 3724		
<b>3.4 North City Campus Buildings Office</b>			
<b>Buildings Maintenance Manager</b>	Phone (01):	Mobile:	Email:
Terry Maher	402 4523	(087) 1958120	terry.maher@dit.ie
<b>Buildings Services Supervisor</b>			
Derek Bowden	402 4381	(087) 9404632	derek.bowden@dit.ie
<b>Buildings Office Secretarial Support</b>			
Karen White	402 4276		karen.white@dit.ie
<b>Goods Inwards</b>	402 4318		brendan.coffey@dit.ie
<b>Front Desk - Cathal Brugha Street</b>	402 4302		
<b>Front Desk - Marlborough Street</b>	402 4500		
<b>Front Desk - Mountjoy Square</b>	402 4100		
<b>Front Desk - Sackville Place</b>	402 7542		
<b>Front Desk - Portland Row</b>	402 3555		

<b>3.5 Kevin Street Campus Buildings Office</b>			
<b>Buildings Maintenance Manager</b>	Phone (01):	Mobile:	Email:
Colm Gillen	402 4646	(087) 2888294	colm.gillen@dit.ie
<b>Buildings Services Supervisor</b>			
Jimmy Kane	402 4797	(087) 2254365	jimmy.kane@dit.ie
<b>Buildings Office Secretarial Support</b>			
Claudia Colgan	402 4713		claudia.colgan@dit.ie
<b>Goods Inwards</b>	402 4627		joseph.ohanlon@dit.ie
<b>Front Desk - Kevin Street</b>	402 4625		
<b>Front Desk - Annex Building</b>	402 4612		
<b>Front Desk - Church Lane</b>	402 4622		
<b>3.6 South City Campus Buildings Office</b>			
<b>Buildings Maintenance Manager</b>	Phone (01):	Mobile:	Email:
Colm Gillen (163 Rathmines Rd, 143 Rathmines Road & Chatham Row)	402 7665	(087) 2888294 (087) 2760592	buildings@dit.ie
Bill Hennessy (Temple Bar & Mount Street)	402 7091		
<b>Buildings Services Supervisor</b>			
Ciarán Stone	402 3451	(087) 6675703	ciaran.stone@dit.ie
<b>Buildings Office Secretarial Support</b>			
Paul Carroll	402 7665		paul.carroll@dit.ie
<b>Goods Inwards</b>	402 3451		alan.benson@dit.ie
<b>Front Desk - 143-149 Rathmines Road</b>	402 3339		

<b>Front Desk - 163-167 Rathmines Road (College of Music)</b>	402 3451		
<b>Front Desk - Chatham Row</b>	402 3576		
<b>Front Desk - Temple Bar</b>	679 9244		
<b>Front Desk - Mount Street</b>	676 7287		

## 4 OTHER CONTACT NUMBERS

### 4.1 Emergency Contact Numbers

Emergency Services	112/999 (You may need to dial "0" for an outside line)
Hospital	Contact 999 for nearest available hospital
Dublin City Council	(01) 222 22 22
Garda Síochána	Contact 999 for nearest available station
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



## 4.2 Health and Safety Office

Health and Safety Officer	<b>Edel Niland</b>	Tel: 402 4192 / 086 3891080
Health and Safety Office Admin Support	<b>Sinéad Collins</b>	Tel: 402 4213
Occupational Health Officer (OHO) – Bolton Street	<b>Rosie Cannon</b>	Tel: 402 3615 / 087 980 9194
Occupational Health Officer (OHO) North City Campus	<b>Orlaith Waters</b>	Tel: 402 4317 / 087 980 9131
Occupational Health Officer (OHO) Kevin Street Aungier Street/Rathmines	<b>Yvonne Mc Ardle</b>	Tel: 402 4603 / 087 980 9135

## 4.3 Chaplaincy Services

Aungier St	Sr. Mary Flanagan	Tel: 402 3050 / 087-6417309
Cathal Brugha Street	Finbarr O'Leary	Tel: 402 4308 / 0874169517
Bolton Street	Fr. Alan Hilliard	Tel: 402 3639/ 087-7477110
Kevin Street	Fionnuala Walsh	Tel: 402 4568 / 086-875 4422

## 5 BUILDINGS OFFICE GENERAL DETAILS

### 5.1 Scope of Operations

1. Building Maintenance
2. Project Management
3. Contractor Management
4. Events Management
5. Environmental/Energy Management
6. Providing support services including;
  - Opening, closing and attendance of DIT Buildings and premises
  - Customer Services
  - Security
  - Emergency Response
  - Cleaning and recycling
  - Logistics

### 5.2 History of Location

The Buildings Office remit extends to all DIT properties. This currently consists of 31 premises. The DIT building Portfolio is divided into Geographical areas with each area being managed by Buildings Maintenance Manager (BMM) and supported by a Buildings Services Supervisor (BSS). The Geographical locations, names of the respective Buildings Maintenance Managers and Buildings Services Supervisors along with the number and breakdown of staff are as follows;

#### 5.2.1 North City Campus

1. Buildings Covered

##### Manned Buildings

- Mountjoy Square
- Cathal Brugha Street
- Marlborough Street
- Sackville Place
- Portland Row

### Unmanned Buildings

- Broombridge / Bannow Road
  - Denmark Street
  - Aviation Centre – Dublin Airport Business Park
  - 31 Marlborough Court
2. Buildings Maintenance Manager – Terry Maher
  3. Buildings Services Supervisor – Derek Bowden
  4. Administrative Support – Karen White
  5. Number of Porters – 16
  6. Number of Trade / Buildings Maintenance Staff – 2
  7. Number of General Operatives - 7

### **5.2.2 Bolton Street**

1. Buildings Covered

#### Manned Buildings

- Bolton Street
- LinenHall
- Beresford Street

#### Unmanned Buildings

- Capel Street
  - Lurgan Hall
2. Buildings Maintenance Manager – Richard Smith
  3. Buildings Services Supervisor – Joe O' Brien
  4. Administrative Support – Bernie Quinn
  5. Number of Porters – 9
  6. Number of Trade / Buildings Maintenance Staff – 2
  7. Number of General Operatives - 13

### 5.2.3 Kevin Street

#### 1. Buildings Covered

##### Manned Buildings

- Kevin Street
- Annex Building
- Church Lane unmanned

##### Unmanned Buildings

- Bride Street
- Focus

2. Buildings Maintenance Manager – Colm Gillen
3. Buildings Services Supervisor – James Kane
4. Administrative Support – Claudia Colgan
5. Number of Porters – 7
6. Number of Trade / Buildings Maintenance Staff – 3
7. Number of General Operatives - 8

### 5.2.4 Aungier Street

#### 1. Buildings Covered

##### Manned Buildings

- Aungier Street

2. Buildings Maintenance Manager – Bill Hennessy
3. Buildings Services Supervisor – Pat Healy
4. Administrative Support – Tracey Armstrong
5. Number of Porters – 7
6. Number of Trade / Buildings Maintenance Staff – 0
7. Number of General Operatives – 7

### 5.2.5 South City Campus

#### 1. Buildings Covered

##### Manned Buildings

- Mount Street
  - Chatham Row
  - Temple Bar
  - 163 Rathmines Rd,
  - 143 Rathmines Road
2. Buildings Maintenance Manager – Colm Gillen / Bill Hennessy
  3. Buildings Services Supervisor – Ciaran Stone
  4. Administrative Support – Jim Behan, Paul Carroll, Susan Benson
  5. Number of Porters – 8
  6. Number of Trade / Buildings Maintenance Staff – 2
  7. Number of General Operatives - 8

## 6 SAFETY RESPONSIBILITIES

The details of the safety management structure with associated responsibilities are outlined in the Parent Safety Statement and can be summarised as follows;

### 6.1 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.

#### 6.1.1 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)** A 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) is 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.— The 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 health and 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.
- Lecturing staff that have responsibility for undergraduates/postgraduates/post doctorates and apprentice students, must ensure that those under their supervision receive safety information and training appropriate to the hazards and risks that they may be exposed to.
- To ensure that any safety measures associated with new equipment/machinery is brought to the attention of the Head of Department, implemented, documented in the health and safety statement and communicated effectively.

- To report to the Head of Department any person abusing facilities or equipment.
- Workshop staff should ensure that they do not carry out repairs or servicing on plant or machinery unless it is isolated and they should ensure that any guards removed to carry out repairs are properly replaced.
- All staff, visitors and contractors must wear appropriate protective equipment when they enter a hazardous area.
- To adhere to policies and procedures in the case of lone working/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.

## 6.2 Contractors/Service Providers

The following responsibilities are allocated to contractors:

- All contractors will be expected to comply with the Institute's Policy for safety health and welfare and must ensure that their own health and safety statement is made available whilst work is being carried out. It is the Institutes policy that all contractors have a health and safety statement in accordance with the *Safety, Health and Welfare at Work Act 2005* .
- All work must be carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site. The contractor must have adequate insurance cover.
- Contractors must not commence with any work on the premises or project site until the **DIT-Buildings Office, Contractor Safety Code** and other relevant safety procedures are read, understood and accepted. The DIT-Buildings Office, Contractor Safety Code will be issued as part of contract tenders. Compliance with this document will form part of any contract entered into by the DIT Buildings Office. The DIT-Buildings Office, Contractor Safety Code is available to download on the Buildings Office webpage or by contacting and section of the Buildings Office.
- Contractors must complete the DIT e-learning programme for Contractors/Service Providers.
- Contractors will take reasonable care of themselves and others who may be affected by their acts or omissions and will co-operate as appropriate with DIT employees as necessary.



- Contractors must supply at tender stage a safety statement, relevant method statements, copies of their public and employers liability insurance and complete the Contractors Compliance Form CCF1 before a contract is awarded.
- They will liaise with the local Building Maintenance Manager and obtain work permits as required.
- Scaffolding and other access equipment used by contractors employees must be erected and maintained in accordance with current legislation and Codes of Practice.
- All plant and equipment brought onto the site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and have all necessary certificates available for inspection.
- All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. No power tools or electrical equipment of greater than 110 volts should be used outdoors. If it is necessary to use equipment operating from a 220-volt supply, a residual current device with a rated tripping current of 30mA and operation of 30m sec must be used.
- Any injury sustained by a contractor's employee must be reported immediately to the local Building Maintenance Manager.
- Contractors must comply with any safety instructions given by authorised DIT personnel.
- DIT may carry out safety inspections. Contractors informed of any hazards or defects identified during these inspections will be expected to take immediate action. (The safety inspection procedure is outlined in the appendices).
- DIT must be notified of any material or substance brought onto the site which has health, fire or explosive risks. Such materials must be stored and used in accordance with current recommendations.
- Contractors will be accountable for the maintenance of good housekeeping practices at all times within their respective areas of work.
- Contractors are not allowed to use equipment owned by the Institute unless written permission is received from the Head of Function and a competent person passes it as being safe.

### 6.3 Visitors

- Visitors may lack familiarity with the Institute's premises and facilities and are therefore a potential risk to themselves and others. All visitors must identify themselves to the relevant DIT personnel and follow all DIT's safety procedures and policies.
- Where necessary, visitors will wear safety shoes, safety glasses or other appropriate personal protective equipment (PPE), particularly in the laboratories/workshops/kitchens etc. Such information should be given to the visitor prior to the visit if possible.
- Visitors must not enter any area where they do not have the authority to do so.
- 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.
- A safety booklet and wallet card is available at any front desk on request.
- The DIT Parent Health and Safety Statement is available on request from the Faculty Director/Building Maintenance Manager.
- Information regarding children onsite may be found in Section 4 (Protection of Children and Young Persons).

## 7 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.

## 8 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 Buildings Office ensures that health and safety is an agenda item at all its fortnightly meetings and ensures that working groups are appointed to deal with certain health and safety items if required.

Each geographical area of the Buildings Office ensures that they have a nominee who sits on their respective Health and Safety Team. This Team meets periodically throughout the year. 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](http://www.dit.ie/safework))

## **9 PROVISION OF INFORMATION**

### **9.1 Information to Buildings Office Staff**

Information is provided to Buildings Office staff through the following media;

- Standard Operational Procedures – Folders are located at each desk. SOPs are available to download from the Buildings Office web page.
- Fire Register – Provides Buildings Office Staff with information regarding their specific duties pertaining to testing of emergency systems.
- Staff memos and emails.
- Ongoing training and personnel development is provided.
- Use of notice boards (including digital notice boards).
- Standards required by Contractors are set out in the DIT – Buildings Office, Contractor Safety Code. This document is available to download from the Buildings Office web page. Copies can be obtained from the Buildings Office - Administrative support offices. See Section 1 for contact details.

### **9.2 Information to DIT Staff, Students and Visitors**

Information is provided to DIT Staff, students and visitors through the following media;

- Standard Operational Procedures – Available on website.
- Staff memos and emails.
- Use of notice boards (including digital notice boards).
- Meetings and staff briefings.
- Loud hailers and intercoms.

- Publication of Communication Plans based on an approved template.
- Representation at Health and Safety Team meetings.

It is imperative that affected or potentially affected parties are notified of Buildings Office activities. When an activity is being carried out that may impact building users, potentially impacted parties are advised via a combination of the above media.

## 10 RESOURCES

The Buildings Office codes all budgetary spend on activities/spend pertaining to safety, health and welfare.

## 11 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. All Standard Operation Procedures are available to download from the Buildings Office website and hard copies are available at each front desk.

Management will 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.

In regard to Contractors, the Buildings Office has developed a Contractor Safety Code. This Code provides Contractors working on behalf of the Buildings Office with specific rules and guidelines on their requirements with regard to Safety, Health and Welfare at Work, while engaged on DIT premises. This document is issued to contractors and provides information regarding the Safety procedures and arrangements in place on DIT premises.

This document will be issued to contractors tendering for, or carrying out works on behalf of the DIT - Buildings Office and compliance with this Code forms part of their contract of works. Compliance with the DIT –Buildings Office, Contractors Safety Code will be used as a Key Performance Indicator when evaluating Contractor performance. The Contractors Safety Code is available on the Buildings Office Web page.

## 12 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 Buildings Office follows all the guidelines as per the Parent Safety Statement and ensures that a risk assessment is carried out before any chemical agent, equipment/machinery or contractor is purchased or engaged.

## 13 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 Buildings Office 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 Buildings Officer shall ensure the activity is ceased.

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

Item	Location	Test Frequency	Test Company Details
<i>Fire Fighting Equipments</i>	<i>All Buildings. Refer to local BMM</i>	<i>Annual and Monthly</i>	<i>Total Fire Protection Ltd.</i>
<i>Emergency Lighting</i>	<i>All Buildings. Refer to local BMM</i>	<i>Quarterly</i>	<i>Shelbourne Engineering</i>
<i>Fire Alarms</i>	<i>All Buildings. Refer to local BMM</i>	<i>Quarterly</i>	<i>DML</i>
<i>AEDs</i>	<i>All Buildings. Refer to local BMM</i>	<i>Daily</i>	<i>Internal</i>
<i>Lifts</i>	<i>All Buildings. Refer to local BMM</i>	<i>Quarterly</i>	<i>OTIS</i>
<i>Boilers and Mechanical Plant</i>	<i>All Buildings. Refer to local BMM</i>	<i>Annually</i>	<i>Burlington Engineering, McGinley Engineering</i>
<i>Classroom Furniture</i>	<i>All Buildings. Refer to local BMM</i>	<i>Annually</i>	<i>Royal Upholstery</i>
<i>Intruder Alarm Systems</i>	<i>All Buildings. Refer to local BMM</i>	<i>6 monthly</i>	<i>Sapphire Security Ultimate Security Executive Security</i>
<i>Drinking Water Fountains</i>	<i>All Buildings. Refer to local BMM</i>	<i>6 monthly</i>	<i>All Water Systems Wild About Water</i>
<i>Lifting Equipment</i>	<i>All Buildings. Refer to local BMM</i>	<i>Annually</i>	<i>Various</i>
<i>Fall Arrest Systems</i>	<i>All Buildings. Refer to local BMM</i>	<i>Annually</i>	<i>Various</i>
<i>Electrical Services</i>	<i>All Buildings. Refer to local BMM</i>	<i>Annually</i>	<i>Conquer Engineering Shelbourne Engineering</i>

\* Due the vast range of properties and facilities managed by the DIT Buildings Office the above list is limited to the common equipment and safety system. The list is subject to change. A full listing of all maintenance contracts can be acquired by contacting the respective Buildings Office.

## 14 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 during induction and Emergency Response Training (ERT) and safety arrangements pertinent to their workplace as per section 11 of the 2005 Act.

The following H&S training is compulsory for Buildings Office staff

- Emergency Response Training (every 2 years)
- Manual Handling (every 3 years)
- FAS Safe Pass - BMMs BSSs and Trade, Maintenance and Portering Staff (every 3 years)
- Emergency First Aid - All Portering Staff (every 2 years)

In 2011 a working group was established between the Buildings Office, Health and Safety and Staff training and Development to identify the training needs of the Buildings Office. This group issues a report titled “**Report and Recommendations of Buildings Staff Working Group – Final - August 2011**”. The Buildings Office is committed to providing the level of training set out in the above named report. Furthermore, all Buildings Office Staff are provided with additional specific training as required or as determined by risk assessments. All Buildings Office Staff are encouraged to undertake continual relevant training and are supported in doing so.

## 15 EMERGENCY PLANNING AND RESPONSE

### **SERIOUS INCIDENT/EMERGENCY**

- Dial 112/999 (You may need to dial “0” for an outside line)
- Contact Health and Safety Office – See contact details in Section 1

### **REQUIRES FIRST-AID**

- Contact Front Desk - See contact details in Section 1

### **OCCUPATIONAL HEALTH OFFICES**

- See contact details in Section 1

### **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](http://www.dit.ie/safework)).

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

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

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

- Each class/office should evacuate the building using the nearest available exit, ensuring the safe shutdown of equipment/electricity/gas.
- All students in classrooms should be led by lecturers/technicians.
- All visitors should be escorted to safety by the person they are visiting.



- All persons evacuating should form a single file on both sides of the corridor or stairway, leaving the centre passageway clear.
- Anyone in common areas or moving between areas, should immediately join the lines of people exiting.
- Separate emergency egress plans have been prepared for people with disabilities.
- All doors should be closed (not locked) by the last person in the line.
- Appointed evacuation marshals should “sweep/search” their designated areas, checking to ensure that all offices, classrooms, cloakrooms, restrooms, storage areas have been evacuated. They then should leave via the nearest escape route.
- All evacuation marshals/sweepers, Building Maintenance personnel, Heads of Function, First-Aiders should assemble at designated assembly point to check in, reporting to the Incident Controller details of any casualties or people needing assistance with evacuation. This information is then given by the Incident Controller to the Emergency Services.
- All students and staff should disperse from the building and go to a place of safety.
- No one may re-enter the building until the all clear has been given by the Incident Controller.

**YOU SHOULD FAMILIARISE YOURSELF WITH THE LOCATIONS OF THE FOLLOWING:**

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

For information on Assembly Points go to the nearest front desk.

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

### **EMERGENCY RESPONSE DUTIES – SPECIFIC TO THE BUILDINGS OFFICE**

In the event of a fire or other major incident which may cause the fire evacuation alarm to be activated, Buildings Office staff have a central role to play. In all incidences, the Porter on duty will act as the Incident Controller and he/she will coordinate Buildings Office staff and liaise with the emergency services. If the BSS or BMM are on site at the time of the incident, they may assume this role.

For each campus and building, a detailed Emergency Manual has been developed by the Health and Safety office. These are available on the DIT website on the following link <http://www.dit.ie/healthsafety/manuals/>.

The following is a summary of the specific duties held by the front desk, with regard to a fire or other emergency.

- Assume the role of Incident Controller.
- If a warning alarm appears on the fire panel, investigate on the panel, identify what has happened and where. Go to investigate or send another member of Buildings Office staff to investigate.
- If it can be confirmed that the warning is not a fire/emergency threat, the alarm should be silenced and the panel reset.
- If the warning is due to a fire threat, the full alarm shall be sounded if it has not already done so automatically.
- In the event of a full activation, the Porter on duty, acting as Incident Controller shall coordinate the evacuation of the building.
- The Incident Controller should remain at the main front desk as the evacuation takes place and remain close to the telephone to allow them liaise with emergency services.
- The incident controller shall issue instructions to other Buildings Office staff with regard to manning exits, traffic control, sweeping the building (or part thereof) or investigating the source of the alarm activation. Site specific roles will be detailed in the Emergency Manuals on the DIT website.
- The Incident Controller may also issue instructions to Fire Marshalls.
- The Incident Controller should deliver the Fire Register to the emergency services. When the evacuation has been completed the incident controller may investigate the source of the alarm

activation or emergency treat if it is safe to do so. If a treat remains, the Incident Controller should remain outside and allow the emergency services to respond.

- When the evacuation has been completed the incident controller may investigate the source of the alarm activation or emergency treat if it is safe to do so. If a treat remains, the Incident Controller should remain outside and allow the emergency services to respond.
- If a treat remains, the Incident Controller should remain outside and allow the emergency services to respond.
- ***If the Incident Controller is 100% satisfied that the treat has been eliminated*** the alarm can be silenced and reset and the incident controller can give the “All Clear” for people to re-enter the building. For all incidents whether a major incident, a warning, a false alarm, a nuisance fault or deliberate mischievous activation, once the incident has been dealt with the Incident Controller shall complete an Incident report form.

## 16 FIRST AID

An emergency first-aid kit and AED is available at each front desk. 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](http://www.dit.ie/safework)).

The Buildings Office has a policy of Training all Porters in Emergency First Aid. At the time of writing Emergency First Aid training was being provided to all Porters at a phased basis.

The Buildings Offices need to receive a copy of all incident reports relating to Contractors.

## 17 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](http://www.dit.ie/safework))

## 18 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.

## 19 PERSONAL PROTECTIVE EQUIPMENT

It is the policy of DIT to eliminate all hazards where reasonably practicable and assess what PPE is required only when further risk reduction is not feasible.

All PPE and safety equipment purchased by the Buildings Office must be of approved standards and comply with relevant EC Directives regarding design and manufacture. Defects shall be reported to Managers/Supervisors.

The various areas where PPE must be worn are outlined in the departmental risk assessments. This is further complemented with signage. PPE shall be provided and worn in designated areas and whilst carrying out specific tasks, based on the risk assessments.

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

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

They must also ensure that it is returned to storage subsequent to use. Supervision and monitoring are required to ensure PPE is used correctly. All buildings Office staff shall support the correct use of PPE and inform any person in the area including contractors/service providers, students and visitors of the statutory and departmental policies in place with regard to PPE.

## 20 ERGONOMICS

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

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

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

## 21 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 changing rooms/cloakroom facilities with sufficient capacity and seating for storage and changing of clothes.
- ✓ Adequate provision for drying wet or damp work clothes.
- ✓ Facilities for pregnant or breastfeeding employees.

Staff members are 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.

## **22 SENSITIVE WORK GROUPS**

### **22.1 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 Representation 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.

### **22.2 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. 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.

## **23 LONE WORKING / OUT OF HOURS WORKING**

A lone working and out of hours access procedure is available. Lone working must be dealt with as part of each risk assessment. 24 hour access is only permitted in 2 buildings.

## **24 STAFF/STUDENTS WITH DISABILITIES**

Specific risk assessments will be completed to ensure that the health and safety needs of staff and students with 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 (PEEP) 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.

## **25 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 further 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.

## **26 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.

## **27 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.

## **28 STRESS**

The HR department should be consulted immediately if an issue regarding stress is highlighted.

An Employee Assistance Programme (EAP) is available to all staff and the EAP Officer will assist in facilitating staff with various coping mechanisms and counselling etc.

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

The Buildings Office shall ensure that periodic health and safety audits are completed and a review of all safety statements and documentation takes place. All changes will be communicated to all staff, students, visitors and contractors/service providers.

## **30 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 Buildings Officer will issue new documents after appropriate consultation and agreement with relevant parties. The most up-to-date versions of the Buildings Office Safety Statement, Standard Operational Procedures and other relevant documents will be available from the DIT website.



### 31 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
- Environmental
- Human Factors

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

- High
- Medium

- Low

**High** Occurrence is probable, and could cause a fatality, serious injury or serious ill health to an individual or group of people.

**Medium** Occurrence is possible and could cause injury or ill health to an individual or a small group of people.

**Low** Occurrence is possible but unlikely, only minor injury would be caused and would probably be limited to a single individual.

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

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

Buildings Office Risk Assessments are included in Appendix A.



## APPENDIX A – BUILDINGS OFFICE - RISK ASSESSMENTS

## **DIT BUILDINGS OFFICE RISK ASSESSMENT**

The DIT Buildings Office is engaged in a wide range of activities and works all of which can carry an element of risk.

The Buildings office have developed (and continue to develop) policies and procedures to ensure the safe execution of tasks.

The following are risk assessments carried out for general work places and general work place activities which are under the responsibility of the Buildings Office;

- Access and Egress
- Lone Working
- Disability
- Signage and Documentation
- Cleaning
- Waste Disposal
- Housekeeping
- First Aid
- Incidents and Incident Reporting
- Hazard Reporting
- Pregnant Employees and Nursing Mothers
- Welfare Facilities
- Noise
- Equipment and Machinery
- Portable Equipment
- Manual Handling
- Photocopiers / Photocopying Room
- Ergonomics
- Visitors and Behaviour
- Structural: Floors, Walls, Ceilings and Doors
- Services: Heating, Lighting, Ventilation, Windows and Electricity
- Emergency Response, Evacuation and Fire
- Office Safety
- Contractors
- Roof Access
- Plant Room Access

The DIT Buildings Office endeavours to minimise all risks to the health and safety of all persons.

The above list is non-exhaustive and is aimed at covering general activities only. Additional specific risk assessments may be required as tasks arise and these will be available on the Buildings Office webpage.

<b>Table 1:</b>	<b>Risk Assessment for the DIT Buildings Office</b>
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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			
1	Access and Egress	<ul style="list-style-type: none"> <li>Security threats</li> <li>Threats from public</li> <li>Violence / Assault</li> <li>Unwanted visitors</li> <li>Safe means of entry</li> <li>Safe means of escape</li> </ul>	<ul style="list-style-type: none"> <li>Porter on duty at main entrances/exits of manned buildings.</li> <li>Porters have a clear view of people entering the building.</li> <li>CCTV is located at building entrances. See SOP for CCTV.</li> <li>Buildings Office SOP for dealing with aggressive behavior is available.</li> <li>Staff contact the Gardaí where necessary.</li> <li>All staff have attended Emergency Response Training (ERT).</li> <li>Keys are held by Buildings Office Staff &amp; G4S only.</li> <li>As the building is opened in the morning, a check of all emergency routes is</li> </ul>	<ul style="list-style-type: none"> <li>Buildings staff to follow the agreed SOP when dealing with potentially aggressive behavior.</li> <li>Staff shall ensure they are compliant with their ERT training.</li> <li>CCTV footage is to be viewed and downloaded as per the agreed SOP.</li> <li>All security related incidents are to be recorded in the Incident book.</li> <li>Online incident reporting system to be rolled out.</li> <li>SOP to be developed</li> </ul>	M	Buildings Office Staff	Ongoing

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			
1	Access and Egress (Cont)		<p>carried out and recorded in the Fire Register.</p> <ul style="list-style-type: none"> <li>• A final sweep is carried out each night before close.</li> <li>• During routine checks all access route are continually checked to ensure all are clear, readily available and free from obstruction.</li> <li>• Continuous handrail available on stairs from ground floor.</li> <li>• Lifts available. These are covered by maintenance contracts.</li> <li>• SOP available for clearing of snow and ice.</li> </ul>	for open/lock up.			
2	Lone Working / Out of Hours	Violence Unable to make contact in event of an emergency etc.	<ul style="list-style-type: none"> <li>• Lone working may only occur in designated buildings where a risk assessment have been carried out and documented lone working policy put in</li> </ul>	<ul style="list-style-type: none"> <li>• Phasing in of Emergency First aid training to continue for all Porters.</li> </ul>	L	Line Manager to All BSS's BMM's	First aid Training to be complete by all porters by start of 2013/14 academic year.

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			
2	Lone Working / Out of Hours (Cont)		<ul style="list-style-type: none"> <li>place.</li> <li>Out of hours access is limited to the Focus Building and E-Block.</li> <li>All Porters have potential to carry out lone working. All porters will therefore be required to carry out Emergency First Aid training.</li> </ul>				
3	Universal Access	Lack of access / egress No Personal Emergency Egress Plan (PEEP) in place No risk assessment (RA) completed	<ul style="list-style-type: none"> <li>As required, a specific PEEP or RA is carried out for a staff/student member with a disability.</li> <li>Accessibility audits have been carried out in all buildings.</li> <li>Where a staff member has a health issue that prevents them carrying out particular tasks, the individuals task list is tailored locally to minimize risk.</li> <li>All reasonable equipment/lifting aids</li> </ul>	<ul style="list-style-type: none"> <li>As required PEEP or local working arrangements are made to accommodate staff with disabilities or health issues.</li> <li>The Buildings Office are endeavoring to have all Buildings fully wheelchair accessible by 2015 in line with legislation.</li> </ul>	L	BSS's and BMM's supported by Buildings Officer as required.	As necessary

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			
3	Universal Access (Cont)		<p>are provided to staff.</p> <ul style="list-style-type: none"> <li>• Staff are advised through induction and training to contact Local OHO (OHO) regarding any disability so that a PEEP can be carried out.</li> <li>• Lifts are provided to most DIT buildings.</li> <li>• PEEPS are carried out by the H&amp;S Office for staff and students with disabilities. Any specific actions or support required by the Buildings Office is communicated to the relevant parties.</li> </ul>				
4	Signage and Documentation	Lack of knowledge regarding safety procedures	<ul style="list-style-type: none"> <li>• Emergency Exit signage in place in all buildings.</li> <li>• Safety Notice Points and Fire Action points throughout all buildings.</li> <li>• No Smoking signage located at all entrances</li> </ul>	<ul style="list-style-type: none"> <li>• New fire registers to be rolled out.</li> <li>• Maintain existing signage and install new signage as required.</li> <li>• SOP folders to be developed further.</li> </ul>	L	BSS's and BMM's and Porters	Ongoing



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			
4	Signage and Documentation (Cont)		<ul style="list-style-type: none"> <li>Buildings Office SOPs are held at all front desks</li> <li>A fire register is located at all front desks. Fire register is currently under review.</li> <li>New fire register being trialed at Marl St/CBS</li> <li>Digital notice boards are located in some buildings.</li> <li>Buildings Office staff are briefed on all Safety Procedures relevant to them and any amendments to same.</li> <li>Ongoing training is made available to Buildings Office Staff.</li> </ul>	<ul style="list-style-type: none"> <li>Fire Registers to be updated (Updated register currently on trial in CBS/Marl St).</li> </ul>			
5	Cleaning	Lack of cleanliness or hygiene	<ul style="list-style-type: none"> <li>Daily cleaning carried out by Housekeeping staff and Contract cleaners.</li> <li>Buildings Office to act as daily liaison with contract cleaners.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain standards</li> <li>SOP for management of cleaning contractors to be drawn up.</li> </ul>	L	Noonans, Buildings Office	Ongoing

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			
6	Waste Disposal	Waste accumulation Fire	<ul style="list-style-type: none"> <li>All routes kept clear and unobstructed.</li> <li>All escape routes checked during daily checks and any rubbish obstructing exits is removed. This is recorded in the Fire Register.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain standards</li> </ul>	L	Noonans, Buildings Office	Ongoing
7	Housekeeping	Slips, trips and falls Increased fire load	<ul style="list-style-type: none"> <li>All routes kept clear and unobstructed.</li> <li>All escape routes checked during daily checks and any rubbish obstructing exits is removed.</li> <li>Where contractors are working, high housekeeping standards are to be maintained.</li> <li>The standards required are included in the DIT Buildings Office- Contractors Safety Code.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain standards</li> </ul>	L	All staff members	Ongoing

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			
8	First Aid	Lack of first aid supplies. Lack of trained first aiders.	<ul style="list-style-type: none"> <li>First aid kit in place in the Buildings Office.</li> <li>First Aid Kits are located at the front desk.</li> <li>An AED is located at the porter's desk. This is tested on a daily basis by the Porter on duty and recorded in the fire register.</li> <li>Additional supplies available from Local OHO on request.</li> <li>First aid training available to all DIT staff from Staff Training &amp; Development</li> <li>List of trained first aiders and AED-users available online <a href="http://www.dit.ie/safework">www.dit.ie/safework</a></li> <li>The Buildings Office is rolling out emergency First Aid training to all Porters.</li> </ul>	<ul style="list-style-type: none"> <li>Trained first aiders to attend refresher training as required.</li> <li>All Porters to do Emergency First Aid Training</li> </ul>	M	BSS's and BMM's and Porters	Ongoing

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			
9	<b>Incidents and Incident Reporting</b>	<ul style="list-style-type: none"> <li>Lack of knowledge of procedure in the event of an incident.</li> <li>No reporting of incident(s).</li> </ul>	<ul style="list-style-type: none"> <li>All incidents to be reported immediately and an incident report form completed.</li> <li>Incident report book available at the front desk.</li> <li>Staff are informed during ERT.</li> <li>CCTV operates in most DIT buildings. An SOP is in place governing the use of CCTV systems.</li> </ul>	<ul style="list-style-type: none"> <li>Incidents to be reported immediately.</li> <li>Incident report form to be completed immediately.</li> <li>CCTV systems to be maintained and improved where possible.</li> <li>Online incident reported system to be developed.</li> <li>Buildings Office to investigate when requested by Health and Safety Officer.</li> </ul>	L	All staff members	As necessary
10	<b>Hazard Reporting</b>	<ul style="list-style-type: none"> <li>None reporting of hazards.</li> </ul>	<ul style="list-style-type: none"> <li>Online hazard reporting facility available. <a href="http://www.dit.ie/safework">www.dit.ie/safework</a></li> <li>Staff informed during ERT training.</li> </ul>	<ul style="list-style-type: none"> <li>Staff shall report hazards.</li> </ul>	L	All staff members	As necessary
11	<b>Pregnant Employees and Nursing Mothers</b>	<ul style="list-style-type: none"> <li>Harm to Mother, unborn child or breastfeeding baby.</li> </ul>	<ul style="list-style-type: none"> <li>Risk assessment carried out for pregnant employees/students</li> </ul>	<ul style="list-style-type: none"> <li>Staff members shall contact Local OHO for an assessment where necessary.</li> </ul>	L	All staff members	As necessary

Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
11	Pregnant Employees and Nursing Mothers (Cont)		and control measures implemented as identified and necessary.				
12	<u>Welfare Facilities:</u>  (Including Sanitary Facilities)	<ul style="list-style-type: none"> <li>• Inadequate facilities</li> <li>• No potable water</li> <li>• No means for boiling water / heating food</li> <li>• No seating / resting area</li> </ul>	<ul style="list-style-type: none"> <li>• Canteen facilities are provided to all staff and students.</li> <li>• Where an operating canteen is not in place, basic tea station facilities are provided.</li> <li>• Potable water is provided via drinking water fountains which are covered under a maintenance contract for hygiene purposes.</li> <li>• Potable water outlets are tested and labeled.</li> <li>• A Domestic Appliance Policy applies to such facilities.</li> <li>• Sanitary facilities available in all buildings.</li> <li>• Hand washing facilities available.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain Standards.</li> <li>• Domestic Appliance Policy to Apply to the unauthorised use of any appliances.</li> <li>• Hand sanitiser dispensers to be replenished as required by H&amp;S Office or Buildings Office.</li> <li>• Legionella risk to be reviewed by H&amp;S/Buildings Office.</li> <li>• Standardised procedure and recording system for classroom seating to be agreed and implemented.</li> </ul>	L	BSS's and BMM's and Porters	Ongoing

Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
12	<u>Welfare Facilities:</u>  (Including Sanitary Facilities) (Cont)		<ul style="list-style-type: none"> <li>Hand sanitiser dispensers have been installed at entrances / exits and common areas. Can be used as required by H&amp;S Officer. Sanitiser gel has not been replenished following the cessation of the H1N1 scare.</li> <li>All fixtures and fittings are routinely checked by Buildings Office staff and repaired/upgraded as necessary.</li> </ul>				
13	Noise	<ul style="list-style-type: none"> <li>Hearing loss / damage</li> <li>Disruption etc</li> </ul>	<ul style="list-style-type: none"> <li>Noise to be managed during and construction or maintenance works. During risk assessment noise exposure is engineered out where possible.</li> <li>Guidelines set for Contractors in DIT Buildings Office - Contractor Safety</li> </ul>	<ul style="list-style-type: none"> <li>Maintain Standards.</li> <li>DIT Buildings Office - Contractor Safety Code to be issued to all Contractors.</li> </ul>	M	BSS's, BMM's, Porters, Trade and Maintenance staff.	Ongoing

Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
13	Noise (Cont)		<p>Code.</p> <ul style="list-style-type: none"> <li>PPE provided to DIT staff engaged in works likely to cause excessive noise, as the last line of defence.</li> </ul>				
14	Equipment and Machinery	<ul style="list-style-type: none"> <li>Personal injury</li> <li>Lack of information and/or training</li> </ul>	<ul style="list-style-type: none"> <li>All equipment is tested and maintained in accordance with manufacturer's requirements and statutory provisions.</li> <li>It is the policy of the DIT Buildings Office to provide all reasonable equipment as necessary to ease and make safe work activities.</li> <li>It is also the policy of the DIT Buildings Office to provide all necessary training.</li> <li>Guidelines of the standard of equipment to be used, installed and supplied by Contractors are</li> </ul>	<ul style="list-style-type: none"> <li>Maintain Standards and review how maintenance records are being recoded/filed.</li> <li>DIT Buildings Office - Contractor Safety Code to be issued to all Contractors.</li> </ul>	M	BSS's, BMM's, Porters, Trade, Maintenance staff and Contractors	Ongoing

Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
14	Equipment and Machinery (Cont)		included in the DIT Contractors Safety Code.				
15	Portable Equipment	<ul style="list-style-type: none"> <li>Trailing cables</li> <li>Manual handling injuries</li> </ul>	<ul style="list-style-type: none"> <li>Visual check before use</li> <li>Used in accordance with manufacturers instructions and only for intended use</li> <li>Check there are no trailing cables</li> <li>Semi permanent equipment such as projectors should have their cables concealed below floor level or have them securely contained within proprietary matting.</li> </ul>	<ul style="list-style-type: none"> <li>Staff shall follow procedures</li> <li>Periodically checked by a competent person to be carried out and recorded.</li> <li>IS are responsible for ensuring Projectors and associated cabling are installed in a safe manner.</li> <li>The Buildings Office will advise and carry out and containment worked requested.</li> </ul>	L	BSS's, BMM's, Porters, Trade and Maintenance staff. IS Staff	Ongoing
16	Manual Handling	<ul style="list-style-type: none"> <li>Manual handling injuries</li> </ul>	<ul style="list-style-type: none"> <li>Manual handling training mandatory for all DIT staff.</li> <li>Trolleys to be used when possible.</li> <li>DIT Buildings Office to provide any reasonable equipment</li> </ul>	<ul style="list-style-type: none"> <li>Staff shall ensure compliance with manual handling training.</li> <li>Compliance with training to be monitored by BMM and BSS.</li> </ul>	L	All Buildings Office Staff	Ongoing



Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
16	Manual Handling (Cont)		to assist manual handling activities as determined by risk assessments.				
17	Photocopiers / Photocopying Rooms	<ul style="list-style-type: none"> <li>Changing toner etc. chemical contact</li> <li>Clearing jams: burns</li> <li>Not wearing gloves</li> <li>Not turning off electrical supply</li> <li>Incorrect disposal</li> <li>Inadequate electrical sockets</li> <li>Ozone</li> </ul>	<ul style="list-style-type: none"> <li>The maintenance of all photocopiers is outsourced to the company 'Ricoh'.</li> <li>Staff do not maintain photocopiers.</li> <li>Sockets shall not be overloaded.</li> <li>Location of photocopiers to be agreed with Buildings Office advance. Photocopiers have significant fire loading and can impede access / egress if not positioned correctly.</li> <li>They should not be located in fire escape routes.</li> </ul>	<ul style="list-style-type: none"> <li>Ricoh to be contacted regarding photocopier issues.</li> <li>Supplier to maintain equipment and ensure harmful ozone is not released.</li> </ul>	L	All Staff	Ongoing

Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
18	<b>Ergonomics</b>	<ul style="list-style-type: none"> <li>Musculoskeletal damage.</li> <li>Upper limb disorders</li> <li>Poor posture</li> <li>Back problems</li> <li>Eye strain / fatigue</li> </ul>	<ul style="list-style-type: none"> <li>Workstation risk assessments available to all staff.</li> <li>Elearning programme available to all staff.</li> <li>Free eye sight tests available to all staff with the NOC every 2 years.</li> </ul>	<ul style="list-style-type: none"> <li>Staff shall contact Local OHO for enrolment on online courses or risk assessment.</li> <li>Staff can contact NOC as necessary.</li> </ul>	L	All Staff	As necessary
19	<b>Visitors and Behaviour</b>	<ul style="list-style-type: none"> <li>Noise</li> <li>Disturbance</li> <li>Horseplay</li> <li>Refusing to leave the building in the event of alarm activation.</li> <li>May not be familiar with DIT Policies and Procedures.</li> </ul>	<ul style="list-style-type: none"> <li>DIT staff can request student card. If no ID visitors can be asked to leave.</li> <li>Standards set out in DIT Buildings Office - Contractor Safety Code.</li> </ul>	<ul style="list-style-type: none"> <li>Disciplinary procedures to be used and followed.</li> <li>SOP in place for Dealing with Aggression.</li> <li>DIT Buildings Office - Contractor Safety Code to be issued to all Contractors.</li> </ul>	L	All Staff and Contractors	As necessary
20	<b>Structural: Floors Walls Ceilings Doors</b>	<ul style="list-style-type: none"> <li>Personal Injury</li> <li>Slips, Trips and Falls</li> <li>Collapse</li> <li>Trapping</li> </ul>	<ul style="list-style-type: none"> <li>Defects and hazards are reported through online Maintenance Request Form available on Buildings Office website or the Hazard Reporting form, available on the H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing maintenance programmer to be maintained.</li> <li>All Buildings Office staff to be vigilant and report any issued to the BMM or BSS as they</li> </ul>	L	Buildings Office Staff	As necessary

Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
20	<u>Structural:</u> Floors Walls Ceilings Doors (Cont)		<p>Office website. Issues can also be reported to the Porter or directly to the BSS or BMM.</p> <ul style="list-style-type: none"> <li>All Building Structure/fabric is maintained on any ongoing basis by the Buildings Office. This is coordinated by the BMM with the assistance of the BSS. Planned preventative maintenance works are scheduled. Outside of planned works, required works are identified through the Online Maintenance Request Forms, Fire Register checks, Online Hazard Identification Forms and observations by Buildings Office Staff.</li> </ul>	<p>arise.</p> <ul style="list-style-type: none"> <li>Buildings Office to implement RMS system which will improve to identification and tracking of maintenance works.</li> </ul>			

Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
21	<u>Services:</u> Heating Lighting Ventilation Windows Electricity	<ul style="list-style-type: none"> <li>Environment too hot or too cold</li> <li>Inadequate lighting</li> <li>Inadequate ventilation</li> <li>Falls from heights from windows</li> <li>Electrical hazards</li> <li>Insufficient electrical sockets</li> </ul>	<ul style="list-style-type: none"> <li>Air conditioning and natural ventilation present.</li> <li>Windows are openable where possible.</li> <li>Restriction on opening depth of windows.</li> <li>Blinds in place and in working order.</li> <li>Electrics up to standard. Cables neatly positioned.</li> <li>Sufficient numbers of electrical sockets.</li> <li>Light switches easily accessible (height).</li> <li>Ongoing maintenance carried out by DIT Buildings Office. This is coordinated by the BMM with the assistance of the BSS. Planned preventative maintenance works are scheduled. Outside of planned works, required works are identified through the</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing maintenance programme to be maintained by BMMs</li> <li>All Buildings Office staff to be vigilant and report any issued to the BMM or BSS as they arise.</li> <li>Buildings Office to implement RMS system which will improve to identification and tracking of maintenance works.</li> </ul>	L	Buildings Office Staff	As necessary

Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
21	<b>Services:</b> Heating Lighting Ventilation Windows Electricity (Cont)		Online Maintenance Request Forms, Fire Register checks, Online Hazard Identification Forms and observations by Buildings Office Staff. <ul style="list-style-type: none"> <li>When systems are down or under repair, provision is made by installing mobile fans and creating a natural draw through stair cores by openings doors and AOVs.</li> </ul>				
22	<b>Emergency Response, Evacuation and Fire</b>	<ul style="list-style-type: none"> <li>Staff/ Students unfamiliar with evacuation procedure.</li> <li>Lack of evacuation drills.</li> <li>Inadequate emergency equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained in ERT.</li> <li>ERT flipcharts at front desk (from ERT).</li> <li>Sufficient exits</li> <li>Sufficient fire extinguishers.</li> <li>Students informed during induction about evacuation procedure.</li> <li>Emergency signage posted throughout all Buildings.</li> </ul>	<ul style="list-style-type: none"> <li>All staff to ensure they are compliant in ERT</li> <li>Ensure routes, corridors and exits are clear and unobstructed.</li> <li>Continue daily check by Buildings Office as per fire register.</li> </ul>	L	Designers and Specialist Contractors appointed by DIT to design or maintain fire safety equipments and/or systems retain full responsibility for this equipments and/or systems as	Ongoing

Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
22	Emergency Response, Evacuation and Fire (Cont)		<ul style="list-style-type: none"> <li>• Good housekeeping standards maintained.</li> <li>• Waste kept to a minimum.</li> <li>• Evacuation drills twice per semester.</li> <li>• Assembly point known to occupants and conveyed to visitors.</li> <li>• Occupants shall escort visitors out.</li> <li>• All emergency systems are designed and certified by suitably qualified professionals.</li> <li>• All fire safety equipment is routinely tested. This includes both internal checks by Buildings Office staff and checks by Specialist Contractors. The testing schedule and testing record is recorded in the Fire Register.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff and students to leave building immediately through the appropriate exit route and proceed to assembly point.</li> <li>• All staff to act as Marshals. This involves ushering people out through the correct route.</li> </ul>		<p>defined by their conditions of contract.</p> <p>The Buildings Office to ensuring that fire safety equipments remains in its designated location and fire safety systems are not altered without written agreement from the responsible designer/specialist contractor.</p> <p>The Buildings Office are responsible for ensuring all necessary checks are carried out on fire safety equipments and systems.</p>	

Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
23	Office Safety	<ul style="list-style-type: none"> <li>Unsafe work systems and layout may result in a myriad of injuries.</li> </ul>	<ul style="list-style-type: none"> <li>Ceiling mounted projectors are operated via remote control systems located at waist height or on a podium in the room.</li> <li>Equipment trolleys stored in designated area.</li> <li>Arrangement of furniture, fittings and equipment shall reduce contact injuries.</li> <li>Sufficient space available for opening filing cabinets safely.</li> <li>Sufficient ventilation provided in the vicinity of photocopying.</li> <li>Room temp to be at a min of 17.5°C within 1 hr of work</li> <li>Electrical cables shall be neatly positioned out of walkways.</li> <li>Refrain from storing items over shoulder</li> </ul>	<ul style="list-style-type: none"> <li>Defects to be reported.</li> <li>Ensure routes, corridors and exits are clear and unobstructed</li> <li>Continue daily check by Buildings Office as per fire register.</li> </ul>	L	All Staff	Ongoing

Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
23	Office Safety (Cont)		<p>height. Step ladder shall be used.</p> <ul style="list-style-type: none"> <li>• All items shall be correctly stored.</li> <li>• Power supply shall be disconnected before moving electrical equipment</li> <li>• Any damage or defects shall be reported immediately.</li> <li>• Follow manufacturers instruction before using chemicals e.g. photocopier toner</li> <li>• Floor areas to be clear of materials and litter</li> <li>• An elearning module "Slips, Trips &amp; Falls" is available on request from the OHO</li> <li>• DIT shall ensure working space is adequate and of a reasonable standard.</li> </ul>				



Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
24	Contractors	<ul style="list-style-type: none"> <li>• Injury to Contractors.</li> <li>• Injury to Staff or students due to contract works.</li> <li>• Access restrictions</li> <li>• Noise and Dust</li> <li>• Exposure of staff or students to Construction related hazards.</li> </ul>	<ul style="list-style-type: none"> <li>• All Contractors are managed by the Buildings Office to ensure that the activities of Contractors do not negatively impact the activities of staff.</li> <li>• The Buildings Office have developed a Contractors Safety Code which DIT Contractors have to comply with. This sets out the requirements of all Contractors carrying out works on behalf of the DIT Buildings Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Contractor compliance to be monitored and enforced by the Buildings Office and the H&amp;S Office.</li> <li>• H&amp;S to form agenda item for all Contractor meetings.</li> <li>• Mechanism for scoring contractors on the basis of H&amp;S compliance/performance to be agreed.</li> </ul>	M	All Staff	Ongoing
25	Roof Access	<ul style="list-style-type: none"> <li>• Falls from height.</li> <li>• Restricted access / egress.</li> </ul>	<ul style="list-style-type: none"> <li>• All roof access points are securely locked and access is restricted to persons authorised by the BMM or BSS.</li> <li>• The Buildings Office endeavours to provide</li> </ul>	<ul style="list-style-type: none"> <li>• Improve Engineering controls i.e.</li> <li>• Improve access and edge protection to all roofs requiring routine maintenance access.</li> </ul>	M	All Buildings Office Staff	Ongoing

Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
25	Roof Access (Cont)		<p>a safe means of access to and adequate edge protection to all roofs requiring access for routine maintenance.</p> <ul style="list-style-type: none"> <li>Where a roof requiring access for routine maintenance doesn't have a safe means of access and adequate edge protection, works are restricted to specialist contractors employing a SSWP.</li> <li>Such roofs are marked with warning signage.</li> </ul>	<ul style="list-style-type: none"> <li>Do not locate plant in areas of inadequate access or edge protection.</li> <li>Maintain roof security and edge protection.</li> </ul>			
26	Plant room Access	<ul style="list-style-type: none"> <li>Excessive heat noise.</li> <li>Bending and stooping</li> <li>Manual handling aggravated by access restrictions and heat.</li> <li>Unauthorized access.</li> </ul>	<ul style="list-style-type: none"> <li>All plant rooms are securely locked and access is restricted to persons authorised by the BMM or BSS.</li> <li>All plant rooms are marked with warning signage.</li> <li>Where a plant room has a known access,</li> </ul>	<ul style="list-style-type: none"> <li>Continually improve environmental conditions in plant rooms.</li> <li>Do not locate additional plant in already restricted plant rooms.</li> <li>Maintain plant room security to prevent</li> </ul>	M	All Buildings Office Staff	Ongoing

Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
26	Plant room Access (Cont)		<p>noise head clearance or heat issue, appropriate signage is put on the access door to warn those entering.</p> <ul style="list-style-type: none"> <li>All reasonable efforts are made to make plant rooms as accessible and comfortable as possible.</li> <li>Where known hazards remain PPE is provided to mitigate residual risks.</li> </ul>	unauthorized access.			
26	Asbestos	<ul style="list-style-type: none"> <li>The inhalation of asbestos fibers can cause serious illnesses including malignant lung cancer, mesothelioma, and asbestosis (a type of pneumoconiosis).</li> <li>Asbestos was widely used as a</li> </ul>	<ul style="list-style-type: none"> <li>Asbestos surveys have been carried out in number of DIT Buildings.</li> <li>The information contained within these survey reports is made available to any person planning works which may disturb or put them in contact with</li> </ul>	<ul style="list-style-type: none"> <li>All asbestos survey reports to be collated and hosted on Buildings Office Shared folder and made available to all BSS's and BMM's.</li> <li>BMM's and BSS's to be vigilant and take appropriate action if ACM's are</li> </ul>	M	Buildings Office	Ongoing

Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
26	Asbestos (Cont)	building material throughout the late 19 <sup>th</sup> century. It is possible that undocumented asbestos containing materials (ACMs) may be encountered by the Buildings Office during works or arising from accidental or deliberate damage to building fabric.	asbestos containing materials (ACMs).	<p>encountered or suspected by the Buildings Office during works or arising from accidental or deliberate damage to building fabric by any building user.</p> <ul style="list-style-type: none"> <li>• Buildings Office to obtain specialist advise as required.</li> <li>• Asbestos records to be maintained as kept up to date.</li> </ul>			

