



LANGUAGES, LAW & SOCIAL SCIENCES

SAFETY STATEMENT

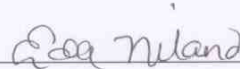
2017



Version	Date	Name
1.0	01/08/2014	Dr. Kevin Lalor
2.0	15/02/2017	Dr. Kevin Lalor

IMPORTANT NOTE:

This Safety Statement and Risk Assessment has been prepared by the DIT Health & Safety Office and is based solely on the information provided to the author(s) on the date of completion. If there is any inaccuracy, misstatement, omission or any other error of whatsoever nature contained herein, it is the responsibility of the relevant Head of School/Function to bring this to the immediate attention of the DIT Health & Safety Office."



Edel Niland

Health and Safety Officer



Orlaith Waters

Occupational Health Officer

Date: 17/8/2017

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SCHOOL OF LANGUAGES, LAW & SOCIALSCIENCESCONTACT DETAILS

Role	Name	Location	Email	Telephone Number
Head of School of Languages, Law & Social Sciences	Kevin Lalor	Room BR105, Grangegorman	Kevin.lalor@dit.ie	01 402 4163
Assistant Head of School (Languages)	Chris Dixon	RoomKA3-016, Kevin St.	christopher.dixon@dit.ie	01 402 4561
Assistant Head of School (Social Sciences)	Maire Mhic Mhathuna	Room BR105, Grangegorman	Maire.mhicmhathuna@dit.ie	01 402 4204
Assistant Head of School (Law)	Deirdre McGowan	Room 3003, Aungier Street	deirdre.mcgowan@dit.ie	01 402 3016
School of Languages, Law & Social Sciences	Joanne Boyle and Caroline Brennan (job-share)	Room BR105, Grangegorman	Socialsciences@dit.ie	01 402 4164
School Administrator: Law	Emma Linnane	Room 3-003 Aungier Street	Law@dit.ie	01 402 7181
Nominees to College of Arts & Tourism Health and Safety Team	Kevin Lalor	Room BR105, Grangegorman	Kevin.lalor@dit.ie	01 402 4163
Local First-Aiders	No School first-aider See list on website			
Elected Staff Safety Representative for the College of Arts & Tourism	Kate Doherty	School of Culinary Arts & Food Technology, Cathal Brugha Street	Kate.Doherty@dit.ie	01402 4319

Please see School Contacts for a full Listing:

[Social Sciences](#)

[Law](#)

[Languages](#)

EMERGENCY CONTACT NUMBERS

Emergency Services	112/999 (You may need to dial “0” for an outside line)
Mater Hospital	01 803 2000
Dublin City Council	01 222 22 22
Garda Síochána Store Street	01 6668000
Garda Síochána, Kevin Street	01 666 9400
BordGáis 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

SCHOOL OF LANGUAGES, LAW& SOCIALSCIENCES CAMPUS CONTACT DETAILS

Front Desk/Reception	Kevin Street	Main building	01 402 4625
		Annexe	01 402 4612
		Phase I	01 402 3061
		Phase II	01 402 7004
	Grangegorman	Rathdown House	01 402 4270
		Main building	01 402 4625
		Annexe	01 402 4612
		Phase I	01 402 3061
		Phase II	01 402 7004
	Grangegorman	Grangegorman Orchard House (Control Room)	(01)402 4209/ (01)402 4206 /(01)8385892
	Grangegorman	Derek Bowden	01 402 4281
	Kevin Street	Jimmy Kane	01 402 4797
	Aungier Street	Ciaran Stone	01 402 3277 / 087 6675703
	Grangegorman	Terry Maher	01 402 4280/ 087 1958120
Estates Manager			

Estates Manager	Kevin Street & Aungier Street	Colm Gillen	01 402 4646 / 087 2888 294
Occupational Health Officer	Mountjoy Square	Orlaith Waters	01 402 4156 / 087 9809 131
Health and Safety Officer	Mountjoy Square	Edel Niland	01 402 4192 / 086 3891 080
Student Health Centre	Aungier Street	Reception	01 402 3051
	Kevin Street	Fionnuala Walsh	01 402 4568 / 086 8754 422
	Aungier Street	Rev. Rob Jones	01 402 7685/ 086 2854098
	Grangegorman	Finbarr O'Leary	0874169517
Employee Assistance Programme (EAP) Contact		VHI Corporate Solutions	Freephone 1800 995 955 (24 hours / 7 days a week / 365 days a year)
Student Counsellors		Secretary	01 402 3352 / 086 0850543

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	Not applicable	
Ensuring Safety Statement, risk assessments are carried out, updated and communicated	Kevin Lalor	Kevin Lalor
Ensuring the upkeep of first-aid box and ordering first-aid supplies from Occupational Health Officer	Not applicable	
Co-ordinating contractors activities and dealing with Buildings Office for Work Permits	Kevin Lalor	Kevin Lalor
Updating the statutory registers and Safety Data Sheets	Not applicable	
Ensuring adequate personnel designated as fire marshals and first-aiders	Kevin Lalor	Kevin Lalor

INTRODUCTION

DIT is required under the provisions of the *Safety, Health and Welfare at Work Act 2005* (“the Act”), to have and bring to the attention of all employees, a statement of its policy, organisation and arrangements with respect to safety, health, and welfare at work. The purpose of the statement is to specify the manner in which the safety, health and welfare of employees shall be secured and managed. The Act also places obligations on DIT in respect of third parties who attend at DIT to ensure they are not exposed to risks to their safety, health and welfare.

The fundamental aim of the Act is the prevention of accidents and illnesses at the place of work.

This safety statement has been prepared in compliance with the Act and provides details of the specific hazards relevant to the School of Languages, Law & Social Sciences and the controls that have been implemented to adequately safeguard the activities.

This safety statement should be read in conjunction with the DIT Framework Safety Statement which is available on the health and safety website.

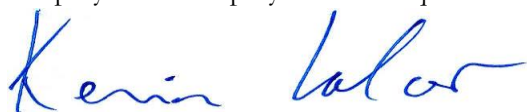
This document applies to all staff, students, visitors, contractors/service providers and campus users. It will be updated as necessary in the light of new legislation, staff feedback, changes and practical experience. In addition it will be reviewed annually. This safety statement is made publically available to allow all staff, students, visitors, contractors/service providers and campus users the opportunity to review and consult on a regular basis

SAFETY POLICY & OBJECTIVE FOR THE SCHOOL OF LANGUAGES LAW & SOCIAL SCIENCES

It is our intention to protect staff, students, visitors, contractors/service providers and campus users from accidents or ill health at a place of work. We will seek to ensure that all equipment, systems, and work practices do not constitute a risk to the health and safety of staff, students, visitors, contractors/service providers and all other parties. We will ensure that:

- Work activities are managed and conducted in a manner that ensures the safety, health and welfare of our employees, students, visitors and contractors/service providers;
- Our safety statement is maintained and updated and written risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually;
- Protective and preventative measures are put in place where necessary and implemented and maintained;
- Improper conduct likely to put an employee, student, visitor or contractor/service provider or other campus user’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 to all places of work is provided;
- Safe plant and equipment are provided;
- Safe systems of work are provided;
- Risks to health from any article or substance are identified, amended and 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; and

- Competent personnel who can advise and assist in securing the safety, health and welfare of employees are employed when required.



Signed: _____

Date: _____15/2/2017_____

Dr. Kevin Lalor, Head of School Languages, Law & Social Sciences

SCOPE OF SAFETY STATEMENT

The scope of our operations include:

Undergraduate and postgraduate programmes in:

- Languages (Kevin Street, Aungier Street, Cathal Brugha Street)
- Law (Aungier Street)
- Social care; Early childhood education; Criminology (Grangegorman)

The scope of our operations includes: lectures and invited lectures; tutorials, practice placements, research, travel to seminars and conferences, and trips with students.

HISTORY OF LOCATION

Our staff offices and operations are located in the following areas:

The Department of Social Sciences relocated to DIT Grangegorman in September 2014. It has approx. 20 Full Time Employed (FTE) staff and 450 students.

The Department of Law has occupied Aungier Street since early 1990s. It has approx. 7 FTE staff and 250 students. Staff members include whole-time academics and skilled practitioners, all of whom have considerable experience in the teaching of law to life-long learners.

The School of Languages was formed in 2001. School of Languages' Staff offices are located in Kevin Street (Annexe Building and New Bride Street), in Cathal Brugha Street (Main Building and Sackville Place) and in Aungier Street. Languages are taught primarily in the following DIT sites: Kevin Street, Aungier Street and Cathal Brugha Street. Staff numbers 38 full-time permanent lecturer and HPAL lecturers. Student number: 450 registered in IBL and LIT

SAFETY RESPONSIBILITIES

In accordance with the DIT Framework Safety Statement, the Head of School Languages, Law & Social Sciences, Kevin Lalor as part of his management function, is responsible for ensuring, so far as is reasonably practicable, the safety health and welfare 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 Act
2. To ensure that the safety statement is reviewed at least annually and that the DIT Senior Leadership Team (SLT) Health and the Safety Sub-committee are 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 by the School to monitor compliance with the safety statement and legal requirements and to ensure appropriate follow-up action is taken
5. To ensure that local emergency plans and first-aid procedures are implemented and that sufficient fire Marshals/first-aid personnel are available
6. 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
7. To ensure that all contractors/service providers carrying out work in the area operate under the Estates Office Permit to Work system and to ensure that all contractors/service providers carry out any risk assessment required in respect of any work being undertaken.

All DIT Staff

All employees/staff have a duty to take responsibility for their own safety, health & welfare and for that of students/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 Act 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 other 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:

- Participate in and put into practice all training provided by DIT, to ensure compliance with best practice and health and safety legislation;
- Co-operate with those responsible for health and safety;
- Familiarise themselves with the contents of the safety statement, safety policies and procedures and Codes of Practice;
- Assist and co-operate with periodic safety inspections/audits;

- Assist in the completion of standard hazard identification control sheets and co-operate with the reporting and investigation of incidents;
- Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained at all times;
- Promote safe work practices;
- Use equipment only of authorised and trained;
- Ensure that all safety rules are communicated to students, contractors and visitors, other campus users;
- 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;
- Ensure that any safety concerns associated with new equipment/machinery is brought to the attention of the Head of School Languages, Law & Social Sciences, implemented, documented in the safety statement and communicated effectively;
- Staff should ensure that they do not carry out repairs or servicing on plant/equipment/machinery unless they are trained to do so, it is isolated and they should ensure that any guards removed to carry out repairs are properly replaced;
- All staff, visitors, and contractors/service providers must wear appropriate personal protective equipment where required;
- Report to the Head of School Languages, Law & Social Sciences any person abusing facilities or equipment;
- Select and appoint a safety representative; and
- Notify the Health & 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 School Languages, Law & Social Sciences; and
- To participate in any safety training programmes facilitated by the Health & Safety Office.

Contractors/Service Providers

The following responsibilities are allocated to contractors/service providers:

- All contractors/service providers will be expected to comply with DIT's safety statement and must ensure that their own safety statement is made available whilst work is being carried out. It is DIT's policy that all contractor/service providers have a safety statement which is prepared in accordance with the Act.
- All work must be carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site. The contractor/service provider must have adequate insurance cover;

- Contractors/service providers must not commence with any work on the premises or project site until the Contractor Safety Guidelines and other relevant safety procedures are read, understood and accepted (they are available from the Estates Office). They must complete the e-learning programme for contractors/service providers;
- Contractors/service providers will take reasonable care of themselves and others who may be affected by their acts or omissions and will co-operate as appropriate with DIT employees as necessary;
- Contractors/service providers must supply at tender stage a safety statement, relevant method statements, copies of their public and employers liability insurance and complete the contractors compliance form CCF1 before a contract is awarded;
- They will liaise with the local Estates Manager and obtain work permits as required;
- Contractors should assess the work to be undertaken and conduct all appropriate risk assessments before undertaking a piece of work. These risk assessments should be recorded in writing;
- Scaffolding and other access equipment used by contractor's/service provider's employees must be erected and maintained in accordance with current legislation and Codes of Practice;
- All plant and equipment brought onto the site by contractors/service providers must be safe and in good working order, fitted with any necessary guards and safety devices and have all necessary certificates available for inspection;
- All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. No power tools or electrical equipment of greater than 110 volts should be used outdoors. If it is necessary to use equipment operating from a 220-volt supply, a residual current device with a rated tripping current of 30mA and operation of 30m sec must be used;
- Any injury sustained by a contractor's/service provider's employee must be reported immediately to the local Estates Manager;
- Contractors/service providers must comply with any safety instructions given by DIT;
- DIT Health & Safety Office may carry out safety inspections. Contractors/service providers informed of any hazards or defects identified during these inspections will be expected to take immediate action;
- DIT must be notified of any material or substance brought onto the site which has health, fire or explosive risks. Such materials must be stored and used in accordance with current recommendations;
- Contractors/service providers will be accountable for the maintenance of good housekeeping practices at all times within their respective areas of work; and
- Contractors/service providers are not allowed to use equipment owned by DIT unless written permission is received from the Head of School Languages, Law & Social Sciences and a competent person passes it as being safe; and
- Contractors should report any accidents on site in compliance with the instructions provided on their induction training.

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 DIT'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;
- Visitors must not interfere with any of the DIT's property, equipment, materials or substances unless they have permission to do so from the person in charge;

- Visitors must not remain on the premises any longer than necessary and should return PPE on leaving;
- In the event of an evacuation, visitors will be led to the Assembly Point by their DIT host;
- A safety booklet and wallet card is available at Front desk/Reception area and on request;
- The DIT Framework Safety Statement is available on the safety website www.dit.ie/safework; and
- 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 health and safety legislation, the DIT Framework Safety Statement and codes of practice will be subject to the relevant DIT disciplinary procedures. The Estates Officer will address any contraventions by contractors/service providers.

HEALTH AND SAFETY CONSULTATION

Employers are obliged under the Act, to consult with and take account of any representations made by employees regarding safety, health and welfare. The School of Languages, Law & Social Sciences ensures that health and safety is an agenda item at all meetings and ensures that working groups are appointed to deal with specific health and safety items if required.

A nominee from the School of Languages, Law & Social Sciences, Kevin Lalorsits on the Health and Safety Team for the College of Arts & Tourism. This team meets periodically throughout the year, usually every two months.

It is the nominees responsibility to bring to the attention of the Health & Safety Team for consultation changes, updates or modification to a particular work process, when new machines or processes are introduced or when new substances or materials are introduced.

The School of Languages, Law & Social Sciences Health and Safety Team has selected and appointed safety representatives. Details of current safety representatives may be found on the health and safety website (www.dit.ie/safework)

PROVISION OF INFORMATION

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

- Agenda item at team/school meeting;
- Desktop emergency response flip charts;
- Health & safety notice boards;
- Health & safety newsletters;
- Toolbox talks;
- Health & safety induction;
- Health & safety training courses;
- Signage:
 - Safety notice points;
 - Emergency first-aid procedure signs;
 - Emergency floor plans;
 - Assembly point maps;
 - Fire actions notices;
- Emergency response posters;
- Safety booklets;

- Safety wallet cards;
- Website www.dit.ie/safework;
- Posters;
- Inductions are prepared and delivered by Occupational Health Officers where requested; and
- School secretaries have an email listing to communicate safety matters to staff members.

HEALTH AND SAFETY RESOURCES

The School codes all budgetary spend on activities/spend pertaining to safety, health and welfare. Considerable resources are expended by the School of Languages, Law & Social Sciences 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 with priority 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 in these circumstances may be 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 Act and associated regulations, thus all equipment, plant or substances will be risk assessed before they are acquired and/or brought into DIT by the Head of School.

INSPECTION PROCEDURES

Following any inspection the Head of School Languages, Law & Social Sciences will ensure non-conformances identified are rectified and a log maintained.

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

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

Item	Location	Test Frequency	Test Company Details
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Photocopiers	Various Offices	Annually or as needed	DIT IS
Printers	Various Offices	Annually or as needed	DIT IS
Computers/ laptops	Various Offices	Annually or as needed	DIT IS

TRAINING

Health and Safety training is a legal requirement specified by the Act. It is also DIT's Policy that all employees attend such health and safety training and assessment. Please see Health and [Safety Training Policy for Staff](#).

In accordance with Section 11 of the Act, each employee will be made aware of emergency action plans and arrangements pertinent to their workplace at induction by completing the online Emergency Response Training (ERT) programme.

In addition to DIT's statutory duty to employees, DIT seeks to provide such training as is necessary to enable the students to undertake their studies in a manner which, in so far as it is reasonably practicable, is safe and does not give rise to risks to health or expose the individual student or other persons to unacceptable levels of risk. The provision and extent of any necessary training is dependent upon the nature of the academic discipline being pursued, the experience and disposition of the students involved, their familiarity with any equipment/substances to be utilised, the environment/conditions where the activities may be discharged, and the extent to which supervision is necessary and available. Risk assessments will highlight where additional student training is required. Training required for the School of Languages, Law & Social Sciences (staff only) includes:

Mandatory Training:

- Emergency Response Training (ERT);
- Manual Handling;
- Legal Update for Managers;
- Dignity at Work;

Specialist Training:

- Evacuation Marshal;
- First-aid (Emergency first-aid/ Occupational first-aid);
- Child Protection.

EMERGENCY PLANNING AND RESPONSE

SERIOUS INCIDENT/EMERGENCY

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

REQUIRES FIRST-AID

- Seek local first-aider – See Contacts Page
- Injured unwell staff/students:

Occupational Health Officer: 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 Estates 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

SCHOOL OF LANGUAGES, LAW & SOCIAL SCIENCES STAFF

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

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

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

Objectives:

To outline actions to be taken by School of Languages, Law & Social Sciences staff in the event of an alarm activation

Duties:

On hearing an alarm activation or other warning:

- Each office should instruct students and staff to evacuate the building using the nearest available exit, ensuring the safety shutdown of equipment/electricity/gas;
- Instruct students and staff to leave DIT buildings i.e. Grangegorman, Kevin St., Aungier St. and Cathal Brugha St. (meeting rooms, offices, class rooms, lecturer theatres, common areas, sanitary facilities, language labs, drama rooms, computer rooms etc.)
- All students in classrooms should be led by lecturers;
- All visitors should be escorted to safety by the person they are visiting;

- Anyone in common areas or moving between areas, should immediately join the lines of people exiting;
 - Shut down equipment if safe to do so and time permits;
 - Close windows and doors to confine smoke/fire;
 - “Sweep search” the area specify area (meeting rooms, offices, class rooms, lecturer theatres, common areas, sanitary facilities, language labs, drama rooms, computer rooms etc.) evacuate the building* immediately by the nearest available exit. Marshals should then leave immediately via the nearest escape route;
 - If required, assist any individuals to evacuate the area;
 - Form a single file on both sides of the corridor or stairway, leaving the centre passageway clear;
 - Do not delay or stop to collect personal belongings;
 - Do not use the lift;
 - If heavy smoke present, try to find another exit or crouch low to the floor;
 - All doors should be closed (not locked) by the last person in the line;
 - Report to your Assembly Point: please see link to all [DIT Assembly Points](#) and pictures
 - All evacuation marshals/sweepers, Estates Office staff, Heads of School Languages, Law & Social Sciences, first-aiders should assemble at the assembly point(s) to check in, reporting to the Incident Controller details of any casualties or people needing assistance with evacuation. This information is then given by the Incident Controller to the Emergency Services.
 - Confirm to the Incident Controller that the area has been cleared and report details of any casualties or people needing assistance with evacuation to the Incident Controller;
 - Do not return to the building until instructed to do so by the Incident Controller; and
 - No one should/is permitted to re-enter the building until the all clear has been given by the Incident Controller.
- * Separate personal emergency egress plans (PEEP) have been prepared for persons with disabilities

YOU SHOULD FAMILIARISE YOURSELF WITH THE LOCATIONS OF THE FOLLOWING:

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

Please see link to all [DIT Assembly Points](#) and pictures

All School staff should act as evacuation marshals.

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

General Rule of Thumb – all staff should act as “sweepers/ marshals” in the event of an emergency, checking offices, training/meeting rooms (meeting rooms, offices, class rooms, lecturer theatres, common areas, sanitary facilities, language labs, drama room, computer rooms etc.) as they exit to ensure that as they exit everywhere has been cleared.

YOU SHOULD NOT PUT YOURSELF IN DANGER AT ANY TIME

FIRST-AID

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

There is no first-aider in the School Languages, Law & Social Sciences. It is recommended that staff in the School be trained as first-aiders. Staff may undertake a 1-day Emergency First-Aid or a 3- day Occupational First-Aid course.

First-aid kits are located at: at the Front desk of DIT buildings (Kevin St., Aungier St. Cathal Brugha St. and Rathdown Grangegorman).

Further Treatment / Incident Report Forms

- Staff may refer students to the Student Health Centre in DIT Aungier Street at 01 402 3051 or DIT, Linenhall at 01 402 3614 or contact the Emergency Services on 112 / 0999 if an incident is urgent
- Incident Report forms are available from the Front Desk. When completed and signed the top white copy should be sent the DIT Health & Safety Officer
- An Occupational Health Officer is available at 087 9809131 weekdays 9:00am – 5:00 pm to deal with the occupational health, safety and welfare needs of all staff and students and to provide a backup first-aid service.

INCIDENT REPORTING AND INVESTIGATION

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

The incident report form must be forwarded to the Health & Safety Officer within 24 hours of the incident occurring or as soon as possible. Incident report forms are available at the front desk/reception area/can print off from the website www.dit.ie/safework

HAZARD REPORTING

DIT recognises the part that its staff/students/visitors and contractors/service providers and campus users have to play a part 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 Estates Manager and if it is an operational safety issue, it should be reported to local management using the DIT's Hazard Report Form available on the [health and safety website](#).

MANAGEMENT OF CONTRACTORS/SERVICE PROVIDERS

All work undertaken by outside contractors/service providers on behalf of the School of Languages, Law & Social Sciences must be carried out under an Estates Office Permit to Work.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

PPE is not required for the School of Languages Law & Social Sciences.

ERGONOMICS

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

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

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

WELFARE PROVISIONS

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

- ✓ Adequate and suitable sanitary and washing and drying facilities with hot and cold running water maintained in a clean and hygienic condition.
 - ✓ Adequate number of lavatories and washbasins with hot and cold running water.
 - ✓ An adequate supply of potable drinking water at suitable points conveniently accessible to all employees, tested by the Estates Office.
 - ✓ Suitable facilities for sitting/other ergonomic support, in the case where work can be done in a seated position.
 - ✓ Suitable and adequate facilities for boiling water and taking meals or reasonable access to other suitable and adequate facilities;
 - Grangorman: main canteen;
 - Kevin Street: main canteen (Annexe) and the staffroom (4th floor, main building);
 - Aungier Street: main canteen (Campbell Catering, 1st floor), Java City (ground floor); and the staffroom (2nd floor).
 - ✓ Easily accessible rest rooms/areas with seats with backs.
 - ✓ Adequate 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 women or breastfeeding mothers;
 - Room 225, Kevin Street;
 - First-aid room, Grangegorman; In other DIT locations a room may be made available where possible, contact the Health and Safety Office.
- 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 Estates Manager. Arrangements for cleaning and waste disposal is outlined in the risk assessments below.
- Drinking water is available to all staff via water dispensers located throughout DIT buildings

SENSITIVE WORK GROUPS

Protection of Children and Young Persons

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

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

Pregnant Post-Natal and Breastfeeding Employees/Students

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

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

LONE/ OUT OF HOURS ACCESS

No lone working takes place in the School of Languages, Law & Social Sciences. No out of hours access takes place in the buildings occupied by the School.

WORK PLACEMENT

Student in each year of Social Care go on a practice placement component (30 days in Year 1; 60 days in Year 2; 60 days in Year 3). Social care students may be placed in a wide variety of statutory and voluntary agencies. Examples are: residential centres for children and youth, special schools, high support care, special care units, community development projects, day care and residential services for people with intellectual disabilities, community care work with children and families and family support projects.

Student in each year of BA Early Childhood Education go on a practice placement component (30 days in Year 1; 60 days in Year 2; 60 days in Year 3). Social care students may be placed in a wide variety of statutory and voluntary agencies. Examples are creches, day nurseries, primary schools, agencies working with young children and their families and other early years settings.

Work placement fact sheets are available to the School (host employers/organisations, DIT students and DIT Mentors) from the Health and Safety Office. The Health and Safety Office provide Placement Safety Inductions on request from the School. Work placement fact sheets are available for

all host employers/organisations, DIT students and DIT mentors, and must be studied before arranging and undertaking any work placement.

Student in the Languages Department undertake an compulsory year abroad during their studies. Students on all streams spend the third year at a partner institution in the country of their first choice language. During the year abroad students not only considerably improve their linguistic skills, but also experience at first-hand the cultures and academic world of the country of residence. Many former students have found this stay abroad the highlight of their studies. (please see risk assessment).

TRIPS/TRAVEL

Students are occasionally taken on trips, for example visit each year to the Islamic Cultural Centre for students taking a cultural competency module or visiting early years centres abroad.. School staff are required to complete a risk assessment for trips and travel proposals prior to the event. Risk assessments must be submitted to the Head of School and the Occupational Health Officer for review.

STAFF/STUDENTS WITH DISABILITIES

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

HEALTH SURVEILLANCE

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

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

WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL

Staff and students 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

DIT's Dignity at Work Anti Bullying & Harassment Policy and Procedures deals with complaints against members of staff in the workplace which also includes work associated events such as meetings, conferences and work related social events, whether on the premises or off site. Bullying or harassment of staff/students will not be tolerated. Please ensure that all staff are familiar with the relevant [policy/procedure](#).

STRESS

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

AUDIT, REVIEW AND COMMUNICATION

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

DOCUMENT CONTROL

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

The Head of School of Languages, Law & Social Sciences will issue new documents after appropriate consultation and agreement with relevant parties.

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES

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

The Framework 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 Framework 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 DIT are committed to the 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 and welfare issues. In particular, they are encouraged to identify any potential hazards, which may exist, and to ensure that a risk assessment is carried out.

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

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

- Physical;
- Chemical;
- Biological;
- Operational; and
- 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; and
- 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.

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Risk Assessments for the School of Languages, Law & Social Sciences

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
001	Fire Emergency Response & Evacuation Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women 	<ul style="list-style-type: none"> • Staff unfamiliar with evacuation procedure • Lack of evacuation drills • Use of naked flames • Improper storage of flammable or combustible materials • Smoking in undesignated areas • Faulty electrics • Inadequate emergency equipment • Misuse of equipment 	<ul style="list-style-type: none"> • Staff trained in ERT • Sufficient firefighting equipment available (break glass units, extinguishers, fire blanket) • Firefighting equipment and detection systems maintained and tested • Evacuation signage • Emergency and first-aid procedures posted • Good housekeeping standards maintained • Several means of escape present and known to occupants • Evacuation procedure practiced each semester • Assembly point known to occupants • Occupants escort visitors out 	<ul style="list-style-type: none"> • Maintain current controls • Ensure compliance with ERT and evacuation procedure • Ensure clear access to firefighting equipment • Ensure escape routes and emergency exits are kept clear and unobstructed • Ensure staff participation in the 	With current controls: M With Actions applied: L	Head of School, Estates Office, all staff and students All staff Head of School and all staff	Ongoing Ongoing Ongoing

	<ul style="list-style-type: none"> people with disabilities 		<ul style="list-style-type: none"> All exits are clear and free from obstructions Staff members act as evacuation marshals No smoking policy in place Proper storage of flammable liquids and gas cylinders Scheduled maintenance of buildings services (heating, electricity, ventilation etc.) Hot work permit system Compliance with building regulations Site specific Emergency Manuals All service ducts will be maintained for that purpose only. No other materials (toilet rolls, cleaning materials, old furniture) will be allowed to be stored in these ducts 	<ul style="list-style-type: none"> role of evacuation marshal Induction to be provided to staff and students for the transition to Grangegorman site Announce the position of emergency exits and Assembly Point(s) at the commencement of meeting/seminar with visitors, and classes/ lectures with students Familiarise yourself with the layout and location of exits, assembly point, firefighting equipment in DIT buildings 		<p>Head of School</p> <p>Head of School and all staff</p> <p>All staff and students</p>	<p>As necessary</p> <p>As necessary</p> <p>Ongoing</p>
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PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
002	Manual Handling <i>(lifting, putting down, pushing, pulling, carrying or moving of a load)</i> <ul style="list-style-type: none"> Office supplies Paper work/ class material/ exam scripts/ books Files Laptops Who is harmed: <ul style="list-style-type: none"> Staff members Students 	<ul style="list-style-type: none"> Manual Handling-related injuries, e.g. back injury Slips, trips, falls Load is too heavy, large, and awkward or is carried away from the body. Load is lifted too high or carried too far/too often or involves bending and/or twisting. Inadequate space, uneven floor or steps/ramps 	<ul style="list-style-type: none"> All staff compliant with and adhere to mandatory manual handling training Trolleys available for staff for transporting Manual handling risk assessments available to all staff, contact local Occupational Health Officer Good housekeeping maintained Suitable environment Implement team lifting where required Adequate lighting maintained Assistance from colleagues – implement team lifting Report issues to Line Manager Items not stored above shoulder height Goods lift available in DIT buildings Wear appropriate PPE where required Seek assistance from the Estates Office if required 	<ul style="list-style-type: none"> Maintain current controls Refresher training to be carried out where necessary Head of School must correct any staff member who may be lifting loads improperly Matrix of staff members who require training to be compiled Ensure racking/shelving is maintained and checked for stability Heavy or large/unwieldy loads are broken down 	With current controls: L With Actions applied: L	Head of School and all staff All staff Head of School Head of School and all staff	Ongoing As necessary As necessary Ongoing

	<ul style="list-style-type: none"> • Visitors • Contractors/ service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 			<p>into more manageable weights or are lifted by 2 people</p> <ul style="list-style-type: none"> • Work is planned to avoid long distances, repetition, twisting, bending and/or unstable posture • Place heavier items on shelving at mid-rift level and lightweight items at higher levels • Use steps to access shelving • Designated contractors to be utilised for the move of office equipment 			
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PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
003	Work Equipment <ul style="list-style-type: none"> IS equipment/ computers in class rooms/ lecture theatres/ offices/ language labs Desktop PCs, Photocopiers, Shredders, Guillotine, Filing Cabinets Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Electrics Slip, trips, falls 	<ul style="list-style-type: none"> Service and maintenance of equipment used by the School including IS equipment Visual check before use Report defects to Line Manager Follow manufacturer's instructions Shut down after use and end of day CE mark on equipment Damaged equipment marked and taken out of service Filing cabinets fitted with ant-tilt mechanism Label defective equipment and report to Line Manager 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	DIT Information Services, Head of School, all staff and students	Ongoing

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
004	Portable Appliances & Handheld Equipment	<ul style="list-style-type: none"> Electrical 	<ul style="list-style-type: none"> It is DIT Policy that the use of domestic appliances is prohibited in offices/ class rooms 	<ul style="list-style-type: none"> Ensure monitoring of compliance with policy PAT testing of portable electrical appliances subject to wear and tear 	<p>With current controls: L</p> <p>With Actions applied: L</p>	Head of School	<p>Ongoing</p> <p>As necessary</p>

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
005	Noise	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
006	Structural: Floors Walls Ceilings Doors Fixtures and fittings Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Personal Injury Slips, Trips and Falls Collapse Trapping 	<ul style="list-style-type: none"> Building and associated fixtures and fittings appear to be stable and structurally sound Defects and hazards are reported to the Estates Manager or through online hazard reporting Opening / closing safely Vision panel in place Contact the Estates Help Desk to report a fault or request a service 	<ul style="list-style-type: none"> Maintain current controls Contact Estates Office if problems arise Ensure where vision panels on fitted on doors they are not obstructed Maintenance and inspection programme to be implemented 	With current controls: L With Actions applied: L	Head of School, all staff and students All staff Estates Office	As necessary Ongoing Ongoing

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
007	Slips, Trips & Falls <ul style="list-style-type: none"> Flooring type: carpet, tiling and marble Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Slips, trips and falls Uneven surfaces Wet floor conditions Raised obstacles Poor housekeeping 	<ul style="list-style-type: none"> Estates Office to ensure upkeep and maintenance of internal and external access and egress routes e.g. walkways, paths, driveways, floors, corridors, steps and stairs All routes kept clear and unobstructed SOP for cleaning – floors generally cleaned early morning when most personnel are off site (see Noonan risk assessments) Use of warning signage where appropriate Report hazards to Line Manager Good cable management Pedestrian routes marked Changes in floor levels identified and marked Door mats provided at entrance (main entrance) SOP for spillages (see Noonan risk assessments) Hand-rail on steps/stairs Stair nosing fitted with anti-slip finish Adequate lighting Good housekeeping maintained 	<ul style="list-style-type: none"> Maintain current controls Trailing cables and leads are re-routed, removed or secured Staff should not leave drawers and filing cabinets open which could cause trip hazards 	With current controls: L With Actions applied: L	Estates Office, cleaning contracts, all staff and students All staff	Ongoing Ongoing

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
008	Access and Egress Opening Times: Opening times are on the DIT website Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women 	<ul style="list-style-type: none"> • Security threats • Threats from public • Violence / Assault • Unwanted visitors 	<ul style="list-style-type: none"> • Front desk/reception is manned at all times by a Porter • Sign in key system in place • Security camera in common areas • Suspicious activity reported to porters • Rooms locked when not in use • Students and staff have DIT I.D. card • Vision panels on doors • Grangegorman; controlled access to buildings and rooms (staff must use their DIT I.D. cards to access) • Contact the Estates Help Desk to report a fault or request a service 	<ul style="list-style-type: none"> • Maintain current controls • Do not allow suspect individuals access – inform porter on duty • Students and staff required to carry ID cards – ID cards needed to access DIT Grangegorman 	With current controls: L With Actions applied: L	Estates Office and all staff All staff and students	Ongoing Ongoing

	<ul style="list-style-type: none"> people with disabilities 						
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PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
009	Office and Class Room Equipment: <ul style="list-style-type: none"> Desktop PCs Laptops Photocopiers Printers Shredders Guillotines Filing Cabinets AV Projectors Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ service providers 	<ul style="list-style-type: none"> Personal injury due to: Chemical contact when changing toner Burns from clearing jams Electrical shock/contact with live parts Entanglement in moving parts Contact with sharp edges Incorrect disposal of office waste/ toner etc. 	<ul style="list-style-type: none"> Gloves worn when changing cartridges and wash hands after use Power turned off before clearing jams or making adjustments Manufacturer's instructions followed PCs supported and maintained by DIT Information Services Correct disposal of waste cartridges Ensure no loose or dangling clothing/personal effects when operating equipment with moving/rotating parts e.g. shredder Do not overload electrical sockets 	<ul style="list-style-type: none"> Maintain current controls Staff to be provided with training in safe operation and daily routine maintenance of the equipment by Service Engineers Where necessary, competent Service Engineers will be called to carry out repairs and scheduled maintenance Equipment should be located in areas only where there is suitable ventilation to remove the dust and heat 	With current controls: L	All staff and students	Ongoing
					With Actions applied: L	Head of School and all staff	Ongoing

	<ul style="list-style-type: none"> Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Lack of information/training 	<ul style="list-style-type: none"> Ensure guard in place on guillotine Filing cabinets fitted with anti-tilt mechanism Label defective equipment and report to Line Manager 	generated by the equipment			
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PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
010	Ergonomics/ Workstation Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons 	<ul style="list-style-type: none"> MSD's Upper limb disorders Poor posture Back problems Fatigue 	<ul style="list-style-type: none"> Online eLearning programme available Workstation risk assessments and information and training available from the Health & Safety Office on request Contact DIT Health and Safety Office if risk assessments are required Eye tests available for staff at the DIT National Optometry Centre (NOC) Adjustable chairs Window blinds in place Adequate space Adequate storage Good housekeeping 	<ul style="list-style-type: none"> Maintain current controls Contact DIT Health and Safety Office for assessment of individual workstations Contact NOC for eye test Where refurbishment is being carried out, consideration should be given to the types of chairs provided for the task, foot rests, lighting/noise levels in the area, the types of screens/monitors provided, temperature/humidity levels in the area, access and egress and general space requirements 	With current controls: L With Actions applied: L	All staff Head of School	Ongoing As necessary

	<ul style="list-style-type: none"> pregnant women people with disabilities 		<ul style="list-style-type: none"> Good cable management Adequate building services (heating, lighting ventilation) Follow manufacturer's instructions for use of equipment 	<ul style="list-style-type: none"> All chairs to be checked annually by a designated person. Defective to be removed and labelled until repair/disposal 			
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PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
011	Mechanical Lifting Systems	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
012	Transport: <ul style="list-style-type: none"> Delivery and collection vehicles Vehicle traffic when staff evacuating/exiting premises Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors 	<ul style="list-style-type: none"> Injury to person/struck by vehicle Poor access and egress 	<ul style="list-style-type: none"> Deliveries handled by Goods Inwards/ Estates Office Vehicles are parked to prevent movement during loading/unloading Car park is authorised access only CCTV in place in car park Entry to campus car-parks is controlled by a physical barrier (Estates Office control the barrier) 	<ul style="list-style-type: none"> Maintain current controls Garda assistance to be sought if traffic calming measures are required in the event of an emergency evacuation Speed limit signage required for the Grangegorman Campus Marshals to supervise evacuations and wear a high visibility jacket when directing people 	With current controls: L With Actions applied: L	Estates Office Estates Office All staff	Ongoing As necessary

	<ul style="list-style-type: none"> Contractors/ service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 		<ul style="list-style-type: none"> Safe access and egress maintained Car park spaces marked out clearly Speed limit in place Designated walk ways Designated area for loading and unloading goods Defects reported to DIT Estates Office Adequate lighting in place Hi Vis clothing worn where required 	<ul style="list-style-type: none"> Care with vehicle collision in the event of evacuation from DIT buildings Extra vigilance required when crossing roads Grangeegorman: Construction traffic use a designated entrance Hoarding separating construction site and DIT 		<p>All staff and students</p> <p>Users of the construction site</p>	<p>Ongoing</p> <p>Ongoing</p>
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PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
013	Hot Surfaces/ Liquids/ Solids E.g. Cups of hot beverages Who is harmed: <ul style="list-style-type: none"> Staff members 	<ul style="list-style-type: none"> Contact burns Scalds Spillage 	<ul style="list-style-type: none"> Lids available for cups Notify Front desk/Reception of spillages Spillages cleaned up immediately SOP in place for spillages 	<ul style="list-style-type: none"> Maintain current controls Place correct & suitable covers on food in microwave Care with kitchen appliances 	With current controls: L With Actions applied:	All staff and students	Ongoing

	<ul style="list-style-type: none"> • Students • Visitors • Contractors/ service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 		<ul style="list-style-type: none"> • Wet floor signage available for spillages 		L		
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PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			

014	<p>Services: Heating</p> <ul style="list-style-type: none"> Source of heating: oil/ gas central heating <p>Who is harmed:</p> <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Environment too hot or cold Electrical hazards Misuse of portable heaters Leaks Fire Burns Carbon monoxide poisoning 	<ul style="list-style-type: none"> Heating in working order Room users can adjust heating levels Service and maintenance by competent person Combustible materials kept away from heat source Heat source kept clear and free from obstructions Environmental monitoring from the Health and Safety Office on request Fire detection systems in place Cables neatly positioned Contact the Estates Help Desk to report a fault or request a service 	<ul style="list-style-type: none"> Maintain current controls Contact Estates Office if problems or defects arise Ensure that no storage heater is covered or used to dry clothes 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>Estates Office, all staff and students</p> <p>All staff and students</p>	<p>Ongoing</p> <p>As necessary</p>
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PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			

					controls)		
015	Radiation	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
016	Vibration	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			

017	Lighting Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Inadequate lighting • Glare • Eyestrain • Slips, trips , falls 	<ul style="list-style-type: none"> • Light switches easily accessible (height)/ areas have motion detection lighting • Adequate lighting level for nature of work • Environmental monitoring available from the Health and Safety Office on request • Service and maintenance by competent person • Report defects to Line Manager • Contact the Estates Help Desk to report a fault or request a service 	<ul style="list-style-type: none"> • Maintain current controls • Contact Estates Office if problems or defects arise • Emergency lighting of adequate intensity should be provided where required • Contact Estates Office for changing light fittings where required 	With current controls: L With Actions applied: L	Estates Office and all staff All staff	Ongoing As necessary
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PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			

018	Ventilation and Temperature <ul style="list-style-type: none"> E.g. sash windows/ windows opening in or out Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Environment too hot or cold Inadequate ventilation Falls from heights from windows 	<ul style="list-style-type: none"> Openable windows available for intake of fresh air Blinds in place and in working order Suitable equipment/devices available for the opening and closing of high level windows Service and maintenance of ventilation system by competent person Office temperature of at least 17.5 degrees Celsius (after one hour of work) Environmental monitoring from the Health and Safety Office on request Contact the Estates Help Desk to report a fault or request a service 	<ul style="list-style-type: none"> Maintain current controls Contact Estates Office if problems or defects arise All ventilation, heating and air conditioning systems are used and maintained in accordance with the manufacturer's instructions 	With current controls: L With Actions applied: L	Estates Office, all staff and students All staff and students Estates Office	Ongoing As necessary Ongoing
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PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			

019	Electricity	<ul style="list-style-type: none"> • Electric shock • Electrocution • Ignition source • Fire • Explosion • Death • Electrical arcing • Damaged electrical equipment • Use of faulty equipment • Contact with live parts • Unmarked distribution boards • Inadequate electrical installations 	<ul style="list-style-type: none"> • Sufficient numbers of electrical sockets • Electric leads not trailing or worn • Competent person to carry out repairs / works • All works servicing and testing is carried out as per regulations • Shut equipment down when not in use and end of day • Contact Estates Office if problems arise • Adequate protection for circuit boards, distribution boards etc. • Report defects, take equipment out of use • Good housekeeping maintained • Adequate protection for circuit boards, distribution boards etc. • Suitable fire extinguishers provided • Switch off equipment before cleaning or making adjustments • Keep use of adaptors and extension leads to a minimum 	<ul style="list-style-type: none"> • Maintain current controls • Contact Estates Office if problems arise • Do not overload sockets • Staff are aware of how to cut off power to electrical installations and equipment • PAT testing of portable electrical appliances subject to wear and tear • Where damage at floor level to other cables is possible, protection by ramps, conduits or armoring will be applied 	<p>With current controls: M</p> <p>With Actions applied: L</p>	<p>Estates Office, Head of School all staff and students</p> <p>All staff</p> <p>Head of School</p> <p>Estates Office</p>	<p>Ongoing</p> <p>Ongoing</p> <p>As necessary</p> <p>As necessary</p>
	<p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 						

			<ul style="list-style-type: none"> Contact the Estates Help Desk to report a fault or request a service 				
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PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
020	Asbestos	N/A	N/A	<ul style="list-style-type: none"> Review if changes develop Where maintenance work may involve disturbing asbestos, all possible types and locations will be identified by a competent person and suitable control measures put in place before the work commences 	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			

021	Confined Spaces	N/A	N/A	N/A	N/A	N/A	N/A
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PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
022	Radon	N/A	N/A	<ul style="list-style-type: none"> Indoor workplaces at ground floor or basement level to have radon measurements carried out. Where reference levels are exceeded, appropriate measures to be taken 	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			

023	<p>Construction / Maintenance Work</p> <p>Example:</p> <ul style="list-style-type: none"> • Noonan Cleaners • Building contractors • Construction works on site in Grangegorman (live site until 2019) <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Unfamiliar with DIT buildings and safety procedures • Injury to contractors, staff, students, members of the public 	<ul style="list-style-type: none"> • Only trained and authorised employees carry out maintenance work • Maintenance employees and building contractors are made aware of all risks e.g. gas, water and electricity points and possible locations of asbestos • Estates Office control all contractors • Permit to work system for hot works, work at height, confined spaces etc. • The front desk/ reception in the main building are manned at all times by a porter • Sign-in required by contractors/service providers at the front desk • Compliance with DIT code of practice for contractors • eLearning induction programme for contractors • Risk assessment and method statements completed by contractors and submitted to the Estates Office • Appropriate PPE worn/used as required • Tools and equipment in good working order • Warning signage put in place as required 	<ul style="list-style-type: none"> • Maintain current controls • Grangegorman: Hoarding encloses the construction site • DIT students/ staff/ visitors are not permitted on the construction grounds of Grangegorman 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>Head of School in conjunction with Estates Office</p> <p>GDA</p> <p>Head of School, all staff and students</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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			<ul style="list-style-type: none"> • Good housekeeping maintained • Areas of hazardous works cordoned off to prevent unauthorised access • Grangegorman construction site is enclosed by hoarding. • All staff/ students/ visitors to abide by rules regarding hoarding • Access to Grangegorman construction site is restricted • See GDA Method Statements and risk assessments 				
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OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			

024	Work Activities / Processes See Ref 009 & 010 for Office Work and Equipment	N/A	N/A	N/A	N/A	N/A	N/A
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OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			

025	Housekeeping Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Slips, trips and falls • Increased fire load • Falling objects • Collisions 	<ul style="list-style-type: none"> • Fire load kept to a minimum • All escape routes and emergency exits kept clear and unobstructed • Wet floor signs where required • Spillages cleaned immediately • Adequate lighting • Adequate waste disposal • Refuse and recycling bins are provided in offices and class rooms • Lockers available for storage of personal belongings • Designated storage • Goods should not be stored temporarily or permanently in areas which may obstruct access to emergency exits 	<ul style="list-style-type: none"> • Maintain current controls • Arrange weekly spot checks of areas to ensure escape routes and emergency exits are kept clear and unobstructed • Storage and stacking of goods must be done in specifically designated places and located in such a manner to minimise the hazard of falling objects • Any signs of vermin to be reported to the Estates Office immediately and Pest Control notified 	With current controls: L With Actions applied: L	Head of School all staff and students Head of School All staff	Ongoing Ongoing Ongoing

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			

026	<p>Cleaning</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of cleanliness or hygiene • Manual handling injury • Exposure to hazardous substances • Spillages: slips, trips and falls • Lack of/inappropriate PPE 	<ul style="list-style-type: none"> • Daily cleaning schedule • Signage (e.g. wet floor signs) available and used • Proper storage of cleaning equipment and cleaning substances • Proper labeling of cleaning agents • Use of appropriate cleaning equipment • Report defects and hazards to Line Manager • Information and training for cleaning staff • SOPs in place for cleaning (see Noonan risk assessments) • Estates Office remove bins and waste as required • PPE provided and used and worn by cleaning staff • Manual handling training of contract cleaners 	<ul style="list-style-type: none"> • Maintain current controls • No DIT staff to perform cleaning tasks unless appropriate training provided • Maintain and clean staff hot water station and sink in Rathdown House 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>Estates Office staff and Noonan staff/ contract cleaners</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p>
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OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			

027	Waste Disposal & Removal <ul style="list-style-type: none"> No specialist or hazardous waste Bins in offices, class rooms and common areas are removed on regular basis Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Waste accumulation Fire Sharps injuries Exposure to bodily fluids Manual handling injury Exposure to hazardous substances Spillages: slips, trips and falls Lack of/inappropriate PPE 	<ul style="list-style-type: none"> Paper recycling bins present Shredding facility present General waste bins present Dispose of waste appropriately in bins provided Segregate waste as appropriate Waste removed on a regular basis by cleaning contractors Keep waste away from sources of ignition e.g. heaters, electrical appliances Food waste bins located in kitchens and canteen Trolleys used for collecting waste bins in the building Estates Office/ cleaning staff remove bins and waste as required 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	Estates Office, Noonan staff, Head of School and all staff	Ongoing
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OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			

028	Signage and Documentation Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of knowledge regarding safety procedures 	<ul style="list-style-type: none"> • Signage in place: • Emergency Exit signage • Emergency First-aid Procedures in place • Evacuation plan posted throughout • Safety Notice points posted throughout • Fire Action Notice Point posted throughout • No Smoking signage in place • Emergency contact numbers • Refuge point signage 	<ul style="list-style-type: none"> • Maintain current controls and update signage as required • Observe signage in place • Emergency contact numbers available at each reception/ front desk phones • Recommend that School posts a list of trained first-aiders 	With current controls: L With Actions applied: L	Head of School and Estates Office All building users Estates Office Head of School	Ongoing Ongoing Ongoing September 2017
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OPERATIONAL						
			Control Measures			

Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required	H/M/L (with controls)	Person(s) Responsible	Target Date / Status
029	Incidents Hazard Reporting First-aid Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Lack of first-aid supplies Lack of trained first-aiders Lack of knowledge of procedure in the event of an incident No reporting of incident(s) No reporting of hazards 	<ul style="list-style-type: none"> First-aid kit available at the Front desk Incident report forms available at the front desk and online www.dit.ie/healthsafety/ All incidents to be reported immediately and an incident report form completed Additional first-aid supplies available from Health & Safety Office on request Staff trained in ERT List of trained first-aiders available www.dit.ie/healthsafety/ Emergency first-aid procedure posted AED available Individuals trained in first-aid and the use of the AED Online hazard reporting facility available 	<ul style="list-style-type: none"> Attend training for staff in ERT and First-aid as per DIT Policy Ensure adequate number of staff trained in first-aid 	With current controls: L With Actions applied: L	All staff Head of School	Ongoing Ongoing

OPERATIONAL						
			Control Measures			

Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required	H/M/L (with controls)	Person(s) Responsible	Target Date / Status
030	Use of Ladders / Working at Height <ul style="list-style-type: none"> Access to goods stored at a height Opening high level windows Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Falls from height Falling objects Falls through fragile roofs Slips, trips and falls Manual handling injuries Inclement weather 	<ul style="list-style-type: none"> Avoid working at heights if possible Store all items/ material below shoulder height Avoid storing material at a height Work at height activities are supervised Ladders are only used for light work of short duration Only trained staff are permitted to use ladders Where ladders are used, they must be in good condition (inspected & records maintained), used on a firm level surface and tied at the top or stabilized at the bottom Use of chairs /tables for access to height is prohibited Suitable equipment/devices available for the opening and closing of high level windows Supervision of students by staff 	<ul style="list-style-type: none"> Maintain current controls Contact Estates Office for assistance if required Step stools may be used by staff but should be inspected frequently Items should not be thrown from a height Ensure any School staff using ladders are trained and fit to do so Appropriate work equipment e.g. scaffolding, mobile working platforms, scissors lifts, are used to prevent falls where work at height cannot be avoided 	With current controls: L With Actions applied: L	Head of School and all staff Head of School Estates Office	Ongoing As necessary As necessary

OPERATIONAL						
			Control Measures			

Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required	H/M/L (with controls)	Person(s) Responsible	Target Date / Status
031	Lone/ Out of Hours Access	N/A	N/A	N/A	N/A	N/A	N/A

OPERATIONAL						
			Control Measures			

Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required	H/M/L (with controls)	Person(s) Responsible	Target Date / Status
032	Trip/ Travel <ul style="list-style-type: none"> Staff take students on trips during the academic year – e.g. Islamic Cultural Centre museums, prisons, community and voluntary organisations Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Injuries Medical emergencies Accidents and incidents Missing persons Substance abuse Road Traffic Accidents Inclement weather Site terrain Chemical Human Factor 	<ul style="list-style-type: none"> DIT trip/ travel Guidelines in place Separate trip/ travel risk assessment template completed by School staff for each trip and control measures implemented Health and safety information provided to trip participants eLearning programme available from Health and safety office to participants Adequate supervision of students Provision of PPE where appropriate Adherence to local/site rules and evacuation procedures 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	Head of School, all staff and students	Ongoing

OPERATIONAL						
			Control Measures			

Ref	Hazard	Risk(s) Associated /Description	Current Controls	Further Actions Required	H/M/L (with controls)	Person(s) Responsible	Target Date / Status
033	Work Placement	<ul style="list-style-type: none"> Injuries Accidents and incidents Lack of familiarity with work environment and work practices Access to drugs/medicines Contact with blood, body fluids or infectious diseases Working outdoors Visiting other premises 	<ul style="list-style-type: none"> Specific risk assessment carried out and control measures implemented Work placement factsheets provided to host organisation, students and mentors (DIT staff) Pre-placement induction safety talks available from the Health & Safety Office on request DIT work placement mentor appointed DIT guidance notes on work placements Report all incidents and accidents to DIT Insurance cover in place Training and supervision of students by host organization Immunisation and vaccination procedures are in place and offered free of charge to students – Hep. B vaccination available Host organisation provides student with training and information in the prevention and control of healthcare associated infections, including potential risks to health, standard precautions, transmission based precautions, hand hygiene, use of 	<ul style="list-style-type: none"> Maintain current controls Students advised by School staff/ placement mentor to notify their employer if they have any medical conditions and / food allergies Placement employer to ensure a safe working environment for students. Implement first-aid response plans and risk assessment where necessary 	<p>With current controls: L</p> <p>With Actions applied: L</p>	Head of School, all staff and students	Ongoing
	Who is harmed:					Head of School and students	Ongoing
	<ul style="list-style-type: none"> Staff members Students Visitors Contractors/ service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 					Placement employer	During placement

			<p>appropriate PPE and dealing with spillages</p> <ul style="list-style-type: none"> • Hand hygiene practices implement to prevent, control and reduce the risk of spread of infection are in place • It is the organisations responsibility to ensure drugs and medication is stored in a safe and secure location (authorised persons only have access) • Students to follow training provided by host organisation • Exposure to contaminated sharps is avoided where possible, and where this is not possible the risk of exposure is reduced by using safe work practices and procedures • Students are trained not to enter any premises without prior permission from the contact person/ host • On arrival at a customer's premises students make their presence known at reception 				
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OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			

					controls)		
034	Events Hosting <ul style="list-style-type: none"> Hosting conferences/ open day Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Injuries Accidents and incidents Unfamiliar with DIT premises and emergency plans 	<ul style="list-style-type: none"> Specific risk assessment carried out for each event and control measures implemented Emergency plans in place with regard to evacuation and first-aid Report all incidents and accidents to DIT Provide relevant health and safety information to event participants 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	Head of School, all staff	Ongoing

OPERATIONAL							
			Control Measures				
				Further			

Ref	Hazard	Description	Current Controls	Actions Required	(with controls)	Person(s) Responsible	Status
035	Conferences / Seminars Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Travel to and from Road traffic accidents Unfamiliar with venue Medical emergency Missing persons 	<ul style="list-style-type: none"> Taxi vouchers available to staff Staff obey rules of the road if driving or cycling Adequate insurance, tax and NCT on vehicles used for transport Familiarise yourself with local emergency procedures and first-aid arrangements Report defects and incidents to venue management Approval sought from Line Manager as per DIT procedures Report incident/ accidents to DIT 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	Head of School and all staff	Ongoing

OPERATIONAL							
			Control Measures				
				Further			

Ref	Hazard	Description	Current Controls	Actions Required	(with controls)	Person(s) Responsible	Target Date / Status
036	Storage Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Inadequate storage Improper storage Inadequate space for safe manual handling Poor housekeeping Slips, trips and falls Unsafe access and egress Inadequate lighting and/or ventilation 	<ul style="list-style-type: none"> Safe access and egress Storage avoided above shoulder height where possible Items stored appropriately and securely Items segregated where necessary Storage units/shelves/racking secure and fit for purpose Storage units/shelves/racking not overloaded Step ladder/foot stool or other suitable equipment available for accessing higher shelving units Staff trained in manual handling Items not stored in walkways Defects reported to Line Manager Adequate lighting and ventilation Lockers available to students for personal belongings 	<ul style="list-style-type: none"> Maintain current controls Inspection and maintenance programme for storage units/shelves/racking 	With current controls: L With Actions applied: L	Head of School and all staff Head of School	Ongoing July 2014 As necessary

HUMAN FACTORS						
			Control Measures			

Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required	H/M/L (with controls)	Person(s) Responsible	Target Date / Status
037	Sensitive Work Groups: Pregnant Employees /Students & Nursing Mothers	<ul style="list-style-type: none"> • Harm to mother, unborn child or breastfeeding baby • Physical risks • Chemical risks • Biological risks 	<ul style="list-style-type: none"> • Specific risk assessment carried out for individual pregnant employees/students and control measures implemented as identified and necessary by Health & Safety Office • Sanitary facilities available DIT buildings • Follow medical advice 	<ul style="list-style-type: none"> • Pregnant employees/students and nursing mothers to contact Occupational Health Officer to ensure a risk assessment is carried out 	With current controls: L With Actions applied: L	All staff and students	Ongoing

HUMAN FACTORS						
			Control Measures			

Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required	H/M/L (with controls)	Person(s) Responsible	Target Date / Status
038	Sensitive Work Groups: Young Persons	<ul style="list-style-type: none"> • Injuries • Accidents and incidents • Lack of training and experience • Lack of familiarity with DIT work environment, work practices and emergency plans • Physical risks • Chemical risks • Biological risks • Hours of work 	<ul style="list-style-type: none"> • Induction process • Training and supervision • DIT Child Protection Policy • DIT emergency plans in place • Report all incidents and accidents to DIT • Student support services available • Garda vetting in place 	<ul style="list-style-type: none"> • Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	Head of School, all staff and students	Ongoing

HUMAN FACTORS						
			Control Measures			

Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required	H/M/L (with controls)	Person(s) Responsible	Target Date / Status
039	Sensitive Work Groups: People with Disabilities	<ul style="list-style-type: none"> • Lack of access/egress • Difficulty with evacuation • No risk assessment (RA) completed 	<ul style="list-style-type: none"> • Specific Risk Assessment carried out by Health & Safety Office • Personal Emergency Egress Plan (PEEP) completed where necessary • Reasonable accommodation identified in risk assessment • Lift present and in working order • Disability Support Service available • Disabled toilet: note location • Health & Safety Induction available to staff and students 	<ul style="list-style-type: none"> • Staff/students with disabilities to contact Occupational Health Officer to ensure a risk assessment is carried out • Advise visitors to the School to notify DIT host in advance of any special needs 	With current controls: L With Actions applied: L	Head of School, All staff and students	Ongoing
						Head of School	As necessary

HUMAN FACTORS						
			Control Measures			

Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required	H/M/L (with controls)	Person(s) Responsible	Target Date / Status
040	Sensitive Work Groups: New Recruits	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Injuries • Accidents and incidents • Lack of training and experience • Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> • Induction available (in person or online) • Line Manager gives induction for department • Mandatory training to be completed as soon as possible after recruitment • Supervision of new staff 	<ul style="list-style-type: none"> • Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	Head of School, and new staff	Ongoing

HUMAN FACTORS						
			Control Measures			

Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required	H/M/L (with controls)	Person(s) Responsible	Target Date / Status
041	Sensitive Work Groups: Undergraduates	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Injuries • Accidents and incidents • Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> • Induction programme for new students • Supervision by staff in practical environments e.g. workshop classes, trips etc. • Emergency procedures in place • First-aid facilities available • Task-specific instructions/ demonstrations provided by staff • Student support services available 	<ul style="list-style-type: none"> • Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	Head of School all staff and students	Ongoing

HUMAN FACTORS						
			Control Measures			

Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required	H/M/L (with controls)	Person(s) Responsible	Target Date / Status
042	Sensitive Work Groups: Postgraduates <ul style="list-style-type: none"> Taught and research postgraduates 	<ul style="list-style-type: none"> Lack of experience Lack of training Injuries Accidents and incidents Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> Induction available (in person or online) Supervisor gives induction for department Mandatory training to be completed as soon as possible after recruitment Supervision of postgraduates 	<ul style="list-style-type: none"> Maintain current control 	With current controls: L With Actions applied: L	Head of School, all staff and students	Ongoing

HUMAN FACTORS						
			Control Measures			

Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required	H/M/L (with controls)	Person(s) Responsible	Target Date / Status
043	Stress Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Physical health effects • Mental health effects • Behavioural effects • Cognitive effects • Workload 	<ul style="list-style-type: none"> • Communication between staff, students and management • Employee Assistance Programme (EAP) in place • Student health centre and counselling service available • Occupational Stress Management Policy & Procedures in place • Training and development courses available to staff on Stress Management, Time Management personal skills etc. 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	Head of School and all staff	Ongoing

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HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
044	Violence <ul style="list-style-type: none"> Staff dealing with difficult student/ staff Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Theft Attacks/assault 	<ul style="list-style-type: none"> Emergency Response Training (ERT) mandatory for staff Porter on duty at front desks DIT staff and students report suspect individuals to Estates Office Adequate lighting Lone working policy in place Rooms locked when not in use CCTV in common areas Vision panels fitted on doors Prior to placement, social care and early childhood education students (DT571 and DT572) receive pre-placement seminars that include the possibilities of 'challenging behaviour'. DT571 students complete a module on 'Challenging behaviour' 	<ul style="list-style-type: none"> Maintain current controls Lone working is avoided where possible 	With current controls: L With Actions applied: L	All staff, Head of School and Estates Office Head of School and staff	Ongoing Ongoing
HUMAN FACTORS							

			Control Measures				
			Current Controls	Further Actions Required			
045	Bullying & Harassment Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Effects on physical and mental well-being 	<ul style="list-style-type: none"> • DIT Dignity at Work: Anti Bullying & Harassment Policy in place • Dignity at Work contact persons available • Dignity at Work training programme for staff • Employee Assistance Programme (EAP) in place • DIT Procedure for complaints and investigations • Student support services available 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	All staff and students	Ongoing

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
046	<p><u>Welfare Facilities:</u> <u>Sanitary Facilities;</u> <u>staffroom / canteen</u></p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women 	<ul style="list-style-type: none"> • Inadequate facilities • No potable water • No means for boiling water / heating food • No seating / resting area • No hand-washing facilities 	<ul style="list-style-type: none"> • Staffroom/canteen present with seating facilities • Drinking water available • Hot and cold water available in sanitary facilities • Disabled toilet available • Adequate sanitary facilities available • Hand washing facilities adequate 	<ul style="list-style-type: none"> • Maintain current controls • Care to be taken with hot surfaces, hot drinks and boiling water • Designated storage to be allocated for foodstuffs • Fridge and kitchen appliances in staff canteen areas to be included on cleaning schedule 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>Estates Office, and all staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p>

	<ul style="list-style-type: none"> people with disabilities 						
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HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
047	Visitors <ul style="list-style-type: none"> External examiners, public, people from visiting Universities/ Colleges Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ service providers 	<ul style="list-style-type: none"> Lack of experience Lack of training Injuries Accidents and incidents Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> Front desk manned at all times by a Porters on duty Visitors report to Front desk/ Reception Safety booklets and safety wallet cards available Signage Risk assessments completed for specific events where groups of visitors are expected CCTV in building Deliveries handled by Goods Inwards Visitors briefed on emergency procedures by 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	Head of School, all staff and students	Ongoing

	<ul style="list-style-type: none"> • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 		the person they are visiting				
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HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
048	Contractors / Service Providers Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ service providers 	<ul style="list-style-type: none"> • Unfamiliar with DIT buildings and safety procedures • Injury to contractors, staff, students, members of the public 	<ul style="list-style-type: none"> • Estates Office control all contractors • Reception is manned at all times by a porter • Sign in required • Compliance with DIT Code of Practice for Contractors • eLearning programme completed by contractors/service providers • DIT Contractor safety badge 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	Estates Office, Head of School, Contractors/ Service Providers	Ongoing

	<ul style="list-style-type: none"> • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 		<ul style="list-style-type: none"> • Risk assessment and method statements completed and submitted to the Estates Office • Good housekeeping maintained • Areas of works cordoned off if required 				
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HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
049	Behaviour Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ service providers 	<ul style="list-style-type: none"> • Aggression • Violence • Stress • Bullying • Harassment 	<ul style="list-style-type: none"> • DIT Dignity at Work: Anti Bullying & Harassment Policy in place • Employee Assistance Programme (EAP) in place • Occupational Stress Management Policy & Procedures in place • Training courses available on Stress Management, personal skills etc. to staff 	<ul style="list-style-type: none"> • Follow procedures in DIT's Dignity at Work: Anti Bullying & Harassment Policy 	With current controls: L With Actions applied: L	Head of School, all staff and students	Ongoing

	<ul style="list-style-type: none"> • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 		<ul style="list-style-type: none"> • All incidents are reported immediately • DIT Disciplinary procedures in place • DIT Procedure for the Resolution of Disputes/Grievances in place 				
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HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
050	Personal Protective Equipment (PPE)	N/A	N/A	N/A	N/A	N/A	N/A

CHEMICAL							
			Control Measures				
				Further			

Ref	Hazard	Description	Current Controls	Actions Required	(with controls)	Person(s) Responsible	Status
051	No chemicals in use	N/A	N/A	N/A	N/A	N/A	N/A

CHEMICAL							
			Control Measures				
			Current Controls	Further Actions Required			
052	Gas No industrial gas present	N/A	N/A	N/A	N/A	N/A	N/A

BIOLOGICAL							
			Control Measures				
			Current Controls	Further Actions Required			

					controls)		
053	Biological Agents	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
054	Drama Activities <ul style="list-style-type: none"> Involve the use of a class/drama room/ floor space. Examples of activities include the following: group work, exercises, team buildings, ball games, tag games, movement work to 	<ul style="list-style-type: none"> Slip/ trips & falls Personal injury: fall/ cut/ bruising 	<ul style="list-style-type: none"> Access routes walkways, entrances and exits to be kept clear and free from obstruction Appropriate storage of all items so as not to pose risk to health and safety i.e. items such as rubbish, cables, spillages, costumes, props, chairs etc. Disposal of waste in accordance with DIT's policies 	<ul style="list-style-type: none"> Maintain current controls Recommendation: Post an information poster in the drama room to assist lectures to communicate information to 	With current controls: L With Actions applied: L	Head of School, all staff and students Head of School	Ongoing As necessary

	<p>music, sitting on the floor, use of props/ costumes, hula hoops, blind fold work, sensory tasks</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 		<ul style="list-style-type: none"> • Adequate lighting must be supplied at all times to ensure that visibility is sufficient • Clean areas/ room as required • All presses/ cupboards are locked in the room. They are only opened by lecturers/ and when the lecturer is present in the room • Escape routes, emergency exits and firefighting equipment to be kept clear at all times • Lecturer to inform all students of DIT evacuation Procedure, location of nearest emergency exits and assembly point • Incident report forms located at the Front desk and on-line • Emergency first-aid kit and AED located at the Front desk • Carry out maintenances checks on chairs and equipment used for drama • Chairs are only to be used for the purpose of sitting 	<p>students regarding cleaning and tidying at the end of class</p> <ul style="list-style-type: none"> • Recommendation: School to implements the use of a consent form for students to sign before participating in drama actives to confirm they are fit to participate • Ensure there are no trip/ slip hazards present in drama rooms before class commences 		Staff	Ongoing
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			<ul style="list-style-type: none"> • Report any defects' hazards to Estates Office • Student are supervised at all times during class • Warmup; stretching before drama activities 				
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OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			

055	<p>Year aboard</p> <ul style="list-style-type: none"> Students in third year (Languages) study for a year at a partner institution in the country of their first choice language <p>Who is harmed:</p> <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Injuries Accidents and incidents Lack of familiarity with workings of new Institution Violence 	<ul style="list-style-type: none"> Specific risk assessment carried out and control measures implemented Health & Safety Induction for students going to study a abroad on request Students to familiarise themselves with the new Institute they are studying in: <ul style="list-style-type: none"> Evacuation plan Emergency exits Assembly point(s) First-aid arrangements School contact details Emergency contact numbers/ emergency services High risk or no go areas/ unsafe areas Report all incidents/ accidents to the relevant Institute and DIT Insurance cover in place Host Institute provides student induction Students advised not to travel alone Avoid carrying large sums of cash/ or valuables DIT Health & Safety Office Guidelines for students going on trip/ travelling and Guidelines students overseas trip/ travel 	<ul style="list-style-type: none"> Maintain current controls An Institute wide sub-committee has recently been formed to examine DIT's obligations of care while students are abroad Recommend School Policy document and guidelines for students going to study aboard for a year 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>Head of School, all staff and students</p> <p>Head of School and relevant Institute committee</p>	<p>Ongoing</p> <p>Ongoing</p>
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