



## SCHOOL OF MEDIA

## SAFETY STATEMENT

2014



Version	Date	Name
1.0	01/07/2014	Mr. Hugh McAtamney

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### **SCHOOL OF MEDIA CONTACT DETAILS**

<b>Role</b>	<b>Name</b>	<b>Location</b>	<b>Email</b>	<b>Telephone Number</b>
Head of School of Media	Hugh Mc Atamney	Aungier Street, Room 4024	Hugh.mcatamney@dit.ie	01 402 3282
Head of Journalism and Communications	Catherine Shanahan	Aungier Street, Room 4023	Catherine.shanahan@dit.ie	01 402 3136
Head of Creative Media	Charlie Cullen	Aungier Street, Room 4-022	Charlie.cullen@dit.ie	01 402 3271
School of Media Administrator	Sharon Cleary	Aungier Street, Room 4-018	Sharon.Cleary@dit.ie	01 402 3098
Nominees to College of Arts & Tourism Health and Safety Team	Hugh Mc Atamney	Aungier Street	Brian.Oneill@dit.ie	01 402 3038
Local First-Aiders	Gerry Byrne Andy Bryne Colin Lawlor Alan Pike	Aungier Street	Gerry.g.byrne@dit.ie Andrew.byrne@dit.ie Colin.lawlor@dit.ie Alan.pike@dit.ie	01 402 3254  01 402 3258 01 402 3069
Staff Safety Representative	TBC			

**Please see School Contacts for a full Listing – click [here](#)**

### **EMERGENCY CONTACT NUMBERS**

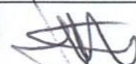

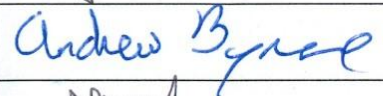
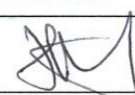

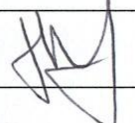
Emergency Services	112/999 (You may need to dial “0” for an outside line)
St James Hospital	01 410 3000
Dublin City Council	01 222 22 22
Kevin Street	01 666 9400
Bord Gáis 24 hour emergency line	1850 20 50 50
ESB 24 hour emergency line	1850 372 999
Health and Safety Authority	1890 289 389
Samaritans	1850 60 90 90
Environmental Protection Agency	1890 33 55 99

## **CAMPUS CONTACT DETAILS**

Front Desk/ Reception (Temple Bar)	Porter On Duty	(01) 402 9244
Building Service Supervisor	Ciaran Stone	(01) 402 7666/087 6675703
Buildings Maintenance Manager	Colm Gillen	(01) 402 4646 / 087 288294
Front Desk/ Reception (Aungier St. entrance)	Porter On Duty	402 3061
Front Desk/ Reception (Aungier St. Bishop St. entrance)	Porter On Duty	402 7004
Building Service Supervisor	Pat Healy	(01) 402 3277 / 087 7675770
Buildings Maintenance Manager	Colm Gillen	(01) 402 4646 / 087 288294
Front Desk/ Reception (Kevin St entrance)	Porter On Duty	402 4625
Front Desk/ Reception (Annexe entrance)	Porter On Duty	402 4612
Front Desk / Reception (Church Lane)	Porter On Duty	402 4622
Building Service Supervisor	Jimmy Kane	(01) 402 4797/ 087 2254365
Buildings Maintenance Manager	Colm Gillen	(01) 402 4646/ 087 2888294
Front Desk/ Reception (Grangegorman)	TBC	
Building Service Supervisor	TBC	
Buildings Maintenance Manager	Terry Maher	402 4523/ (087) 1958120
Incident Controller	Porter on Duty	As above
Occupational Health Officer	Orlaith Waters	(01)402 4317 / 087 980 9131
Health & Safety Officer	Edel Niland	(01)402 4192/086 3891080
Student Health Centre	Linenhall DIT Aungier Street	(01)402 3614 (01)402 3051
Chaplain	Sr. Mary Flanagan (Head of Service)	(01)402 3050/087 641 7309
Employee Assistance Programme (EAP) Contact	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours / 7 days a week / 365 days a year)

Student Counsellor	Catherine (Nita) Whelan	01 402 3052
	John Broderick	01 402 3155
Safety Representative	TBC	TBC

**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	Hugh Mc Atamney	
Ensuring Safety Statement, risk assessments are carried out, updated and communicated	Hugh Mc Atamney	
Ensuring the upkeep of first-aid box and ordering first-aid supplies from Occupational Health Officer	Andrew Byrne	
Co-ordinating contractors activities and dealing with DIT Buildings Office for Work Permits	Hugh Mc Atamney	
Updating the statutory registers and Safety Data Sheets	Colin Lawlor	
Ensuring adequate personnel designated as evacuation marshals and first-aiders	Hugh Mc Atamney	



## INTRODUCTION

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

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

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

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

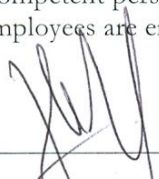
This document applies to all staff, students, visitors, contractors/service providers and campus users. It will be updated as necessary in the light of new legislation, staff feedback, changes and practical experience. In addition it will be reviewed annually.

## SAFETY POLICY & OBJECTIVE FOR THE SCHOOL OF MEDIA

The School of Media will ensure that:

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

Signed: \_\_\_\_\_



**Hugh Mc Atamney, Head of School of Media**

Date: 15<sup>th</sup> July 2013

## **SCOPE OF SAFETY STATEMENT**

### **The scope of our operations include:**

Within Irish higher education, the School of Media in the DIT is unique. While like other media schools it explores how society shapes and is shaped by communication media, three key characteristics distinguishes the DIT's School of Media. The School contains a mix of disciplinary specialisations and within each specialisation and from undergraduate to doctoral level the School operates according to an ethos that media, and their social roots and consequences can only be successfully explored, understood and described through a combination of theory and practice, aided by possession of production facilities that are unrivalled within the Irish higher education sector.

Situated within the College of Arts & Tourism, the School promotes equally arts and creative practice while maintaining a strong grounding in traditions of humanities and social sciences. All programmes share a commitment to linking creative practice with critical theory and new technology. The Schools underlying philosophy is to provide education and training in the key disciplines across the media and cultural industries whilst also acknowledging the significant technological and cultural changes that are currently occurring. The programmes aim to prepare students for professional life in the new European media and cultural/content industries. Activities take place within standard lecture theatres, computer laboratories and custom built TV and Radio studio space. Student production work often takes place within the DIT Aungier Street building and grounds itself but for the most part the productions are held offsite on location.

## **HISTORY OF LOCATION**

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

The school was originally located in Rathmines but is now located in DIT Aungier Street and is almost 50 years old. There are over 700 students and 40 fulltime staff. The school mainly operates on the fourth floor in Aungier Street with all of the production studios located there. Staff are located through the building. The photography staff members currently located in temple bar are moving to Grangegorman in September 2014.

## **SAFETY RESPONSIBILITIES**

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

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



6. To ensure that local emergency plans and first-aid procedures are implemented and that sufficient fire Marshals/first-aid personnel are available
7. To ensure that staff are appropriately trained to carry out their duties safely and to ensure the attendance of staff at designated training courses as appropriate
8. To ensure that all contractors/service providers carrying out work in the area operate under the Buildings Office Permit to Work system

### **All Institute Staff**

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

### **Statutory Requirement**

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

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

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

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

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

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

*In addition, staff have the following responsibilities:*

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

### **Undergraduate/Postgraduate**

Students 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
- Not access or use studios facilities and equipment without the permission of their academic supervisor and where necessary the staff member in charge of these facilities
- Use equipment only if authorised and properly trained
- Report any incident, dangerous occurrence, defective equipment or potential safety hazard to the Head of School of Media
- To participate in any safety training programmes facilitated by the Health & Safety Office
- Adhere to policies and procedures in the case of lone working or out of hours access

## **Contractors/Service Providers**

*The following responsibilities are allocated to contractors/service providers:*

- All contractors/service providers will be expected to comply with the Institute's Policy for safety health and welfare and must ensure that their own Safety Statement is made available whilst work is being carried out. It is the Institutes policy that all contractor/service providers have a Safety Statement in accordance with the *Safety, Health and Welfare at Work Act 2005*
- All work must be carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site. The contractor/service provider must have adequate insurance cover
  - Contractors/service providers must not commence with any work on the premises or project site until the Contractor Safety Guidelines and other relevant safety procedures are read, understood and accepted (available from Buildings Office). They must complete the e-learning programme for contractors/service providers
  - Contractors/service providers will take reasonable care of themselves and others who may be affected by their acts or omissions and will co-operate as appropriate with DIT employees as necessary
  - Contractors/service providers must supply at tender stage a Safety Statement, relevant method statements, copies of their public and employers liability insurance and complete the Contractors Compliance Form CCF1 before a contract is awarded
  - They will liaise with the local Building Maintenance Manager and obtain work permits as required
  - Scaffolding and other access equipment used by contractor's/service provider's employees must be erected and maintained in accordance with current legislation and Codes of Practice
  - All plant and equipment brought onto the site by contractors/service providers must be safe and in good working order, fitted with any necessary guards and safety devices and have all necessary certificates available for inspection
  - All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. No power tools or electrical equipment of greater than 110 volts should be used outdoors. If it is necessary to use equipment operating from a 220-volt supply, a residual current device with a rated tripping current of 30mA and operation of 30m sec must be used
  - Any injury sustained by a contractor's/service provider's employee must be reported immediately to the local Building Maintenance Manager
  - Contractors/service providers must comply with any safety instructions given by DIT
  - DIT may carry out safety inspections. Contractors/service providers informed of any hazards or defects identified during these inspections will be expected to take immediate action
  - DIT must be notified of any material or substance brought onto the site which has health, fire or explosive risks. Such materials must be stored and used in accordance with current recommendations
  - Contractors/service providers will be accountable for the maintenance of good housekeeping practices at all times within their respective areas of work
  - Contractors/service providers are not allowed to use equipment owned by the Institute unless written permission is received from the Head of School of Media and a competent person passes it as being safe

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

- Visitors may not be aware of the potential hazards associated with DIT and also may lack familiarity with the Institute's premises/facilities and are therefore a potential risk to

themselves and others. All visitors must identify themselves to the relevant DIT personnel and follow all DIT's safety procedures and policies

- Visitors must not enter any area where they do not have the authority to do so. Hazardous areas will be restricted
- They must not interfere with any of the Institutes property, equipment, materials or substances unless they have permission to do so from the person in charge
- They must not remain on the premises any longer than necessary and should return PPE on leaving
- In the event of an evacuation, they will be led to the Assembly Point by their DIT host
- A safety booklet and wallet card is available at Front desk/Reception area and on request
- The DIT Parent Safety Statement is available on the safety website [www.dit.ie/safework](http://www.dit.ie/safework)
- DIT has a [Child Protection Policy](#) available on the DIT website

## **DISCIPLINARY ACTION**

Any member of staff/student who contravenes or fails to manage to work in accordance with current safety health and welfare legislation, the DIT Parent Safety Statement and codes of practice may be subject to the Institute's disciplinary procedures. The Buildings Officer will address any contraventions by contractors/service providers.

## **HEALTH AND SAFETY CONSULTATION**

Employers are obliged under *The Safety, Health and Welfare at Work Act 2005*, to consult with and take account of any representations made by employees regarding health, safety and welfare. The School of Media ensures that health and safety is an agenda item at all meetings and ensures that working groups are appointed to deal with certain health and safety items if required.

A nominee from the School of Media, Brian O'Neill sits on the Health and Safety Team for the College of Arts & Tourism. This team meets periodically throughout the year, every two months.

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

The College of Arts & Tourism Health and Safety Team has selected and appointed Safety Representatives. Details of current Safety Representatives may be found on the health and safety website ([www.dit.ie/safework](http://www.dit.ie/safework))

## **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](http://www.dit.ie/safework)
- Posters
- Email
- Inductions are prepared and delivered by Occupational Health Officers where requested

## **HEALTH AND SAFETY RESOURCES**

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

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

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

## **SAFE SYSTEMS OF WORK**

It is the policy of DIT to ensure that employees are not asked to perform tasks outside their competence and capacity. Safe systems of work have been designed with this objective in mind. As some work activities give rise to risks which can only be controlled by adherence to proper procedures, employees are issued with written safe working procedures which should be adhered to at all times.

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

## **PROCUREMENT CONTROL**

The purchasing of equipment, plant and substances is subject to the provisions of the *Safety, Health and Welfare at Work Act 2005* and associated regulations, thus all equipment, plant or substances will undergo risk assessment prior to acceptance into the Institute. The School of Media follows all the guidelines as per the Parent Safety Statement and ensures that a risk assessment is carried out before any equipment/machinery or contractor/service provider is engaged by the School of Media.

## INSPECTION PROCEDURES

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

Where in the opinion of the Health & Safety Officer or other competent officer, there is a risk of serious injury and immediate risk to individuals, he/she will have the authority to advise that the activity is stopped until adequate steps have been taken to eliminate risk or if possible reduced to an acceptable level. Where the risk cannot be reduced to an acceptable level and finance is not available, the Head of School of Media 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
PCs	All offices	As required	DIT, IS
Printers	All offices	As required	DIT, IS/ Datapac
All Portable appliances	Equipment Stores, Radio Studio, Sound Studio and TV Studio.	As required before use. Production lamps are PAT tested annually.	Portable/Field Production Lamps are PAT tested once a year by Cine-Electric Ltd.

The guidelines for education facilities can be found here - <http://www.pat.ie/PAT-testing-schools-educational-facilities.html>

Field production lamps (i.e. Arri 150W, 300W, 800W, 1K, 2K, HMIs and Kinoflos) would be our most high risk items which is why we get them PAT tested annually – typically around the end of August.

## TRAINING

Health and Safety training is a legal requirement specified by the Safety, Health and Welfare at Work Act, 2005. It is also Institute Policy that all employees attend such health and safety training and assessment. Please see Health and [Safety Training Policy for Staff](#).

Each employee will be made aware of emergency action plans and arrangements pertinent to their workplace as per section 11 of the 2005 Act at induction by completing the online Emergency Response Training (ERT) programme.

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

Training required for the School of Media includes (staff only):



**Mandatory Training:**

- Emergency Response Training (ERT)
- Manual Handling
- Legal Update for Managers

**Specialist Training:**

- Evacuation Marshal
- Emergency First-aid
- Occupational First-aid

<b>EMERGENCY PLANNING AND RESPONSE</b>
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**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 – Link to contacts page
- Injured unwell staff/students:

Occupational Health Officer

Orlaith Waters                      087 9809131

- Injured/Unwell Students:

Student Health Centres

Northside 01 4023614

Southside 01 4023051

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

**REQUIRES FURTHER ATTENTION**

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

**FIRE & EVACUATION**  
**SCHOOL OF MEDIA 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 Media staff in the event of an Alarm Activation

**Duties:**

**On hearing an alarm activation or other warning:**

- Instruct students and staff to leave; classrooms, offices, lecture theatres, computer rooms, studios, staff room, canteen, student unions area and common areas
- All students in classrooms should be led by lecturers/technicians
- All visitors should be escorted to safety by the person they are visiting
- Anyone in common areas or moving between areas, should immediately join the lines of people exiting
- Shut down equipment if safe to do so and time permits
- Close windows and doors to confine smoke/fire
- “Sweep search” the area specify area (offices, classrooms, cloakrooms, sanitary facilities, storage areas, lecture theatres, computer rooms, studios, staff room, canteen, student unions area and common areas), evacuate the building\* immediately by the nearest available exit. Marshals should then leave immediately via the nearest escape route
- If required, assist any individuals to evacuate the area
- Form a single file on both sides of the corridor or stairway, leaving the centre passageway clear
- Do not delay or stop to collect personal belongings
- Do not use the lift
- If heavy smoke present, try to find another exit or crouch low to the floor
- All doors should be closed (not locked) by the last person in the line
- Report to your Assembly Point –

**Temple Bar:**        **Temple Bar Square**

**Augier Street:**    **Whitefriar Street to Golden Lane/  
Bishop Street Lane - Kevin Street Path**

**Grangegorman:**   **TBC will be available to view on this link [www.dit.ie/safework](http://www.dit.ie/safework)  
September 2014**

- All evacuation marshals/sweepers, Building Maintenance personnel, Head of School of Media, 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

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

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

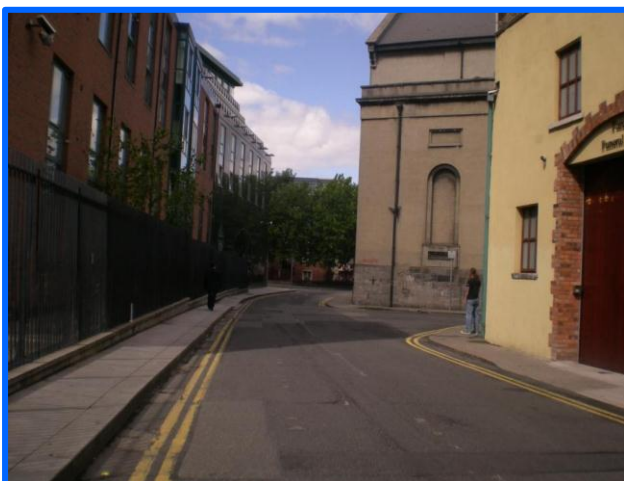
- Escape routes
- Fire alarm call points
- Fire extinguishers and blankets
- Fire assembly points

**The Assembly point for DIT, Aungier Street**

**1. Bishop Street Lane / Kevin Street Path**



**2. Whitefriar Street to Golden Lane**



## **The Assembly point for DIT, Temple Bar**

### **Temple Bar Square**



### **Evacuation Marshals:**

- Hugh Mc Atamney
- Catherine Shanahan
- Charlie Cullen

The School of Media will ensure that sufficient marshals are appointed on an ongoing basis to provide an effective service. All School staff will act as evacuation marshals in accordance with local evacuation procedures in their respective areas.

**Please see [contacts](#) for a full listing of staff who should act as evacuation marshals**

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

General Rule of Thumb – all staff should act as “sweepers” in the event of an emergency, checking offices, training/meeting rooms, classrooms, offices, lecture theatres, computer rooms, studios, staff room, canteen, student unions area and common areas as they exit to ensure that as they exit everywhere has been cleared.

**YOU SHOULD NOT PUT YOURSELF IN DANGER AT ANY TIME**

## **FIRST-AID**

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

List members of staff trained in this area: Gerry Byrne, Andy Bryne, Colin Lawlor and Alan Pike.

First-aid kits are located at: Photography Studio(s) DIT Temple Bar (Grangegorman Sep 2014), Television Studio Aungier Street, Front desk DIT Temple Bar and Aungier Street. First-aid room located in Grangegorman: Rathdown House room number RD 003

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

### **Further Treatment / Incident Report Forms**

- Staff may refer students to the Student Health Centre in DIT Aungier Street at 01 402 3051 / 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 (Orlaith Waters) 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**

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

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

## **HAZARD REPORTING**

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

## **MANAGEMENT OF CONTRACTORS/SERVICE PROVIDERS**

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

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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

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

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

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

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

Staff shall inform any person in the area including contractors/service providers, students and visitors of the statutory and local policies in place with regard to PPE.

PPE must be worn by staff and students working with chemicals in Photography i.e. gloves, aprons, and face mask (if required). School staff and students may also use glove when handling portable/field production lamps.

## **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 each Head of School of Media to ensure that all information on ergonomic controls is communicated to employees and students via circulars, team briefings or other means. He



should also ensure that all problems identified are addressed and brought to the attention of the Health & Safety Officer.

## **WELFARE PROVISIONS**

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

- ✓ Adequate and suitable sanitary and washing and drying facilities with hot and cold running water maintained in a clean and hygienic condition
  - ✓ Adequate number of lavatories and washbasins with hot and cold running water
  - ✓ An adequate supply of potable drinking water at suitable points conveniently accessible to all employees, tested by the Buildings Office
  - ✓ Suitable facilities for sitting/other ergonomic support, in the case where work can be done in a seated position
  - ✓ Suitable and adequate facilities for boiling water and taking meals or reasonable access to other suitable and adequate facilities; staff canteen, ARAMARK canteen facilities located in DIT Aungier street. Staff kitchen facilities located in DIT Temple Bar
  - ✓ Easily accessible rest rooms/areas with seats with backs
  - ✓ Adequate provision for drying wet or damp work clothes
  - ✓ Adequate ventilation, temperature and lighting
  - ✓ Fire detection and fire fighting equipment
  - ✓ Emergency routes and exits
  - ✓ Pedestrian and traffic management systems
  - ✓ Clean and well maintained interior walls, floors and traffic routes
  - ✓ Rest facilities for pregnant ladies or breastfeeding mothers
- 
- Everyone is obliged to care for these facilities and must not misuse them. All welfare provisions should be maintained in a clean safe condition
  - Arrangements for regular cleaning of premises and removal of waste should be made by the local Building Maintenance Manager.
  - Drinking water is available to all staff via water dispensers, located in DIT Aungier Street and Temple Bar the building

## **SENSITIVE WORK GROUPS**

### **Protection of Children and Young Persons**

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

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

### **Pregnant Post-Natal and Breastfeeding Employees/Students**

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

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

### **LONE AND OUT OF HOURS ACCESS**

No lone/ out of hours working takes place in the School of Media.

### **WORK PLACEMENT**

Students completing the MA Public Relations course are required to complete work placement. This involves students completing a number of hours in work environment. Work placement fact sheets are available for all host employers/organisations, DIT students and DIT mentors, and must be studied before arranging and undertaking any work placement.

### **TRIPS/TRAVEL**

Students are occasionally brought on trips, where they observe and work with production equipment. For example visit a TV Studio.

Staff must complete a risk assessment prior to trips/ travel. All trips and travel proposals must have a risk assessment completed prior to the event.

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

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

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

### **HEALTH SURVEILLANCE**

Risk assessments will determine if health surveillance is required. Health Surveillance is made available to all staff appropriate to the health and safety risks present and facilitated by the Health & Safety Office. In certain circumstances, staff and students may be referred to our external

Occupational Health Physician for a health assessment in relation to their work/studies to ensure that we can put in place any additional corrective action if required.

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

## **WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL**

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

## **DIGNITY AT WORK ANTI BULLYING & HARASSMENT POLICY AND PROCEDURES**

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

## **STRESS**

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

## **AUDIT, REVIEW AND COMMUNICATION**

The School of Media 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's SLT Health and Safety Sub-Committee. All changes will be communicated to all staff, students, visitors and contractors/service providers. The most recent revision of all Safety Statements will be available on the DIT safety website and from the School of Media 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 Media 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 Institute to identify hazards in the workplace, assess the risk to safety and health and control these risks as far as is reasonably practicable.

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

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

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

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

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

- Physical
- Chemical
- Biological
- Operational
- Human Factors

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

Risks may be classified as:

- High
- Medium
- Low

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

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

Risk control measures are a combination of:

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

**Risk Assessments for the School of Media**

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
001	<b>Fire Emergency Response &amp; Evacuation</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Staff unfamiliar with evacuation procedure</li> <li>• Lack of evacuation drills</li> <li>• Use of naked flames</li> <li>• Improper storage of flammable or combustible materials</li> <li>• Smoking in undesignated areas</li> <li>• Faulty electrics</li> <li>• Inadequate emergency equipment</li> <li>• Misuse of equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained in Emergency Response Training (ERT)</li> <li>• Sufficient firefighting equipment available (break glass units, extinguishers, fire blanket)</li> <li>• Firefighting equipment and detection systems maintained and tested</li> <li>• Fire and evacuation signage in place</li> <li>• Emergency and first-aid procedures posted</li> <li>• Good housekeeping standards maintained</li> <li>• Waste removed regularly</li> <li>• Evacuation procedure practiced each semester</li> <li>• Assembly point known to occupants</li> <li>• Several means of escape present and known to</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Ensure compliance with ERT and evacuation procedure</li> <li>• Ensure clear access to firefighting equipment</li> <li>• Ensure escape routes and emergency exits are kept clear and unobstructed</li> <li>• Ensure staff participation in the role of evacuation marshal</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	DIT Buildings Office, all staff, student and visitors	On going



			<p>occupants</p> <ul style="list-style-type: none"> <li>• Occupants escort visitors out</li> <li>• Emergency exits are clearly marked and free from obstructions</li> <li>• Emergency lighting in place</li> <li>• Staff members act as evacuation marshals</li> <li>• No smoking policy in place</li> <li>• Proper storage of flammable liquids</li> <li>• Scheduled maintenance of buildings services (heating, electricity, ventilation etc.)</li> <li>• Hot work permit system in place</li> <li>• Compliance with building regulations</li> <li>• Site specific <a href="#">Emergency Manual</a> available on the website</li> <li>• Evacuation alarm lighting present in each editing booth</li> </ul>	<ul style="list-style-type: none"> <li>• Sound studio (Aungier St. room number: 4010) wall mount the fire blanket</li> <li>• Induction to be provided to staff and students for the transition to Grangegorman site</li> <li>• Announce the position of emergency exits and Assembly Point(s) at the commencement of meeting/seminar with visitors, and classes/ lectures with students</li> <li>• Familiarise yourself with the layout and location of exits, assembly point, firefighting equipment in DIT Grangegorman (Sep 2014)</li> </ul>		<p><b>Head of School (to report to DIT Buildings Office)</b></p>	<b>July 2014</b>
						<b>Head of School</b>	<b>September 2014</b>
						<b>All staff</b>	<b>As necessary</b>
						<b>All staff and students</b>	

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date /Status
			Current Controls	Further Actions Required			
002	<b>Manual Handling</b> <ul style="list-style-type: none"> <li>Carrying loads: photography/camera production equipment (cameras, lights, props), office supplies, exam scripts/material</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> </ul>	<ul style="list-style-type: none"> <li>Manual Handling-related injuries, e.g. back injury</li> <li>Slips, trips, falls</li> </ul>	<ul style="list-style-type: none"> <li>All staff compliant with and adhere to mandatory manual handling training</li> <li>Trolley available for staff and students</li> <li>Task is organised to allow the use of mechanical aids to avoid/reduce the need for manual handling</li> <li>Task is organised to ensure handling is carried out between waist and shoulder height</li> <li>Heavy or large/unwieldy loads are broken down into more manageable weights or are lifted by 2 people</li> <li>Work is planned to prevent handling over long distances or frequent repetitions</li> <li>Manual handling risk assessments available to all staff, contact local Occupational Health Officer</li> <li>PPE provided – gloves used</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Refresher training to be carried out where necessary</li> <li>Provide information and training to students on safe manual handling techniques (eLearning programme, safety video library and toolbox talk available on request)</li> <li>Head of School must correct any staff member who may be lifting loads improperly</li> <li>Matrix of staff</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	Head of School, all staff and students	On going

	<ul style="list-style-type: none"> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>		<ul style="list-style-type: none"> <li>• for handling lights</li> <li>• Good housekeeping maintained</li> <li>• Suitable environment - workplace is organised to ensure adequate room to prevent bending, twisting, and/or unstable posture</li> <li>• Implement team lifting were required</li> <li>• Adequate lighting maintained</li> <li>• Assistance from colleagues/ students - team lifting</li> <li>• Report issues to line manager</li> <li>• Items not stored above shoulder height</li> <li>• Shelves are not overloaded</li> <li>• Deliveries – to the goods inwards area of DIT buildings/ or to the Front desk/ receptions area</li> </ul>	<ul style="list-style-type: none"> <li>• members who require training to be compiled</li> <li>• Ensure racking/ shelving is maintained and checked for stability</li> <li>• Heavy or large/unwieldy loads are broken down into more manageable weights or are lifted by 2 people</li> <li>• Work is planned to avoid long distances, repetition, twisting, bending and/or unstable posture</li> <li>• Place heavier items on shelving at mid-rift level and lightweight items at higher levels</li> <li>• 1 trolley available in the School for transporting material – addition trollies required</li> </ul>			
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				<ul style="list-style-type: none"> <li>Designated contractors to be utilised for the move of office equipment</li> </ul>			
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
003	<b>Work Equipment</b> <ul style="list-style-type: none"> <li>E.g. TV studio equipment, cameras, lights</li> <li>Photography equipment</li> <li>Office equipment: computers, shredders</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>Electrics</li> <li>Contact with moving parts</li> <li>Slip, trip, fall</li> <li>Trailing cables</li> <li>Manual handling (see manual handling risk assessment 002)</li> </ul>	<ul style="list-style-type: none"> <li>Service and maintenance carried out by competent person</li> <li>Computers maintained and serviced as required by DIT IS Department</li> <li>Supervision of students</li> <li>Visual check carried out on equipment before use</li> <li>Report defects to line manager</li> <li>Training programme provided to students in the safe use of equipment</li> <li>Shut down equipment after use and end of day</li> <li>Equipment CE mark</li> <li>Damaged equipment marked and taken out of</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	Head of School, all staff and students	On going

	<ul style="list-style-type: none"> <li>• <b>Contractors/ Service providers</b></li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>		<p>service</p> <ul style="list-style-type: none"> <li>• Preventative maintenance schedule for all School equipment</li> <li>• Adequate lighting, ventilation and heating is available</li> <li>• PPE is available: i.e. gloves</li> <li>• All equipment is used in accordance with the manufacturers manual</li> <li>• Power sockets are not overloaded</li> <li>• Power supply is turned off when clearing shredder jams and emptying paper</li> <li>• Loose clothing, dangling jewellery and unsecured long hair should be avoided when using shredders</li> </ul>				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
004	<b>Portable Appliances &amp; Handheld Equipment</b> <ul style="list-style-type: none"> <li>E.g. laptops, lights, camera equipment</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Electrics</li> <li>Entanglement/ crushing</li> </ul>	<ul style="list-style-type: none"> <li>Preventative maintenance schedule for all IS equipment</li> <li>Service and maintenance (PAT) where required</li> <li>Service and maintenance carried out by competent person</li> <li>Supervision of students</li> <li>Visual check carried out on equipment before use</li> <li>Report defects to line manager</li> <li>PPE is available</li> <li>Equipment CE mark</li> <li>Shut down after use and end of day</li> <li>Follow manufacturer's instructions</li> <li>Do not overload electrical sockets</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	Head of School, all staff and students	On going



PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
005	<b>Noise</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Hearing loss / damage</li> <li>• Disruption/ distraction</li> <li>• Interference with communications and warning signals</li> <li>• Fatigue</li> <li>• Tinnitus</li> </ul>	<ul style="list-style-type: none"> <li>• Contact Health and Safety Office if monitoring is needed</li> <li>• School staff advise student to keep sound levels down/ at a minimum when using head phones</li> <li>• Follow manufacturer's instructions when using equipment (sound equipment etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	Head of School, all staff and students	On going

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
006	<b>Structural:</b> <ul style="list-style-type: none"> <li>Floors</li> <li>Walls</li> <li>Ceilings</li> <li>Doors</li> <li>Fixtures and fittings</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with</li> </ul>	<ul style="list-style-type: none"> <li>Personal Injury</li> <li>Slips, Trips and Falls</li> <li>Collapse</li> <li>Trapping</li> </ul>	<ul style="list-style-type: none"> <li>Building and associated fixtures and fittings appear to be stable and structurally sound</li> <li>Defects and hazards are reported to the Building Maintenance Manager or through online hazard reporting</li> <li>Opening / closing safely</li> <li>Vision panel in place</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Contact DIT Buildings Office if problems arise</li> <li>Ensure where vision panels on fitted on doors they are not obstructed</li> <li>Maintenance and inspection programme to be implemented</li> <li>Vision panel required for the back editing booth</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>All Staff</b>          <b>DIT Buildings Office</b>          <b>Head of School and DIT Buildings Office</b>	<b>On going</b>          <b>As necessary</b>          <b>September 2014</b>

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
007	<b>Slips, Trips &amp; Falls</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Slips, trips and falls</li> <li>• Uneven surfaces</li> <li>• Wet floor conditions</li> <li>• Raised obstacles</li> </ul>	<ul style="list-style-type: none"> <li>• DIT Buildings Office to ensure upkeep and ensure floors are maintained</li> <li>• All routes kept clear and unobstructed</li> <li>• SOP for cleaning – floors generally cleaned early morning when most personnel are off site (See Noonan SOP and risk assessments)</li> <li>• Use of warning signage where appropriate</li> <li>• Report hazards to DIT staff/ line manager</li> <li>• Good cable management Trailing cables and leads are re-routed, removed or secured</li> <li>• Pedestrian routes marked</li> <li>• Changes in floor levels identified and marked</li> <li>• Door mats provided at entrance (main entrance)</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• DIT Buildings Office to ensure upkeep and maintenance of internal and external access and egress routes e.g. walkways, paths, driveways, floors, corridors, steps and stairs.</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>DIT Buildings Office, all staff and students</b>  <b>DIT Buildings Office</b>	<b>On going</b>

			<p>are properly located, fitted and secured</p> <ul style="list-style-type: none"><li>• SOP for slippages</li><li>• Safety foot wear</li><li>• Hand-rail on steps/stairs</li><li>• Stair nosing fitted with anti-slip finish</li><li>• Adequate lighting</li><li>• Good housekeeping maintained</li></ul>				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
008	<b>Access and Egress</b> <ul style="list-style-type: none"> <li>Opening Times: Opening times are on the <a href="#">DIT website</a></li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Security threats</li> <li>Threats from public</li> <li>Violence / Assault</li> <li>Unwanted visitors</li> </ul>	<ul style="list-style-type: none"> <li>Front desk/Reception is manned at all times by a Porter</li> <li>Security camera in common areas</li> <li>Suspicious activity reported to porters</li> <li>Rooms locked when not in use</li> <li>Students and staff have DIT I.D. card</li> <li>Vision panels on doors</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Do not allow suspect individuals access – inform porter on duty</li> <li>Secure personal property</li> <li>Ensure vision panels on doors are not obscured</li> <li>Carry out spot-checks of student I.D. cards</li> <li>ID cards required to access buildings in Grangegorman (Sep 2014)</li> </ul>	<p><b>With current controls: L</b></p> <p><b>With Actions applied: L</b></p>	<p><b>DIT Buildings Office and all building occupants</b></p> <p><b>DIT Buildings Office</b></p> <p><b>All staff and students</b></p>	<p><b>On going</b></p> <p><b>September 2014</b></p>

PHYSICAL							
Ref	Hazard	Risk(s) Associated /Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
009	<b>Office Equipment</b> <ul style="list-style-type: none"> <li>Desktop PCs</li> <li>Photocopiers</li> <li>Printers</li> <li>Shredders</li> <li>Guillotines</li> <li>Filing Cabinets</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> </ul>	<ul style="list-style-type: none"> <li>Personal injury due to:</li> <li>Chemical contact when changing toner</li> <li>Burns from clearing jams</li> <li>Electrical shock/contact with live parts</li> <li>Entanglement in moving parts</li> <li>Incorrect disposal</li> <li>Lack of information / training</li> </ul>	<ul style="list-style-type: none"> <li>Gloves worn when changing cartridges/toner and wash hands after use</li> <li>Power turned off before clearing jams or making adjustments to office equipment</li> <li>Manufacturer's instructions followed</li> <li>PCs supported and maintained by DIT Information Services</li> <li>Correct disposal of waste cartridges</li> <li>Ensure no loose or dangling clothing/personal effects when operating equipment with moving/rotating parts e.g. shredder</li> <li>Do not overload electrical sockets</li> <li>Guard in place on guillotine</li> <li>Filing cabinets fitted with ant-tilt mechanism</li> <li>Label defective equipment and report to line manager</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Staff to be provided with training in safe operation and daily routine maintenance of the equipment by Service Engineers</li> <li>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,</li> </ul>	<p><b>With current controls:</b> L</p> <p><b>With Actions applied:</b> L</p>	<p><b>All staff</b></p> <p><b>Head of School and all staff</b></p> <p><b>Head of School</b></p>	<p><b>On going</b></p> <p><b>As necessary</b></p>

	<ul style="list-style-type: none"> <li>• people with disabilities</li> </ul>			<p>temperature/humidity levels in the area, access and egress and general space requirements</p> <ul style="list-style-type: none"> <li>• All chairs to be checked annually by a designated person. Defective to be removed and labelled until repair/disposal</li> </ul>		<p><b>DIT Buildings Office</b></p>	
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
010	<b>Office / Workstation Ergonomics</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• MSD's</li> <li>• Upper limb disorders</li> <li>• Poor posture</li> <li>• Back problems</li> <li>• Fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• Online eLearning programme available</li> <li>• Workstation risk assessments and information and training available from the Health &amp; Safety Office on request</li> <li>• Contact DIT Health and Safety Office if risk assessments are required</li> <li>• Eye tests available for staff at the DIT National Optometry Centre (NOC)</li> <li>• Adjustable chairs</li> <li>• Window blinds in place</li> <li>• Adequate space</li> <li>• Adequate storage</li> <li>• Good housekeeping maintained</li> <li>• Good cable management</li> <li>• Adequate building services (heating, lighting ventilation)</li> <li>• Follow manufacturer's instructions for use of equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Contact DIT Health and Safety Office for assessment of individual workstations</li> <li>• Contact NOC for eye test</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	All staff	<b>On going</b>  <b>As necessary</b>

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated /Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
012	<b>Vehicles/ Deliveries on Site</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Injury to person/ struck by vehicle</li> <li>• Poor access and egress</li> </ul>	<ul style="list-style-type: none"> <li>• Deliveries handled by Goods Inwards/ DIT Buildings Office</li> <li>• Separate pedestrian access to car park available in a number of DIT buildings</li> <li>• Car park is authorised access only</li> <li>• CCTV in place in car park</li> <li>• Safe access and egress maintained</li> <li>• Deliveries to be coordinated with suppliers</li> <li>• Car park spaces marked out clearly, checked and maintained by DIT Buildings Office</li> <li>• Designated walk ways</li> <li>• Defects reported to DIT Buildings Office</li> <li>• Safe parking – delivery vehicles and staff vehicles</li> <li>• Obey speed limit</li> <li>• Designated area for loading and unloading goods (good inwards areas located in a number of DIT buildings)</li> <li>• Adequate lighting</li> <li>• Hi Vis clothing provided (if required)</li> <li>• Hoarding separating construction site</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Care with vehicle collision in the event of evacuation from DIT buildings</li> <li>• A marshal must be appointed to supervise evacuations and wear a high visibility jacket when directing people</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>DIT Buildings Office and all staff</b>  <b>All staff and students</b>  <b>Head of School and all staff</b>	On going

			<p>and DIT pedestrian/ vehicle entrance</p> <ul style="list-style-type: none"><li>• Grangegorman: Construction traffic use a designated entrance.</li></ul> <p>Designated pedestrian entrance</p> <ul style="list-style-type: none"><li>• Hoarding separating construction site and DIT pedestrian/ vehicle</li><li>• DIT Buildings Office: SOP Snow and Ice Clearance</li></ul>				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
013	<b>Hot Surfaces / Liquids / Solids</b> <ul style="list-style-type: none"> <li>Catering appliances in staff common room or canteen kettle/ toaster/ microwave/ burco boiler</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Contact burns</li> <li>Scalds</li> <li>Spillage</li> </ul>	<ul style="list-style-type: none"> <li>Warning signage</li> <li>Heat shielding of hot surfaces</li> <li>Equipment well maintained</li> <li>Use of lids/covers to prevent spillages</li> <li>Procedure for dealing with spillages</li> <li>It is DIT Policy that use of domestic appliances by students or staff in classrooms and offices is prohibited</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	All staff	Ongoing

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

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

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
017	<b>Services: Heating</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Environment too hot or cold</li> <li>• Electrical hazards</li> <li>• Misuse of portable heaters</li> <li>• Leaks</li> <li>• Fire</li> <li>• Burns</li> <li>• Carbon monoxide poisoning</li> </ul>	<ul style="list-style-type: none"> <li>• Heating in working order</li> <li>• Room users can adjust heating levels</li> <li>• Electrics appear to be up to standard</li> <li>• Cables neatly positioned</li> <li>• Contact DIT Buildings Office if problems or defects arise</li> <li>• Service and maintenance by competent person</li> <li>• Combustible material kept away from heat source</li> <li>• Heat source kept clear and free from obstruction</li> <li>• Environmental monitoring from the Health &amp; Safety Office on request</li> <li>• Adequate ventilation</li> <li>• Fire detection systems in place</li> </ul>	<ul style="list-style-type: none"> <li>• Contact DIT Buildings Office if problems or defects arise</li> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	DIT Buildings Office and all staff	On going



PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
018	<b>Lighting</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Inadequate lighting</li> <li>• Glare</li> <li>• Slips, trips, falls</li> </ul>	<ul style="list-style-type: none"> <li>• Light switches easily accessible (height)</li> <li>• Adequate lighting level for nature of work</li> <li>• Report defects</li> <li>• Protective coverings</li> <li>• Environmental monitoring from the Health &amp; Safety Office on request</li> <li>• Service and maintenance by competent person</li> </ul>	<ul style="list-style-type: none"> <li>• Contact DIT Buildings Office if problems or defects arise</li> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	DIT Buildings Office, all staff and students	On going

PHYSICAL							
Ref	Hazard	Risk(s) Associated /Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date/ Status
			Current Controls	Further Actions Required			
019	<b>Ventilation and Temperature</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Environment too hot or cold</li> <li>• Inadequate ventilation</li> <li>• Falls from heights from windows</li> <li>• High temperatures</li> <li>• Fainting</li> </ul>	<ul style="list-style-type: none"> <li>• Openable windows available for intake of fresh air</li> <li>• Blinds in place and in working order</li> <li>• Suitable equipment/devices available for the opening and closing of high level windows</li> <li>• Report defects to DIT Buildings Office/ line manager</li> <li>• Service and maintenance of ventilation system by competent person</li> <li>• Office temperature of at least 17.5 degrees (after one hour of work)</li> <li>• Environmental monitoring from the Health &amp; Safety Office on request</li> <li>• Ventilation filter units are cleaned as part of general maintenance in accordance with the manufacturer's instructions</li> <li>• Accessible hot pipe work is lagged as required</li> <li>• The DIT Buildings Office RMS system controls ventilation/ heating system remotely</li> <li>• Sound studio – control panel for air handling located at the door/ entrance</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Contact Buildings Office if problems or defects arise</li> <li>• Air handling units in the radio editing, radio studio, audio editing rooms controlled by DIT Buildings Office RMS system- staff unable to control air handling units locally. DIT Buildings Office to investigate the use of local control panels for staff to adjust temperatures as required</li> </ul>	<b>With current controls: M</b>  <b>With Actions applied: L</b>	<b>All staff</b>  <b>Head of School and DIT Buildings Office</b>	<b>On going</b>  <b>August 2014</b>

PHYSICAL							
Ref	Hazard	Risk(s) Associated /Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date /Status
			Current Controls	Further Actions Required			
020	<b>Electricity</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Electric shock</li> <li>• Electrocution</li> <li>• Ignition source</li> <li>• Fire</li> <li>• Explosion</li> <li>• Death</li> <li>• Electrical arcing</li> <li>• Damaged electrical equipment</li> <li>• Use of faulty equipment</li> <li>• Contact with live parts</li> <li>• Unmarked distribution boards</li> <li>• Inadequate electrical installations</li> </ul>	<ul style="list-style-type: none"> <li>• Sufficient numbers of electrical sockets</li> <li>• Electric leads not trailing or worn</li> <li>• Competent person to carry out repairs/ works</li> <li>• All works servicing/ new electrical installations and all extensions are carried out, tested and certified as safe, by a competent qualified electrician (as per regulations)</li> <li>• Shut down when not in use and at the end of day</li> <li>• Contact DIT Buildings Office if problems arise</li> <li>• Adequate protection for circuit boards, distribution boards etc.</li> <li>• Report defects, take equipment out of use</li> <li>• Good housekeeping maintained</li> <li>• Suitable fire extinguishers provided</li> <li>• Switch off equipment before cleaning or making adjustments</li> <li>• Enclosures/covers are in place to prevent contact with live electrical</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Contact DIT Buildings Office if problems arise</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>DIT Buildings Office, all staff and students</b>  <b>Head of School and all staff</b>	<b>On going</b>  <b>As necessary</b>

			<p>equipment/parts</p> <ul style="list-style-type: none"> <li>• Damaged extension leads are repaired or removed from use</li> <li>• Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations</li> <li>• Work on live electrical equipment is avoided where reasonably practicable</li> <li>• All circuits supplying socket outlets are protected by an Residual Current Devices (RCD)</li> <li>• Operation of the RCD is tested regularly in accordance with the manufacturer's instructions</li> <li>• Electrical equipment and fittings are suitable for the work environment</li> <li>• Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person</li> <li>• PAT testing of portable electrical appliances subject to wear and tear</li> <li>• Do not overload sockets</li> <li>• Use of adaptors and extension leads kept to a minimum</li> </ul>				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
021	Asbestos	N/A	N/A	N/A	N/A	N/A	N/A

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

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
024	<b>Construction / Maintenance Work</b>  <b>Example:</b> <ul style="list-style-type: none"> <li>Noonan Cleaners</li> <li>Building contractors</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Unfamiliar with DIT buildings and safety procedures</li> <li>Injury to contractors, staff, students, members of the public</li> </ul>	<ul style="list-style-type: none"> <li>DIT Buildings Office control all contractors</li> <li>Permit to work system for hot works, work at height, confined spaces</li> <li>Front desk/Reception is manned at all times by a Porter</li> <li>Warning signage (if required)</li> <li>Compliance with DIT code of practice for contractors</li> <li>Contract personnel have completed DIT's Emergency Response eLearning training programme</li> <li>DIT Contractor safety badge</li> <li>Risk assessment and method statements completed and submitted to the DIT Buildings Office</li> <li>Good housekeeping maintained</li> <li>Areas of works cordoned off</li> <li>See GDA method statements</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Grangegorman: Hoarding separating construction site and DIT – abide hoarding rules</li> <li>DIT students and staff not permitted on construction site grounds</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>Head of School conjunction with Building Maintenance Manager</b>  <b>DIT staff &amp; students</b>	<b>Ongoing</b>

OPERATIONAL							
Ref	Hazard	Risk(s) Associated /Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
025	<b>Work Activities / Processes</b> <ul style="list-style-type: none"> <li>Class based lectures/teaching in Photography studios/ Production/ TV studio</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Manual handling (see risk assessment)</li> <li>Slips, trips and falls (see risk assessment)</li> <li>Electricity (see risk assessment)</li> <li>Work equipment (see risk assessment)</li> <li>Housekeeping (see risk assessment)</li> <li>TV Studio, TV Control (see risk assessment)</li> </ul>	<ul style="list-style-type: none"> <li>Staff received information and training for jobs</li> <li>Supervision of students</li> <li>PPE provided</li> <li>Obey safety signage</li> <li>SOP for use and maintenance of equipment</li> <li>Report defects to line manager</li> <li>Maintenance and servicing of equipment by a competent person (maintain records)</li> <li>Training records maintained by School</li> <li>Appropriate ventilation in areas where equipment is used</li> <li>Safe systems of work for equipment</li> <li>Equipment CE marked</li> <li>Inform student of evacuation plans/ location of nearest exit from lecture theatre/ class room/ photography or TV</li> <li>Good housekeeping standards maintained - material stored in</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<p><b>With current controls: L</b></p> <p><b>With Actions applied: L</b></p>	Head of School, all staff and students	On going

			<p>suitably location etc.</p> <ul style="list-style-type: none"> <li>• Ensure loose clothing is removed prior to commencing work. And clothing is not near moving parts of equipment. Tie long hair back.</li> </ul>				
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
026	<b>Housekeeping</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Slips, trips and falls</li> <li>• Increased fire load</li> <li>• Falling objects</li> <li>• Collisions</li> </ul>	<ul style="list-style-type: none"> <li>• Fire load kept to a minimum</li> <li>• All escape routes and emergency exits kept clear and unobstructed</li> <li>• Wet floor signs where required</li> <li>• Spillages cleaned immediately</li> <li>• Adequate lighting</li> <li>• Adequate waste disposal</li> <li>• Designated storage/ lockers available for storage of personal belongings</li> <li>• Refuse and recycling bins are provided in offices and class rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	Head of School, all staff and students	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
027	<b>Cleaning</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of cleanliness or hygiene</li> <li>• Manual handling injury</li> <li>• Exposure to hazardous substances</li> <li>• Spillages: slips, trips and falls</li> <li>• Lack of/inappropriate PPE</li> </ul>	<ul style="list-style-type: none"> <li>• Daily cleaning schedule</li> <li>• PPE for cleaning staff</li> <li>• Proper labeling of cleaning agents</li> <li>• Information and training for cleaning staff (chemicals)</li> <li>• Signage (e.g. wet floor signs) available and used</li> <li>• Proper storage of cleaning equipment and cleaning substances</li> <li>• Use of appropriate cleaning equipment</li> <li>• Report defects and hazards</li> <li>• Manual handling training</li> <li>• DIT Buildings Office/ cleaning contractors remove bins and waste as required</li> <li>• See Noonan Safety Statement and risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>Cleaning contracting staff (Noonan), DIT Buildings Office, all staff and students</b>	<b>On going</b>

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
028	<b>Waste Disposal &amp; Removal</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Waste accumulation</li> <li>• Fire</li> <li>• Sharps injuries</li> <li>• Exposure to bodily fluids</li> <li>• Manual handling injury</li> <li>• Exposure to hazardous substances</li> <li>• Spillages: slips, trips and falls</li> <li>• Lack of/inappropriate PPE</li> </ul>	<ul style="list-style-type: none"> <li>• Paper recycling bins present</li> <li>• Shredding facility present</li> <li>• Segregate waste as appropriate</li> <li>• Dispose of waste appropriately in bins provided (recycling bin)</li> <li>• Waste removed on a regular bases by cleaning contractors/ DIT Buildings Office</li> <li>• Sharps bin present</li> <li>• Clinical waste arrangements</li> <li>• PPE provided and worn</li> <li>• Instruction and training provided to cleaning staff</li> <li>• SOP for the removal of waste (see Noonan Safety Statement and risk assessments)</li> <li>• Labelling of waste material (where required)</li> <li>• Chemical waste in Photography stored in labelled drums and removed by waste company</li> <li>• Storage arrangements for waste – safe and secure location</li> <li>• Manual handling training</li> <li>• Mechanical aids for transport e.g. trolleys</li> <li>• Keep waste away from sources of ignition e.g. heaters, electrical appliances</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>Head of School and all staff</b>  <b>DIT Buildings Office and cleaning contracting staff (Noonan)</b>	<b>On going</b>

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
029	<b>Signage and Documentation</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of knowledge regarding safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Exit signage in place</li> <li>• Emergency First-aid Procedures in place</li> <li>• Evacuation plan posted throughout</li> <li>• List of trained first-aiders posted</li> <li>• Safety Notice points posted throughout</li> <li>• Fire Action Notice Point posted throughout</li> <li>• No Smoking signage in place</li> <li>• Emergency contact numbers</li> <li>• Refuge point signage</li> </ul>	<ul style="list-style-type: none"> <li>• Observe signage</li> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	Head of School, all staff and students	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
030	<b>Incidents</b>  <b>Hazard Reporting</b>  <b>First-aid</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of first-aid supplies</li> <li>• Lack of trained first-aiders</li> <li>• Lack of knowledge of procedure in the event of an incident</li> <li>• No reporting of incident(s)</li> <li>• No reporting of hazards</li> </ul>	<ul style="list-style-type: none"> <li>• First-aid kit available at the Front desk/reception</li> <li>• Incident report book available</li> <li>• All incidents to be reported immediately and an incident report form completed</li> <li>• Additional supplies available from Health &amp; Safety Office on request</li> <li>• List of trained first-aiders posted <a href="http://www.dit.ie/safework">www.dit.ie/safework</a></li> <li>• Emergency first-aid procedure posted</li> <li>• AED available</li> <li>• Individuals trained in first-aid and the use of the AED</li> <li>• Online hazard reporting facility available</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Ensure adequate number of staff trained in first-aid</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	Head of School and all staff	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated /Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
031	Use of Ladders / Working at Height	<ul style="list-style-type: none"> <li>Falls from height</li> <li>Falling objects</li> <li>Falls through fragile roofs</li> <li>Slips, trips and falls</li> <li>Manual handling injuries</li> <li>Inclement weather</li> </ul>	<ul style="list-style-type: none"> <li>Avoid working at heights if possible</li> <li>Staff and students are not permitted to use ladders or work at heights unless trained to do so safely</li> <li>Permit to work system</li> <li>Ladders are inspected regularly (and before use) and any defects found are reported and repaired</li> <li>Records kept of inspection</li> <li>PPE worn</li> <li>Follow manufacturer's instructions</li> <li>Seek assistance from the Buildings Office if required</li> <li>Storage arrangements for material and equipment – below shoulder height</li> <li>Manual handling training</li> <li>Adhere to HSA Codes of Practice for Safe Use of Ladders, (Scaffolding and Working on Roof)</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>SOP required for the safe use of ladder(s)</li> </ul>	With current controls: L	Head of School, all staff and students	On going
					With Actions applied: L	Head of School	September 2014

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
032	<b>Lone/ Out of Hours Access</b> <ul style="list-style-type: none"> <li>No out of hours working currently takes place</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Violence</li> <li>Inability to make contact in the event of an emergency etc.</li> <li>Unauthorised access</li> </ul>	<ul style="list-style-type: none"> <li>DIT Policy in place</li> <li>Risk assessment carried out and control measures implemented</li> <li>Buddy system in place</li> <li>Structural and security controls for safe access and egress</li> <li>Mandatory training</li> <li>Students working alone in editing booths: booking system in place, vision panels in doors and evacuation lighting</li> <li>Students work in editing booths during DIT opening hours</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	Head of School and All staff	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
033	<b>Trips/ Travel</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Injuries</li> <li>• Medical emergencies</li> <li>• Accidents and incidents</li> <li>• Missing persons</li> <li>• Substance abuse</li> <li>• Road Traffic Accidents</li> <li>• Inclement weather</li> <li>• Site terrain</li> <li>• Chemical</li> <li>• Biological</li> <li>• Human Factor</li> </ul>	<ul style="list-style-type: none"> <li>• DIT Trip Guidelines in place</li> <li>• Separate trip risk assessment template completed for each trip and control measures implemented</li> <li>• Health and safety information provided to trip participants</li> <li>• eLearning programme available from Health and safety office to participants Adequate supervision of students</li> <li>• Provision of PPE where appropriate</li> <li>• Adherence to local/site rules</li> <li>• Information provided to trip/ travel participants</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<p><b>With current controls: L</b></p> <p><b>With Actions applied: L</b></p>	Head of School, all staff and students	On going



OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
034	<b>Work Placement</b> <ul style="list-style-type: none"> <li>E.g. Student on the MA Public Relations go on work placement</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Injuries</li> <li>Accidents and incidents</li> <li>Lack of familiarity with work environment and work practices</li> </ul>	<ul style="list-style-type: none"> <li>Specific risk assessment carried out and control measures implemented</li> <li>Work placement factsheets provided to host organization, students and mentors (DIT staff)</li> <li>Pre-placement induction safety talks available on request from the Health &amp; Safety Office</li> <li>Work placement factsheets provided to participants</li> <li>Pre-placement induction safety talks available from the Health &amp; Safety Office</li> <li>DIT work placement mentor appointed</li> <li>Guidance notes</li> <li>Report all incidents and accidents to DIT</li> <li>Insurance cover in place</li> <li>Training and supervision of students by host organization</li> <li>DIT guidance notes on work placements</li> <li>Report all incidents and accidents to DIT</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	Head of School, all staff and students	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
035	<b>Events Hosting</b> <ul style="list-style-type: none"> <li>School events, open days/ interviews/ casting for shoots</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Injuries</li> <li>Accidents and incidents</li> <li>Unfamiliar with DIT premises and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>Specific risk assessment carried out for each event and control measures implemented</li> <li>Emergency plans in place with regard to evacuation and first-aid</li> <li>Report all incidents and accidents to DIT</li> <li>Provide relevant health and safety information to event participants – evacuation plans, assembly point, first-aid arrangements</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<p><b>With current controls: L</b></p> <p><b>With Actions applied: L</b></p>	Head of School all staff and student	On going

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

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
037	<b>Storage</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Inadequate storage</li> <li>• Improper storage</li> <li>• Inadequate space for safe manual handling</li> <li>• Poor housekeeping</li> <li>• Slips, trips and falls</li> <li>• Unsafe access and egress</li> <li>• Inadequate lighting and/or ventilation</li> </ul>	<ul style="list-style-type: none"> <li>• Safe access and egress</li> <li>• Storage avoided above shoulder height where possible</li> <li>• Items stored appropriately</li> <li>• Items segregated where necessary</li> <li>• Storage units secure and fit for purpose</li> <li>• Locking system in place</li> <li>• Staff trained in manual handling</li> <li>• Appropriate signage in place</li> <li>• Items not stored in walkways</li> <li>• Defects reported</li> <li>• Adequate lighting and ventilation</li> <li>• Lockers available to staff and students for personal belongings</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>Head of School and all staff</b>	<b>On going</b>

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
038	<b>Sensitive Work Groups:</b>  <b>Pregnant Employees /Students &amp; Nursing Mothers</b>	<ul style="list-style-type: none"> <li>• Harm to Mother, unborn child or breastfeeding baby</li> <li>• Physical risks</li> <li>• Chemical risks</li> </ul>	<ul style="list-style-type: none"> <li>• Specific risk assessment carried out for individual pregnant employees/students and control measures implemented as identified and necessary by Health &amp; Safety Office</li> <li>• A room may be made available where necessary (for expressing milk)</li> <li>• Follow medical advice</li> </ul>	<ul style="list-style-type: none"> <li>• Pregnant employees/students and nursing mothers to contact Occupational Health Officer Orlaith Waters to ensure a risk assessment is carried out</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>All staff and students</b>	<b>On going</b>

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

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

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
041	<b>Sensitive Work Groups:</b>  <b>New Recruits</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Sensitive risk groups</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of experience</li> <li>• Lack of training</li> <li>• Injuries</li> <li>• Accidents and incidents</li> <li>• Lack of training and experience</li> <li>• Lack of familiarity with DIT work environment, work practices and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>• Induction available (in person or online)</li> <li>• Line Manager gives induction for School department</li> <li>• Mandatory training to be completed as soon as possible after recruitment</li> <li>• Supervision of new staff</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	Head of School and staff	On going



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

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
043	<b>Sensitive Work Groups:</b>  <b>Postgraduates</b>	<ul style="list-style-type: none"> <li>• Lack of experience</li> <li>• Lack of training</li> <li>• Injuries</li> <li>• Accidents and incidents</li> <li>• Lack of familiarity with DIT work environment, work practices and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>• Induction available (in person or online)</li> <li>• Supervisor provide induction for the School</li> <li>• Mandatory training to be completed as soon as possible after recruitment</li> <li>• School SOPs for activity and equipment</li> <li>• Supervision of postgraduates</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current control</li> </ul>	<p><b>With current controls:</b> <b>L</b></p> <p><b>With Actions applied:</b> <b>L</b></p>	<b>Head of School and all staff</b>	<b>On going</b>

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

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
045	<b>Violence</b> <ul style="list-style-type: none"> <li>E.g. Staff e.g. dealing with cash, difficult student/ staff</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Theft</li> <li>Attacks/assault</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Response Training (ERT) mandatory for staff</li> <li>Porter on duty at front desks</li> <li>DIT staff and students report suspect individuals to DIT Buildings Office</li> <li>Adequate lighting</li> <li>Physical barriers e.g. partitions</li> <li>Lone working policy in place</li> <li>Rooms locked when not in use</li> <li>CCTV in common areas</li> <li>Vision panels fitted on doors</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>SOP required for the handling, storage and transport of cash</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	Head of School, Building Office all staff and all students	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
046	<b>Bullying &amp; Harassment</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Effects on physical and mental well-being</li> </ul>	<ul style="list-style-type: none"> <li>• DIT Dignity at Work: Anti Bullying &amp; Harassment Policy in place</li> <li>• Dignity at Work training programme for staff</li> <li>• Dignity at Work contact persons available</li> <li>• Employee Assistance Programme (EAP) in place</li> <li>• DIT Procedure for complaints and investigations</li> <li>• Student support services available</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	All staff and students	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
047	<p><b><u>Welfare Facilities;</u></b>  <b><u>Sanitary Facilities;</u></b>  <b><u>Staffroom / Canteen</u></b></p> <p>(See Welfare Provisions page 20)</p> <p><b>Who is harmed:</b></p> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Inadequate facilities</li> <li>• No potable water</li> <li>• No means for boiling water / heating food</li> <li>• No seating / resting area</li> <li>• No hand-washing facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Staffroom/canteen present with seating facilities</li> <li>• Drinking water available</li> <li>• Hot and cold water available in sanitary facilities</li> <li>• Disabled toilet available In DIT Buildings</li> <li>• Adequate sanitary facilities available</li> <li>• Hand washing facilities adequate.</li> </ul>	<ul style="list-style-type: none"> <li>• Care to be taken with hot surfaces, hot drinks and boiling water</li> </ul>	<p><b>With current controls:</b>  <b>L</b></p> <p><b>With Actions applied:</b>  <b>L</b></p>	All staff and students	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
048	<b>Visitors</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of experience</li> <li>• Lack of training</li> <li>• Injuries</li> <li>• Accidents and incidents</li> <li>• Lack of familiarity with DIT work environment, work practices and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>• Front desk manned at all times by a Porters on duty</li> <li>• Visitors report to Front desk/Reception</li> <li>• Safety booklets and safety wallet cards available</li> <li>• Signage</li> <li>• Risk assessments completed for specific events where groups of visitors are expected</li> <li>• Swipe card system</li> <li>• CCTV in building</li> <li>• Deliveries handled by Goods Inwards/ DIT Buildings Office</li> <li>• Visitors briefed on emergency procedures by the person they are visiting</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	All staff and students	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
049	<b>Contractors / Service Providers</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Unfamiliar with DIT buildings and safety procedures</li> <li>• Injury to contractors, staff, students, members of the public</li> </ul>	<ul style="list-style-type: none"> <li>• DIT Buildings Office control all contractors</li> <li>• Reception is manned at all times by a porter</li> <li>• Sign in required</li> <li>• Compliance with DIT Code of Practice for Contractors</li> <li>• Signage</li> <li>• eLearning programme in place</li> <li>• DIT Contractor safety badge</li> <li>• Risk assessment and method statements completed and submitted to the DIT Buildings Office</li> <li>• Good housekeeping maintained</li> <li>• Areas of works cordoned off</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>DIT Buildings Office, Head of School Contractors/ Service Providers</b>	<b>On going</b>



HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
050	<b>Behaviour</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Aggression</li> <li>• Violence</li> <li>• Stress</li> <li>• Bullying</li> <li>• Harassment</li> </ul>	<ul style="list-style-type: none"> <li>• DIT Dignity at Work: Anti Bullying &amp; Harassment Policy in place</li> <li>• Employee Assistance Programme (EAP) in place</li> <li>• Occupational Stress Management Policy &amp; Procedures in place</li> <li>• Training courses available on Stress Management, personal skills etc. to staff</li> <li>• All incidents are reported immediately</li> <li>• DIT Disciplinary procedures in place</li> <li>• DIT Procedure for the Resolution of Disputes/Grievances in place</li> </ul>	<ul style="list-style-type: none"> <li>• Follow procedures in DIT's Dignity at Work: Anti Bullying &amp; Harassment Policy</li> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	Head of School, all staff and students	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
051	<b>Personal Protective Equipment (PPE)</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Improper fit and use</li> <li>• Incorrect type</li> <li>• Poor maintenance</li> <li>• Lack of training</li> <li>• Exposure to physical or hazardous substances</li> <li>• Slips, trips and falls</li> <li>• Lack of awareness of PPE requirements</li> <li>• Contamination</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate selection of PPE</li> <li>• Consultation with staff</li> <li>• Inspection and maintenance</li> <li>• Cleaning arrangements</li> <li>• Defects reported</li> <li>• Safe and secure storage</li> <li>• Training, information and supervision provided to staff and student</li> <li>• Follow manufacturer's instructions</li> <li>• Personal use only</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Signage required where PPE must be worn</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	Head of School, all staff and students	On going

CHEMICAL							
Ref	Hazard	Risk(s) Associated /Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
052	<b>Chemicals</b> <ul style="list-style-type: none"> <li>E.g. Chemicals used in the Photography studios (see appendix A for listing)</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Skin contact</li> <li>Ingestion</li> <li>Inhalation</li> <li>Environmental damage</li> <li>Contamination</li> <li>Spillage</li> </ul>	<ul style="list-style-type: none"> <li>Substitute with less hazardous chemicals where possible</li> <li>SOP for use, handling, storage and disposal</li> <li>PPE provided</li> <li>Material Safety Data Sheets available on site (Temple Bar – move to Grangeegorman Sep 2014)</li> <li>Spill Kit available</li> <li>Emergency plans (for spills/ contamination)</li> <li>First-aid arrangements</li> <li>Adequate ventilation</li> <li>Training, information and supervision</li> <li>Restricted access to chemicals (chemicals stored in a locked cabinet)</li> <li>Waste drums stored in a safe and secure location (labeled waste)</li> <li>Minimum quantities on site</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Specific chemical risk assessments required for chemicals and activities they are used for</li> <li>PPE signage required in areas where it is mandatory for staff and students to wear it</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>Head of School, all staff and students</b>  <b>Head of School</b>	<b>On going</b>  <b>September 2014</b>

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

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated /Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date /Status
			Current Controls	Further Actions Required			
055	<b>TV Studio, TV Control Gallery, Storage room</b> (Flags, boards, tacks, props etc.)  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Slip, trip, fall</li> <li>• Working at height</li> <li>• Manual handling: lifting/ moving lights, stands, cameras, props material etc. (see manual handling risk assessment)</li> <li>• Faulty electrics</li> <li>• Misuse of equipment</li> <li>• Burn – hot light bulbs</li> </ul>	<ul style="list-style-type: none"> <li>• Lights on grid system controlled remotely (in the TV control gallery). Pole used to access the grid lighting at a height</li> <li>• Grid lighting inspected annually by external contractor</li> <li>• All equipment is checked daily before use (visual inspection)</li> <li>• Equipment CE marked</li> <li>• Annual PAT carried out on equipment</li> <li>• Damaged equipment is marked taken out of service by technician/ School staff</li> <li>• Students are trained by School staff on how to use equipment safely</li> <li>• Hazard reported to School staff/ Line manager</li> <li>• Ventilation system in place</li> <li>• Firefighting equipment and detection systems maintained and tested</li> <li>• Trolley available</li> <li>• Camera's on wheels (with breaks)</li> <li>• Users follow manufacturer's instructions</li> <li>• Good housekeeping maintained</li> <li>• Floor plan designed for shoots to ensure safe movement of people and equipment in the studio</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Improve cable management under the table in the TV control gallery</li> <li>• 1 trolley available in the School for transporting material – addition trollies required</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	Head of School, staff and student	On going

			<ul style="list-style-type: none"><li>• Students are supervised by School staff</li><li>• PPE: gloves worn as required when handling lights/ bulbs</li><li>• Floor marked in storage room to ensure safe access and egress</li><li>• Good cable management in place – studio work/ shoots are planned and cable management plan implemented</li><li>• Moving material (cameras/ props etc. ) in the building and to external shoots) – student and staff advised to carry out the task pairs/ groups (crews) (x1 trolley available for manual handling tasks)</li></ul>				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
056	<b>Site visits</b> <b>Camera shoots (in DIT and in other locations)</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Slip, trip, fall</li> <li>• Manual handling: lifting/ moving lights, stands, cameras, props material etc. (see manual handling risk assessment)</li> <li>• Faulty electrics</li> <li>• Damage or theft of equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Specific risk assessments completed for shoots</li> <li>• Shoots are pre planned and organised</li> <li>• School staff review plans, assist and advise students</li> <li>• 1<sup>st</sup> -2<sup>nd</sup> year shoots take place on DIT sites</li> <li>• 3<sup>rd</sup> - 4<sup>th</sup> year shoots take place off DIT sites i.e. streets, parks, houses, building etc.</li> <li>• Staff assist students transporting material and equipment to site locations</li> <li>• Trolley available</li> <li>• Hazard reported to School staff/ Line manager</li> <li>• Maintain good cable management on sites</li> <li>• Damaged equipment is marked taken out of service by technician/</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	Head of School, staff and student	On going

			<p>School staff</p> <ul style="list-style-type: none"><li>• Students are trained by School staff on how to use equipment safely</li><li>• Students supervised by School staff</li><li>• Student and staff to familiarise themselves with the on-site evacuation plans, procedures, assembly points and first-aid arrangements</li><li>• Students to remain with student group while shooting</li><li>• Where required staff and student seek prior permission from appropriate person(s) to complete shoots on site locations</li><li>• Equipment is never left unattended</li></ul>				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
057	Radon	N/A	N/A	<ul style="list-style-type: none"> <li>Indoor workplaces at ground floor or basement level to have radon measurements carried out. Where reference levels are exceeded, appropriate measures to be taken</li> </ul>	N/A	N/A	N/A

## **APPENDIX A**

### **List of Chemicals stored and used in Temple Bar (Photography)**

Product Name	Use	Raw Form
Ilford Multigrade Developer	Paper Developer	Liquid
Ilford Rapid Fixer	Film and Paper Fixer	Liquid
Fotospeed SB50 Stop	Stop Bath	Liquid
Fotospeed FD10	Film Developer	Liquid
Ilford ID-11	Film Developer	Powder
Kodak Xtol Developer	Film Developer	Powder
Ilford Microphen Developer	Film Developer	Powder
Kodak Technidol Liquid Developer	Film Developer	Liquid
Ilford Ilfosol 3	Film Developer	Liquid
Kodak D-76	Film Developer	Powder
Kodak PhotoFlo 200	Wetting Agent	Liquid
Fotospeed AU20 Gold Toner	Paper Toner	Liquid
Kodak Max Stop	Stop Bath	Liquid
Fotospeed VT10 Sepia Toner	Paper Toner	Liquid
Potassium Ferricyanide Cyanotype chemical	Powder	
Ilford 2000RT Developer	Paper Developer (Machine Process)	Liquid
Ilford 2000RT Fixer	Paper Fixer (Machine Process)	Liquid