

SCHOOL OF MULTIDISCIPLINARY TECHNOLOGIES

SAFETY STATEMENT

2015



Version	Date	Approved by Name
2.0	10 th September 2015	

Table of Contents	
SCHOOL OF MULTIDISCIPLINARY TECHNOLOGIES EMERGENCY CONTACT DETAILS	3
INTRODUCTION	5
SAFETY RESPONSIBILITIES	6
DISCIPLINARY ACTION	10
HEALTH AND SAFETY CONSULTATION	10
PROVISION OF INFORMATION	10
RESOURCES	11
SAFE SYSTEMS OF WORK	11
PROCUREMENT CONTROL	11
INSPECTION PROCEDURES	11
TRAINING	12
EMERGENCY PLANNING AND RESPONSE	12
FIRST-AID	14
INCIDENT REPORTING AND INVESTIGATION	15
HAZARD REPORTING	16
MANAGEMENT OF CONTRACTORS/SERVICE PROVIDERS	16
PERSONAL PROTECTIVE EQUIPMENT (PPE)	16
ERGONOMICS	17
WELFARE PROVISIONS	17
SENSITIVE WORK GROUPS	18
LONE WORKING AND OUT OF HOURS ACCESS	18
WORK PLACEMENT	18
TRIPS/TRAVEL	19
STAFF/STUDENTS WITH DISABILITIES	19

HEALTH SURVEILLANCE	19
WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL	19
DIGNITY AT WORK ANTI BULLYING AND HARASSMENT POLICY	19
STRESS	19
AUDIT, REVIEW AND COMMUNICATION	20
DOCUMENT CONTROL	20
HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES	20
APPENDICES	22

SCHOOL OF MULTIDISCIPLINARY TECHNOLOGIES CONTACT DETAILS

Role	Name	Location	Email	Telephone Number
Head of School	Kevin Kelly	Room 443	kevin.kelly@dit.ie	(01) 402 3655
Assistant Head of School	Avril Behan	Room 439	avril.behan@dit.ie	(01) 402 4093
Assistant Head of School	Kevin Gaughan	Room 442	Kevin.gaughan@dit.ie	(01) 4023880
School Administrator	Jane Cullen	Room 441	multidisciplinaryadm@dit.ie	(01) 402 4014
School Nominee to College Health & Safety Team	Kevin Kelly	Room 443	kevin.kelly@dit.ie	(01) 402 3655
Local First-Aider	Kevin Kelly	Room 443	kevin.kelly@dit.ie	(02) 402 3655

Please see the School website for a full listing of contacts – click [here](#)

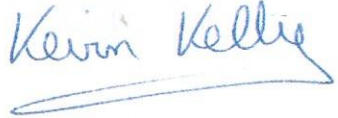
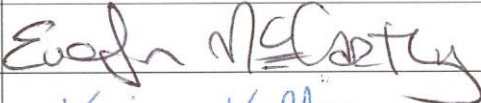

EMERGENCY CONTACT NUMBERS

Emergency Services	112/999 (You may need to dial “0” for an outside line)
Hospital	Mater Hospital Dublin 7 (01) 803 2000
Dublin City Council	(01) 222 22 22
Garda Síochána	Store Street, Dublin 1 (01) 6668000
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

Porter / Front Desk	Porter On Duty	(01) 402 3607
Incident Controller	Porter on Duty	(01) 402 3607
Building Service Supervisor	Joe O'Brien	(01) 402 3793
Building Maintenance Manager	Richard Smith	(01) 402 3646
Occupational Health Officer	Rosie Cannon	(01) 402 4148 / 087 9809194
Health & Safety Officer	Edel Niland	(01) 402 4192 / 086 3891080
Student Health Centre	Receptionist	o Northside (01) 402 3614 o Southside (01) 402 3051
Chaplain	Fr. Alan Hilliard	(01) 402 3639
Employee Assistance Programme (EAP) Contact	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours/7 days a week/365 days a year)
Student Counsellor	Secretary	(01) 402 3352 / 086 0850543
Staff Safety Representative for CEBE	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	Kevin Kelly	
Ensuring a safety statement and risk assessments are carried out, updated and communicated	Kevin Kelly	
Ensuring the upkeep of first-aid box and ordering first-aid supplies from Occupational Health Officer	Evelyn McCarthy	
Co-ordinating contractors activities and dealing with Buildings Office for Work Permits	Kevin Kelly	
Updating the statutory registers and Safety Data Sheets	Kevin Kelly	
Ensuring adequate personnel designated as fire marshals and first-aiders	Kevin Kelly	

INTRODUCTION

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

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

This safety statement has been prepared in compliance with the Act and provides details of the specific hazards relevant to the School of Multidisciplinary Technologies (SMDT) and the controls that have been implemented to adequately safeguard the activities.

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

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

SAFETY POLICY & OBJECTIVE FOR THE SCHOOL OF MULTIDISCIPLINARY TECHNOLOGIES

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

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

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

Signed:



Kevin Kelly
Head of School of Multidisciplinary Technologies;

Date:

SCOPE OF SAFETY STATEMENT

It is the intention of the Head of School and School Executive of Multidisciplinary Technologies to ensure the safety, health and welfare of all staff, students and visitors through the provision and maintenance of a safe place of work, safe plant and equipment, and safe systems of work. The school provides undergraduate and postgraduate education, whole-time and part-time in engineering, engineering computing, building information modelling and built environment. This includes lectures and laboratories. Laboratories in chemistry and physics present particular dangers, all of which are dealt with in this safety statement. The school also organises field trips and trips to schools on occasion and may have a very small number of students under 18 years of age on its first year programmes. All staff and students are required to comply with this safety statement and safety policy generally.

HISTORY and LOCATION

The School of Multidisciplinary Technologies came into operation in 2013 and the first Head of School took up position in November 2013. Our administrative staff offices and operations are located on the fourth floor of the Bolton St building in rooms 439, 441, 442 and 443. Lecturing staff are located in rooms 487, 403, 358 and 359.

This school manages the physics laboratory 482, the chemistry laboratory 492 and the computing laboratories 380, 390, 390.1, 392. All these areas are marked in pink in the Floor Plans issued by the College.

SAFETY RESPONSIBILITIES

In accordance with the DIT Framework Safety Statement, the Head of School of Multidisciplinary Technologies, Kevin Kelly, as part of his management function, is responsible for ensuring, so far as is reasonably practicable, the safety health and welfare of persons working, studying or visiting his area of responsibility. In particular he is responsible for the following:

1. To ensure a safety statement relevant to operations is prepared which complies with Section 20 of the Act.
2. To ensure that the safety statement is reviewed at least annually and that the DIT Senior Leadership Team (SLT) Health and 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/campus users/contractors/service providers 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 evacuation marshals and 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.

All DIT Staff

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

Statutory Requirement

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

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

- (a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his 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:

- Participate in and put into practice all training provided by DIT, to ensure compliance with best practice and health and safety legislation;
- Co-operate with those responsible for health and safety;
- Familiarise themselves with the contents of the safety statement, safety policies and procedures and Codes of Practice;
- Assist and co-operate with periodic safety inspections/audits;
- Assist in the completion of standard hazard identification control sheets and co-operate with the reporting and investigation of incidents;
- Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained at all times;
- Use equipment only if authorised and trained;
- Lecturing staff that have responsibility for undergraduates/postgraduates/post doctorates and apprentice students, must ensure that those under their supervision receive safety information and training appropriate to the hazards and risks that they may be exposed to;
- Ensure that any safety concerns associated with new equipment/machinery is brought to the attention of the Head of School, Kevin Kelly, implemented, documented in the safety statement and communicated effectively;
- To report to the Head of School, Kevin Kelly, any person abusing facilities or equipment;
- Select and appoint a Safety Representative; and
- Notify the Health & Safety Officer of any perceived shortcomings in the safety arrangements

Undergraduate and Postgraduate Students

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

- Take reasonable care of their own safety and the safety of others;
- Co-operate fully with all safety rules and regulations issued by DIT e.g. smoking etc.;
- Co-operate with those with responsibility for health and safety;
- Not interfere or misuse any specified items of safety equipment or any safety device;
- Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained;
- Use equipment only if authorised and properly trained;
- Report any incident, dangerous occurrence, defective equipment or potential safety hazard to the Head of School, Kevin Kelly;
- Participate in any safety training programmes facilitated by the Health & Safety Office;

Contractors/Service Providers

The following responsibilities are allocated to contractors/service providers:

- All contractors/service providers will be expected to comply with DIT's safety statement and must ensure that their own safety statement is made available whilst work is being carried out. It is DIT's policy that all contractor/service providers have a safety statement which is prepared in accordance with the Act;

- All work must be carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site. The contractor/service provider must have adequate insurance cover;
- Contractors/service providers must not commence with any work on the premises or project site until the Contractor Safety Guidelines and other relevant safety procedures are read, understood and accepted (they are available from the Estates Office). They must complete the e-learning programme for contractors/service providers;
- Contractors/service providers will take reasonable care of themselves and others who may be affected by their acts or omissions and will co-operate as appropriate with DIT employees as necessary;
- Contractors/service providers must supply at tender stage a safety statement, relevant method statements, copies of their public and employers liability insurance and complete the contractors compliance form CCF1 before a contract is awarded;
- They will liaise with the local Estates Maintenance Manager and obtain work permits as required;
- Contractors should assess the work to be undertaken and conduct all appropriate risk assessments before undertaking a piece of work. These risk assessments should be recorded in writing;
- Scaffolding and other access equipment used by contractor's/service provider's employees must be erected and maintained in accordance with current legislation and Codes of Practice;
- All plant and equipment brought onto the site by contractors/service providers must be safe and in good working order, fitted with any necessary guards and safety devices and have all necessary certificates available for inspection;
- All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. No power tools or electrical equipment of greater than 110 volts should be used outdoors. If it is necessary to use equipment operating from a 220-volt supply, a residual current device with a rated tripping current of 30mA and operation of 30m sec must be used;
- Any injury sustained by a contractor's/service provider's employee must be reported immediately to the local Estates 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 DIT unless written permission is received from the Head of School, Kevin Kelly, and a competent person passes it as being safe; and
- Contractors should report any accidents on site in compliance with the instructions provided on their induction training.

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

- Visitors may not be aware of the potential hazards associated with DIT and also may lack familiarity with DIT's premises/facilities and are therefore a potential risk to themselves and others. All visitors must identify themselves to the relevant DIT personnel and follow all DIT's safety procedures and policies;

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

DISCIPLINARY ACTION

Any member of staff/student who contravenes or fails to manage to work in accordance with health and safety legislation, the DIT Framework Safety Statement and codes of practice may be subject to relevant DIT disciplinary procedure. The Estates Officer will address any contraventions by contractors/service providers.

HEALTH AND SAFETY CONSULTATION

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

A nominee from the School, sits on the Health and Safety Team for the College of Engineering & Built Environment. This team meets periodically throughout the year every two months. The school nominees to this team are the Head of School Kevin Kelly, one AHoS to be nominated and Evelyn McCarthy the Senior Technical Officer (STO).

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

PROVISION OF INFORMATION

Staff will be forwarded this safety statement and asked to sign to say they have read it and will conform with it. If aspects of this statement provide difficulty or require resources then this will be addressed immediately but in any case no later than September 15th in the relevant academic year when classes commence for each new academic year.

Staff, students and others are made aware of safety matters at the first School Forum of each Academic year and also by the following means:

- Agenda item at team meetings;
- 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;
- Social media;
- Website www.dit.ie/safework;
- Posters;
- Health and safety inductions are prepared and delivered by Occupational Health Officers where requested; and
- School secretaries have an email listing to communicate safety matters to staff members.

HEALTH AND SAFETY RESOURCES

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

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

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

SAFE SYSTEMS OF WORK

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

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

PROCUREMENT CONTROL

The purchasing of equipment, plant and substances is subject to the provisions of the Act and associated regulations, thus all equipment, plant or substances will be risk assessed before they are acquired and/or brought into DIT.

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 Multidisciplinary Technologies, Kevin Kelly, 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, she will have the authority to advise that the activity is stopped until adequate steps have been taken to eliminate risk or if possible reduced to an acceptable level. Where the risk cannot be reduced to an acceptable level and finance is not available to address the risk, the Head of School, Kevin Kelly, 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
Fume cupboards	Chemistry laboratory Room 492	Annually	NSP Laboratory Services Ltd

TRAINING

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

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

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

Health and safety training required for the School of Multidisciplinary Technologies includes:

Mandatory Training:

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

Specialist Training:

- Evacuation Marshal;
- Emergency First-Aid (One day);
- Chemical safety training;

EMERGENCY PLANNING AND RESPONSE

SERIOUS INCIDENT/EMERGENCY

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

REQUIRES FIRST-AID

- Seek local first-aider – See Contacts Page
- Injured unwell staff/students:
Occupational Health Officer:
Rosie Cannon 087 9809194
- Injured/Unwell Students:
Student Health Centres
Northside 01 4023614
Southside 01 4023051

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

REQUIRES FURTHER ATTENTION

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

FIRE & EVACUATION
SCHOOL OF MULTIDISCIPLINARY TECHNOLOGIES

INSTRUCTIONS ON DISCOVERING A FIRE

(all staff, students, visitors, contractors/service providers, other 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, other, first-aiders, etc.)

Objectives:

To outline actions to be taken by the School of Multidisciplinary Technologies staff in the event of an alarm activation;

On hearing an alarm activation or other warning:

- Each office should instruct students and staff to evacuate the building using the nearest available exit, ensuring the safety shutdown of equipment/electricity/gas;
- Instruct staff and students to leave all areas including offices, classrooms, laboratories, meeting rooms, sanitary facilities, common areas etc.;
- 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 (offices, classrooms, laboratories, meeting rooms, sanitary facilities, storage areas), and 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 for your building – click [here](#) for details
- All evacuation marshals/sweepers, Building Maintenance personnel, Heads of School, first-aiders should assemble at the assembly point to check in, reporting to the Incident Controller details of any casualties or people needing assistance with evacuation. This information is then given by the Incident Controller to the Emergency Services;
- 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; and;
- No one should/is permitted to re-enter the building until the all clear has been given by the Incident Controller.

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

Please click [here](#) to access the Assembly Point maps and pictures for all DIT buildings

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

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, meeting rooms, sanitary facilities and storage areas as they exit to ensure that 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 in each of the main campus buildings
- A first-aid kit is also available in each laboratory in the School
- Please report any used items to the designated person in charge who is responsible for monitoring the contents and ensuring their replacement
- A list of Institute staff who have completed training in first-aid/AED is available on the [health and safety website](#)

Staff	Emergency Response Training
Anselm Griffin	Completed 31/01/2013
Barry Duignan	Completed 30/04/2013
Brian Egan	Completed 27/05/2015
Catherine Fitzgerald	Completed 28/02/2013
Deborah Brennan	Completed 31/05/2012
Derek Sheil	Completed 30/06/2012
Dermot McGarthy	Completed 31/05/2013
Donal Sheridan	Completed 31/05/2012
Edward Conlon	Completed 31/07/2013
Eileen Mageean	Completed 31/05/2013
Evelyn McCarthy	Completed 27/05/2015
Gerard Heapes	Completed 31/05/2013
Jane Cullen	Completed 10/06/2014
Jerome Casey	Completed 28/02/2013
Marisa Llorens-Salvador	Completed 28/02/2013

Martin Rogers	Completed 28/02/2013
Mary Breslin	Completed 31/01/2013
Michael Carr	Completed 31/05/2012
Ronan Kelehan	Completed 31/03/2013
Susan O'Shaughnessy	Completed 31/01/2013

Staff	Emergency First-Aid Training
Kevin Kelly	Completed 17/05/2012

Further Treatment / Incident Report Forms

- Staff may refer students to the Student Health Centre in DIT at 01 402 3614 / 402 3051 or contact the Emergency Services on 112 / 0999 if an incident is urgent
- Incident Report forms are available on the health and safety website www.dit.ie/safework When completed and signed they should be sent to the DIT Health & Safety Officer
- An Occupational Health Officer Rosie Cannon is available at 087 9809194 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 back-up first-aid service

INCIDENT REPORTING AND INVESTIGATION

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

The incident report form must be forwarded to the Health & Safety Officer within 24 hours of the incident occurring or as soon as possible. Incident report forms are available on the website www.dit.ie/safework

HAZARD REPORTING

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

MANAGEMENT OF CONTRACTORS/SERVICE PROVIDERS

All building/maintenance work undertaken by outside contractors/service providers on behalf of the School of Multidisciplinary Technologies must be carried out under an Estates Office Permit to Work.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

All PPE and safety equipment purchased by the School of Multidisciplinary Technologies (or by students at the request of the School) 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 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 in Physics Laboratory –

- Safety glasses and gloves are provided to students when necessary.
- Safety signage is also displayed in the laboratories

PPE in Water & Chemistry Laboratories-

- All students attending classes in the chemistry and water laboratories must provide and wear their own white laboratory coats and safety glasses. Students are not allowed to take part in class without them.
- Where laboratory experiments require gloves to be worn these are provided to them

ERGONOMICS

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

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

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

WELFARE PROVISIONS

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

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

SENSITIVE WORK GROUPS

Protection of Children and Young Persons

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

The SMDT will normally only have adults participating in events and programmes. There may be a very small number of first year students under 18 registered each year. As these students have completed their Leaving Certificate, they are not viewed as a high risk to themselves or others. However all staff will be made 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

All staff rooms, lectures and activities take place in the main DIT buildings and this has not been identified as an issue.

WORK PLACEMENT

Work placement fact sheets are available from DIT for all host employers/organisations, DIT students and DIT mentors, and must be studied before arranging and undertaking any work placement.

TRIPS/TRAVEL

All trips and travel proposals must have a risk assessment completed prior to the event. Most trips are to other organisations who have their own safety procedures.

STAFF/STUDENTS WITH DISABILITIES

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

HEALTH SURVEILLANCE

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

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

WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL

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

DIGNITY AT WORK ANTI BULLYING & HARASSMENT POLICY AND PROCEDURES

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

STRESS

The risk assessment will identify any areas where stress is a hazard and controls will be implemented to eliminate this hazard. The Human Resources 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 Multidisciplinary Technologies ensures that periodic health and safety audits are completed and a review of the School safety statement and documentation takes place. This will be approved by the DIT SLT Health and Safety Sub-Committee. All changes will be communicated to all staff, students, visitors and contractors/service providers. The most recent revision of the School safety statement will be available on the DIT safety website and from the Head of School, Kevin Kelly.

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 Multidisciplinary Technologies, Kevin Kelly, will issue new documents after appropriate consultation and agreement with relevant parties.

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES

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

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

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

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

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

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

- Physical;
- Chemical;
- Biological;
- Operational; and
- Human Factors

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

Risks may be classified as:

- High;
- Medium; and
- Low

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

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

Risk control measures are a combination of:

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

Risk Assessments for the School of Multidisciplinary Technologies

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	Fire Emergency Response & Evacuation Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Staff unfamiliar with evacuation procedure • Lack of evacuation drills • Use of naked flames • Improper storage of flammable or combustible materials • Smoking in undesignated areas • Faulty electrics • Inadequate emergency equipment • Misuse of equipment 	<ul style="list-style-type: none"> • Staff trained in Emergency Response Training (ERT) • Sufficient fire detection and extinguishing equipment available • Firefighting equipment and detection systems maintained and tested • Fire and evacuation signage in place • Emergency first-aid procedures posted • Good housekeeping standards maintained • Waste removed regularly • Means of escape present and known to occupants • Evacuation procedure in place and practiced each semester • Assembly point known to occupants • Emergency exits are 	<ul style="list-style-type: none"> • Maintain current controls • Ensure compliance with ERT and evacuation procedure • Ensure clear access to firefighting equipment • Ensure escape routes and emergency exits are kept clear and unobstructed • Ensure staff participation in the role of evacuation marshal 	With current controls: M With Actions applied: L	<ul style="list-style-type: none"> • All staff and Head of School • All staff • Head of School 	Ongoing
							Ongoing
							Ongoing

			<p>clearly marked and free from obstructions</p> <ul style="list-style-type: none"> • Emergency lighting in place • Staff members act as evacuation marshals • No smoking policy in place • Proper storage of flammable liquids and gas cylinders • Scheduled maintenance of buildings services (heating, electricity, ventilation etc.) • Hot work permit system implemented by the Estates Office • Compliance with building regulations • Site specific Emergency Manual for the Bolton St. campus available on the website www.dit.ie/safework 				
--	--	--	---	--	--	--	--

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	Manual Handling <u>Admin Areas:</u> <ul style="list-style-type: none"> Office supplies Paperwork <u>Teaching Areas:</u> <ul style="list-style-type: none"> Bench projectors Class materials <u>Laboratory Areas:</u> <ul style="list-style-type: none"> Equipment and instrumentation Who is harmed: <ul style="list-style-type: none"> Staff members Students Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Manual Handling-related injuries e.g. back injury Slips, trips, falls 	<ul style="list-style-type: none"> All staff compliant with and adhere to mandatory manual handling training Safety ladder/step stools available for access to height Manual handling risk assessments available to all staff, contact local Occupational Health Officer Good housekeeping Safe work environment Implement team lifting where required Adequate lighting maintained Assistance from colleagues - team lifting Report issues and health concerns to Line manager Heavy items not stored above shoulder height Lift available in the main Bolton Street building 	<ul style="list-style-type: none"> Maintain current controls Refresher training to be carried out where necessary <ul style="list-style-type: none"> Implement an inspection and maintenance programme for safety ladders/step stools 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> All staff Head of School 	<p>Ongoing</p> <p>1st October 2014</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			
003	Work Equipment: <ul style="list-style-type: none"> See below for equipment risk assessments for each laboratory Ref 055-059 	<ul style="list-style-type: none"> See below for equipment risk assessments for each laboratory Ref 055-059 	<ul style="list-style-type: none"> See below for equipment risk assessments for each laboratory Ref 055-059 	<ul style="list-style-type: none"> See below for equipment risk assessments for each laboratory Ref 055-059 			

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	Manually Operated Hand Tools N/A	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			
005	Power Hand Tools	N/A	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			
006	Noise	N/A	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			
007	Structural: Floors Walls Ceilings Doors Windows Fixtures and fittings: <ul style="list-style-type: none"> ○ Shelving ○ Furniture ○ Partitions Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Personal Injury • Slips, Trips and Falls • Collapse • Trapping 	<ul style="list-style-type: none"> • Building and associated fixtures and fittings appear to be stable and structurally sound • Defects and hazards are reported to the Estates Maintenance Manager or through online hazard reporting 	<ul style="list-style-type: none"> • Contact Estates Office if problems arise • Ensure where vision panels are fitted on doors they are not obscured • Maintenance and inspection programme to be implemented 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All Staff • All staff and students • Estates Office 	As necessary Ongoing 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			
008	Slips, Trips & Falls Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Slips/trips/falls from: <ul style="list-style-type: none"> wet floor conditions uneven surfaces trailing cables raised obstacles poor lighting poor housekeeping changes in floor levels 	<ul style="list-style-type: none"> All routes kept clear and unobstructed SOP for cleaning – floors generally cleaned early morning when most personnel are off site SOP for spillages Use of warning signage where appropriate Report hazards Good cable management Changes in floor levels identified and marked Door mats provided at main entrance Hand-rail on steps/stairs Stair nosing fitted with anti-slip finish Adequate lighting Good housekeeping 	<ul style="list-style-type: none"> Maintain current controls Estates Office to ensure upkeep and maintenance of internal and external access and egress routes e.g. walkways, paths, driveways, floors, corridors, steps and stairs. 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> All staff and students Contract cleaners Estates Maintenance Manager 	<p>Ongoing</p> <p>Ongoing</p>

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
009	Access and Egress Opening times are on the DIT website – click here Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Security threats • Threats from public • Violence / Assault • Unwanted visitors • Unauthorised access to hazardous areas 	<ul style="list-style-type: none"> • Front desk in main building is manned at all times by a porter • CCTV in common areas • Rooms locked when not in use • Adequate lighting • Students have DIT I.D. card • Vision panels on doors • Entry to laboratories is prohibited without staff supervision; doors are locked when not in use 	<ul style="list-style-type: none"> • Maintain current controls • Report suspicious activity to porters • Secure personal property • Carry out spot-checks of student I.D. cards • Ensure vision panels on doors are not obscured 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • Estates Office • All staff and students • All staff and students • Porter on duty • All staff 	Ongoing As necessary Ongoing Ongoing 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			
010	Office Equipment: <ul style="list-style-type: none"> Desktop PCs Laptops Photocopiers Printers Scanners Shredders Guillotines Filing Cabinets Who is harmed: <ul style="list-style-type: none"> Staff members Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Personal injury due to: <ul style="list-style-type: none"> chemical contact when changing toner burns from clearing jams electrical shock/contact with live parts entanglement in moving parts Incorrect disposal Lack of information / training 	<ul style="list-style-type: none"> Gloves worn when changing cartridges/toner and wash hands after use Power turned off before clearing jams or making adjustments to office equipment Manufacturer's instructions followed PCs supported and maintained by DIT Information Services Correct disposal of waste cartridges Ensure no loose or dangling clothing/personal effects when operating equipment with moving/rotating parts e.g. shredder Do not overload electrical sockets Guard in place on 	<ul style="list-style-type: none"> Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> All staff 	Ongoing

			<p>guillotine</p> <ul style="list-style-type: none">• Filing cabinets fitted with ant-tilt mechanism• Label defective equipment and report to line manager				
--	--	--	---	--	--	--	--

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	Office / Workstation Ergonomics Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Musculoskeletal Disorders (MSD's) • Upper limb disorders • Poor posture • Back problems • Fatigue • Eyestrain • Thermal discomfort 	<ul style="list-style-type: none"> • Online eLearning programme available • Workstation risk assessments and information and training available from the Health & Safety Office on request • Eye tests available for staff at the DIT National Optometry Centre (NOC) • Adjustable chairs • Window blinds in place • Adequate space • Adequate storage • Good housekeeping • Good cable management • Adequate building services (heating, lighting ventilation) • Follow manufacturer's instructions for use of equipment 	<ul style="list-style-type: none"> • Maintain current controls • Contact Occupational Health Office for assessment of individual workstations • Contact NOC for eye test • Ensure laptops are not used in place of desktop PCs for prolonged computer work 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff 	Ongoing As necessary As necessary 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			
012	Lifting Equipment N/A	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			
013	Transport N/A	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			
014	Hot Surfaces / Liquids / Solids Catering appliances in staff common room or canteen <ul style="list-style-type: none"> • Kettle • Toaster • Microwave • Burco boiler Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Contact burns • Scalds • Spillage 	<ul style="list-style-type: none"> • Warning Signage • Heat shielding of hot surfaces • Equipment well maintained • Use of lids/covers to prevent spillages • Procedure for dealing with spillages 	<ul style="list-style-type: none"> • Maintain current controls • Report defects to Estates Office 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> • All staff 	Ongoing As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
015	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			
016	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			
017	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			
018	<p>Services: Heating</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Environment too hot or cold • Misuse of portable heaters • Fire • Burns • Carbon monoxide poisoning 	<ul style="list-style-type: none"> • Heating in working order • Room users can adjust heating levels • Service and maintenance carried out regularly by a competent person • Combustible materials kept away from direct heat source • Heat sources kept clear and free from obstructions • Accessible hot pipes are lagged where required • Environmental monitoring from the Health and Safety Office on request • Fire detection systems and fire-fighting equipment in place 	<ul style="list-style-type: none"> • Maintain current controls • Contact Estates Office if problems or defects arise 	<p>With current controls: L</p> <p>With Actions applied L</p>	<ul style="list-style-type: none"> • All staff and students 	<p>Ongoing</p> <p>As necessary</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			
019	Lighting Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Inadequate lighting • Glare • Eye strain • Slips, trips , falls 	<ul style="list-style-type: none"> • Light switches easily accessible • Adequate lighting level for nature of work • Environmental monitoring available from the Health and Safety Office on request • Service and maintenance by competent person 	<ul style="list-style-type: none"> • Contact Estates Office if problems or defects arise 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff and students 	As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
020	Ventilation and temperature Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Environment too hot or cold • Inadequate ventilation • Falls from heights from windows 	<ul style="list-style-type: none"> • Openable windows available for intake of fresh air • Blinds in place and in working order • Suitable equipment/devices available for the opening and closing of high level windows • Service and maintenance of ventilation system by competent person • Ventilation adequate for nature of the work • Office temperature of at least 17.5 degrees Celsius (after one hour of work) • Environmental monitoring from the Health and Safety Office on request 	<ul style="list-style-type: none"> • Maintain current controls • Contact Estates Office if problems or defects arise 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff 	Ongoing As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
021	Electricity Who is harmed: <ul style="list-style-type: none">• Staff members• Students• Visitors• Contractors/service providers• Sensitive risk groups:<ul style="list-style-type: none">• young persons• pregnant women• people with disabilities	<ul style="list-style-type: none">• Electric shock• Electrocution• Burns• Fire• Explosion• Electrical arcing• Use of faulty equipment• Contact with live parts• Unmarked distribution boards• Inadequate electrical installations	<ul style="list-style-type: none">• Sufficient numbers of electrical sockets• Electric leads not worn or trailing• Competent person to carry out repairs/works• All inspections, testing and maintenance of electrical systems is carried out in accordance with regulations and current standards• Enclosures/covers are in place to prevent contact with live equipment/parts• Shut down equipment when not in use and end of day• Adequate protection for circuit boards, distribution boards etc.• Good housekeeping• Suitable fire	<ul style="list-style-type: none">• Contact Estates Office if problems arise• Do not overload sockets• Keep use of adaptors and extension leads to a minimum• Report defects immediately and take damaged equipment out of use • Ensure PAT testing of portable electrical appliances subject to wear and tear	With current controls: M With Actions applied: L	<ul style="list-style-type: none">• All staff and students • Head of School and Technical Officer	Ongoing Annually/ As required

			<p>extinguishers provided</p> <ul style="list-style-type: none">• Switch off equipment before cleaning or making adjustments• Means of cutting off power to installations and equipment is provided• Work on live equipment is avoided• Electrical equipment and fittings are suitable for the work environment• All circuits supplying socket outlets are protected by an RCD• Operation of the RCD is tested regularly• Power supply at laboratory work benches is protected by trip switches				
--	--	--	---	--	--	--	--

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	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			
023	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			
024	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			
025	Construction / Maintenance Work Example: <ul style="list-style-type: none"> Maintenance employees Building contractors Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Personnel unfamiliar with DIT buildings and safety procedures Injury to contractors/service providers, staff, students, visitors members of the public 	<ul style="list-style-type: none"> Only trained and authorised employees carry out maintenance work Maintenance employees and building contractors are made aware of all risks e.g. gas, water and electricity points and possible locations of asbestos Estates Office control all contractors Permit to work system for hot works, work at height, confined spaces etc. The front desk in the main building is manned at all times by a porter Sign-in required by contractors/service providers at the front desk Compliance with DIT 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> Head of School in conjunction with Estates Maintenance Manager 	Ongoing

			<p>code of practice for contractors</p> <ul style="list-style-type: none">• eLearning induction programme for contractors• Risk assessment and method statements completed by contractors and submitted to the Estates Office• Good housekeeping• Areas of hazardous works cordoned off to prevent unauthorised access• Appropriate PPE worn/used as required• Tools and equipment in good working order• Warning signage put in place as required				
--	--	--	--	--	--	--	--

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	Housekeeping	<ul style="list-style-type: none"> Slips, trips and falls Increased fire load Falling objects Collisions 	<ul style="list-style-type: none"> Fire load (i.e. sources of ignition and fuel) kept to a minimum All escape routes and emergency exits kept clear and unobstructed Spillages cleaned immediately Wet floor signs used where required Adequate lighting Adequate waste disposal Lockers available to students for storage of personal belongings 	<ul style="list-style-type: none"> Maintain current controls Arrange weekly spot checks of areas to ensure escape routes and emergency exits are kept clear and unobstructed 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> All staff and students Head of School 	Ongoing Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
027	Cleaning Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of cleanliness or hygiene • Manual handling injury • Exposure to hazardous substances • Spillages: slips, trips and falls • Lack of/inappropriate PPE 	<ul style="list-style-type: none"> • Daily cleaning schedule in place • Signage (e.g. wet floor signs) available and used • Proper storage of cleaning equipment and cleaning substances • Proper labeling of cleaning agents • Use of appropriate cleaning equipment • Report defects and hazards • Information and training for cleaning staff • SOPs in place by cleaning contractors • PPE provided and used/worn by cleaning staff 	<ul style="list-style-type: none"> • Maintain controls 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> • Cleaning staff and supervisors (Noonan contractors) 	Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
028	Waste Disposal & Removal <ul style="list-style-type: none"> General waste Chemical/hazardous waste Request Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Waste accumulation Fire Spillages Odour Vermin Ill-health Environmental damage 	<ul style="list-style-type: none"> General waste and recycling bins present Dispose of waste appropriately in bins /containers provided Segregate waste as appropriate Waste is kept away from sources of ignition General waste removed on a regular basis by cleaning contractors Hazardous waste is labeled and is stored in a safe designated area while awaiting removal Hazardous waste is removed by specialist contractors with a valid permit Appropriate PPE provided and worn for waste handling 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> All staff and students Contractors 	Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
029	Signage and Documentation Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of knowledge regarding safety and emergency procedures 	The following signage is in place: <ul style="list-style-type: none"> • Emergency Exit • Emergency First-Aid Procedure • Evacuation plan • Fire Action Notice Point • List of trained first-aiders • Safety Notice point • No Smoking • Emergency contact numbers • Refuge point • Personal Protective Clothing and Equipment (PPE) • Hazard warning (where appropriate) 	<ul style="list-style-type: none"> • Maintain current controls and update signage as required • Observe signage in place 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • Head of School and Estates Maintenance Manager • Staff, students, visitors, contractors/service providers 	Ongoing

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

			facility available				
--	--	--	--------------------	--	--	--	--

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	Work at Height <ul style="list-style-type: none"> Access to goods stored at a height Opening high level windows Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Falls from height Overturning Objects 	<ul style="list-style-type: none"> Materials stored at height are secured and work areas are kept free of loose materials Use of chairs /tables for access to height is prohibited Step ladder/stool available for accessing higher shelving units Suitable equipment/devices available for the opening and closing of high level windows 	<ul style="list-style-type: none"> Maintain current controls Implement an inspection and maintenance programme for step ladders/stools 	With current controls: H With Actions applied M	<ul style="list-style-type: none"> Head of School and Technical Officer Technical Officer 	<ul style="list-style-type: none"> Ongoing 1st October 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	<p>Out of Hours Access / Lone Working</p> <p>No out of hours access occurs</p> <p>Staff may work alone from time to time in offices during normal opening hours</p>	<ul style="list-style-type: none"> • Violence • Inability to make contact in the event of an emergency etc. • Unauthorised access • Locked into building 	<ul style="list-style-type: none"> • The front desk in the main building is manned at all times by a porter • Swipe card access in place at main entrance to the Bolton Street building • CCTV in common areas • Rooms locked when not in use • Vision panels fitted on doors • Sweep-search of building conducted by porter as part of closing down procedure • Building opening/closing times posted on DIT website • Laboratories and offices equipped with telephones • Access to laboratories by students is prohibited without staff supervision, doors kept under lock and key when not in use 	<ul style="list-style-type: none"> • Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied L</p>	<ul style="list-style-type: none"> • Head of School and Estates Maintenance Manager 	Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
033	Trips/Travel <ul style="list-style-type: none"> School visits Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Injuries Medical emergencies Accidents and incidents Missing persons Substance abuse Road traffic accidents Inclement weather Site terrain Exposure to physical/chemical/biological agents Human factors 	<ul style="list-style-type: none"> DIT Trip Guidelines in place Separate field trip risk assessment template completed for each trip /travel and control measures implemented Health and safety information provided to field trip participants eLearning programme available to participants Adequate supervision of students Provision of PPE where appropriate Adherence to local/site rules 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	All staff	Ongoing

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

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
035	Events Hosting Occasional promotional events with minimum risk Who is harmed: • Staff members • Students • Visitors	<ul style="list-style-type: none"> • Injuries • Accidents and incidents • Unfamiliar with DIT premises and emergency plans 	<ul style="list-style-type: none"> • Specific risk assessment carried out for each event and control measures implemented • Emergency plans in place with regard to evacuation and first-aid • Report all incidents and accidents to DIT • Provide relevant health and safety information 	Maintain current controls	With current controls: L With Actions applied: L	All staff	Ongoing

	<ul style="list-style-type: none"> Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 		to event participants				
--	--	--	-----------------------	--	--	--	--

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	Conferences / Seminars <i>Unlikely or seldom occurring</i> Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers 	<ul style="list-style-type: none"> Travel to and from Road traffic accidents Unfamiliar with venue Medical emergency Missing persons 	<ul style="list-style-type: none"> Taxi vouchers available to staff for travel in Dublin Staff obey rules of the road if driving or cycling Adequate insurance, tax and NCT on vehicles used for transport Familiarise yourself with local emergency procedures and first-aid arrangements 	Maintain current controls	With current controls: L With Actions applied: L	All staff	Ongoing

	<ul style="list-style-type: none"> • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 		<ul style="list-style-type: none"> • Report defects and incidents to venue management • Approval for attendance to be sought from Line Manager as per DIT procedures 				
--	---	--	--	--	--	--	--

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	Storage Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young 	<ul style="list-style-type: none"> • Inadequate storage • Improper storage • Inadequate space for safe manual handling • Poor housekeeping • Slips, trips and falls • Unsafe access and egress • Inadequate lighting and/or ventilation • Collapse of shelving or racking • Falling objects 	<ul style="list-style-type: none"> • Safe access and egress • Storage avoided above shoulder height where possible • Items stored appropriately and securely • Items segregated where necessary • Storage units/shelves/racking secure and fit for purpose • Storage units/shelves/racking not overloaded 	<ul style="list-style-type: none"> • Maintain current controls • Inspection and maintenance programme for storage units/shelves/racking • Inspection and maintenance programme for 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> • All staff and students • Head of School 	Ongoing 1 st April 2014

	<ul style="list-style-type: none"> persons pregnant women people with disabilities 		<ul style="list-style-type: none"> Step ladder/foot stool or other suitable equipment available for accessing higher shelving units Staff trained in manual handling Items not stored in walkways Defects reported Adequate lighting and ventilation Lockers available to students for personal belongings 	safety ladders/foot stools			
--	---	--	--	----------------------------	--	--	--

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	Sensitive Work Groups: Pregnant Employees /Students & Nursing Mothers	<ul style="list-style-type: none"> Fatigue Harm to mother, unborn child or breastfeeding baby from exposure to: <ul style="list-style-type: none"> Physical agents e.g. noise, vibration, manual handling Chemical agents Biological agents 	<ul style="list-style-type: none"> Specific risk assessment carried out for individual pregnant employees/students and control measures implemented as identified and necessary by the Health & Safety Office Rest facilities available - designated first-aid room in the Health Centre Linenhall 	<ul style="list-style-type: none"> Pregnant employees/students and nursing mothers to contact Occupational Health Officer Rosie Cannon to ensure a risk assessment is carried out. 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> Staff and students 	As necessary

--	--	--	--	--	--	--	--

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
039	Sensitive Work Groups: Young Persons <ul style="list-style-type: none"> School/college open days School exhibitions 	<ul style="list-style-type: none"> Lack of training and experience Lack of familiarity with DIT work environment, work practices and emergency plans Exposure to special risks: <ul style="list-style-type: none"> Physical agents Chemical agents Hours of work 	<ul style="list-style-type: none"> Induction programme for all new students Supervision of students by staff DIT Child Protection Policy DIT emergency plans in place Student support services available Garda vetting in place for staff 	The College takes the lead on this and this school follows safe practice	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> Head of School 	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
040	Sensitive Work Groups: People with Disabilities	<ul style="list-style-type: none"> Poor access/egress Difficulty with evacuation No risk assessment (RA) completed 	<ul style="list-style-type: none"> Specific risk assessment carried out for individuals on a case by case basis by Health & Safety Office Personal Emergency Egress Plan (PEEP) completed where necessary Reasonable accommodation identified in risk assessment Lift present and in working order in the main building Disability Support Service available Accessible toilet available Health & Safety induction available to new staff and students 	<ul style="list-style-type: none"> Staff/students with disabilities to contact Occupational Health Officer Rosie Cannon to ensure a risk assessment is carried out. 	With current controls: L	<ul style="list-style-type: none"> Staff and students 	As necessary
				<ul style="list-style-type: none"> Advise visitors to the School to notify DIT host in advance of any special needs 	With Actions applied: L	<ul style="list-style-type: none"> Head of School 	As necessary

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
041	Sensitive Work Groups: New Recruits	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Accidents and incidents • Lack of training and experience • Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> • Induction available for new staff • Line manager gives induction specific to local department • Mandatory training to be completed as soon as possible after recruitment • Supervision of new staff 	<ul style="list-style-type: none"> • Maintain current controls • Consider assigning a mentor/buddy to new recruits 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • Head of School 	Ongoing

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

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
043	Sensitive Work Groups: Postgraduate Students	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Accidents and incidents • Lack of familiarity with DIT work environment, work practices and emergency plans • Lone working 	<ul style="list-style-type: none"> • Induction programme for students • Supervisor gives local induction specific to school • Mandatory health and safety training to be completed • Adequate supervision of work tasks • Out of hours/lone working policy in place 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied L	Head of School	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
044	Stress Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Health effects – physical and mental • Absence from work/college 	<ul style="list-style-type: none"> • Communication between staff, students and management • Employee Assistance Programme (EAP) in place • Student health centre and counselling service available • Occupational Stress Management Policy & Procedures in place • Training and development courses available to staff on Stress Management, Time Management, Conflict Handling, Personal Skills etc. 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	Head of School	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
045	Violence Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Theft • Verbal threats/abuse • Physical assault / injuries • Stress, fear, anxiety 	<ul style="list-style-type: none"> • Emergency Response Training (ERT) mandatory for staff • Porter on duty at front desk in main building • DIT staff and students report suspect individuals to porter on duty • Adequate lighting • Policy for lone working/out of hours access in place • Rooms locked when not in use • Lockers provided to students for safe keeping of personal belongings • CCTV in common areas and signage in place • Vision panels fitted on doors • Laboratories and offices equipped with telephones 	Maintain current controls	With current controls: L With Actions applied: L	All staff and students	Ongoing

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

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

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
048	<p>Visitors</p> <p><i>College practice is followed</i></p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Injuries • Accidents and incidents • Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> • Front desk manned at all times by porter • Visitors report to front desk • Safety booklets and safety wallet cards available at front desk • Safety signage throughout building with regard to emergency procedures • Hazardous/restricted areas marked with warning and PPE signs • Risk assessments completed for specific events where groups of visitors are expected • CCTV in common areas • Deliveries handled by Goods Inwards • Visitors briefed on emergency procedures by person they are visiting 	Maintain current controls	<p>With current controls: L</p> <p>With Actions applied: L</p>	All staff and visitors	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
049	Contractors / Service Providers Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Unfamiliar with DIT buildings and safety procedures • Injury to contractors, staff, students, members of the public 	<ul style="list-style-type: none"> • Front desk is manned by a porter • Contractors/service providers to sign-in at front desk • Contractors/service providers to complete online eLearning programme • Contractors/service providers to carry out risk assessments and task-specific method statements and submit to DIT in advance of work being carried out • Deliveries handled by DIT Goods Inwards Officer 	Maintain current controls	With current controls: L With Actions applied: L	Contractors and service providers	Ongoing

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

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
051	Personal Protective Equipment (PPE) <ul style="list-style-type: none"> Laboratory coats Safety glasses Gloves Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Improper fit and use Incorrect type Poor maintenance Lack of training Exposure to physical agents or hazardous substances Slips, trips and falls Lack of awareness of PPE requirements Contamination 	<ul style="list-style-type: none"> Appropriate selection of PPE Consultation with staff on selection of PPE Inspection and maintenance programme for PPE Defective PPE reported and taken out of use Proper storage for reusable PPE Training, information and supervision in wear and use Signage in place to indicate mandatory PPE Follow manufacturer's instructions Personal use only for hygiene reasons Students provide own PPE to standard specified by School 	Maintain current controls	With current controls: L With Actions applied: L	All staff and students	Ongoing

[illegible]

			<p>cabinet</p> <ul style="list-style-type: none"> • First-aid kit and provided • Mandatory training for staff – one day Emergency First-aid course, Chemical Safety, and Gas Safety • Hand-washing facilities provided • Eating and drinking in laboratories is prohibited • Fire detection system and fire-fighting equipment in place • Restricted access to storage area • Appropriate hazard warning signage in place • Waste chemicals are removed and disposed of by specialist contractors • Students receive a laboratory induction and are supervised by staff 				
--	--	--	--	--	--	--	--

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	<p>Gases</p> <ul style="list-style-type: none"> Use of natural gas from bench taps in laboratory <p>Who is harmed:</p> <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Asphyxiation Fire Leak Explosion Burns 	<ul style="list-style-type: none"> Adequate ventilation Inspection and maintenance programme for gas fittings and lines to identify defects/damage First-aid kit provided Mandatory training for staff – one day Emergency First-aid course, Emergency Response, and Gas Safety Fire detection system and fire-fighting equipment in place Emergency gas shut-off/isolation valve provided Students are supervised by staff 	<ul style="list-style-type: none"> Maintain current controls Installation of a gas detection/alarm system 	<p>With current controls: M</p> <p>With Actions applied L</p>	<ul style="list-style-type: none"> Head of School and Estates Maintenance Manager 	<p>Ongoing</p> <p>1st October 2014</p>

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

LABORATORY EQUIPMENT:							
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			
055	GLASSWARE Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Cuts • Lacerations • Burns • Exposure to chemicals 	<ul style="list-style-type: none"> • Glassware is of laboratory grade and fit for purpose • Glassware checked before each use and damaged items taken out of use • Glassware is thoroughly cleaned after each use • Broken glassware is immediately cleaned up and disposed of correctly • A designated and labelled sharps bin is used for broken and damaged glassware • Suitable PPE is worn • Suitable carriers are used for transport of glassware • Glassware is stored safely away from edges of shelves and benches • A pipette filler/aid is always used when filling a pipette and mouth pipetting is never allowed • Glassware is carried in 	<ul style="list-style-type: none"> • Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • All staff and students 	Ongoing

			<p>suitable trays/cages where necessary</p> <ul style="list-style-type: none"> • Hot glass should be allowed to cool before handling • Due care is taken when working with glassware, particularly when: <ul style="list-style-type: none"> ○ Inserting pipettes into pipetting aids ○ Attaching glass to or removing glass from rubber or plastic tubing ○ Removing “frozen” stoppers from glass bottles ○ Breaking glass tubing ○ Washing up glassware ○ Handling broken glassware • First-aid kit available in laboratory 				
--	--	--	--	--	--	--	--

LABORATORY EQUIPMENT:							
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			
056	BUNSEN BURNERS Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Burns • Fire • Explosion • Inhalation of gas 	<ul style="list-style-type: none"> • Gas outlets are piped from an outside source to central supply of natural gas which is odorized for safety reasons • Information and training provided to students by staff on the safe use of Bunsen burners • Students receive a laboratory induction and are supervised by staff • Prior to use, gas tubing is checked for damage • Loose clothing and dangling jewellery is avoided and long hair is tied back • Suitable PPE is 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: M With Actions applied: M	<ul style="list-style-type: none"> • Technical Officer 	Ongoing

			<p>worn</p> <ul style="list-style-type: none"> • Bunsen burners are kept away from flammable materials, gas taps and tubing and the edge of work-benches • Vessels to be heated over Bunsen burners are securely positioned on tripods • Bunsen burners are turned off and gas supply is shut off when not in use • Lit burners are not left unattended • Bunsen burners and associated equipment are allowed to cool after use before handling and putting away • Fire detection and fire-fighting equipment in place • First-aid kit available • Gas shut-off/isolation valve 				
--	--	--	---	--	--	--	--

			provided				
--	--	--	----------	--	--	--	--

LABORATORY EQUIPMENT:							
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	INSTRUMENTATION Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Personal injury 	<ul style="list-style-type: none"> • Only authorised persons may use equipment • Equipment used and maintained in accordance with manufacturer's instructions • Equipment visually checked before each use, defects are reported and unsafe items are taken out of use • Equipment turned off when not in use • Moving parts are adequately guarded • Appropriate PPE is worn where required 	<ul style="list-style-type: none"> • Maintain current controls • Inspection and maintenance programme to be implemented • SOP to be developed for each instrument 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • Technical Officer 	Ongoing 1 st October 2014

			<ul style="list-style-type: none">• Students supervised by staff• First-aid kit available				
--	--	--	--	--	--	--	--

LABORATORY EQUIPMENT:							
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			
058	IMMERSION HEATER Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Burns • Fire 	<ul style="list-style-type: none"> • Only authorised persons may use equipment • Equipment used and maintained in accordance with manufacturer's instructions • Warning signage in place for hot surfaces • Appropriate PPE is worn • Students are supervised by staff • Equipment is visually checked before each use, defects are reported and unsafe items are taken out of use • Equipment turned off when not in use • First-aid kit available 	<ul style="list-style-type: none"> • Maintain current controls • Inspection and maintenance programme to be implemented 	With current controls: L With Actions applied: L	Technical Officer	Ongoing 1 st October 2014

			<ul style="list-style-type: none"> Fire detection system and fire-fighting equipment in place 				
--	--	--	--	--	--	--	--

LABORATORY EQUIPMENT:							
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			
059	ELECTRICAL LABORATORY DEVICES <ul style="list-style-type: none"> Volt meters DC power <p>Who is harmed:</p> <ul style="list-style-type: none"> Staff members Students Visitors Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with 	<ul style="list-style-type: none"> Electric shock Burns Fire 	<ul style="list-style-type: none"> Equipment is low voltage and fused Adequate guarding/ protection in place to prevent contact with live parts Only authorised persons may use equipment Equipment used and maintained in accordance with manufacturer's instructions Students are supervised by staff Equipment is visually checked before each use, 	<ul style="list-style-type: none"> Maintain current controls PAT testing to be carried out for portable electrical equipment 	<p>With current controls: L</p> <p>With actions applied: L</p>	<ul style="list-style-type: none"> Technical Officer 	Ongoing

	disabilities		<p>defects are reported and unsafe items are taken out of use</p> <ul style="list-style-type: none">• Equipment turned off when not in use• First-aid kit available• Appropriate fire detection system and fire-fighting equipment in place				
--	--------------	--	---	--	--	--	--