

SOCIETIES OFFICE

SAFETY STATEMENT

2016



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SOCIETIES OFFICE CONTACT DETAILS

Role	Name	Location	Email	Telephone Number
Head of Societies	Anita Conway	Aungier Street	anita.conway@dit.ie	(01) 402 7123
Societies Development Officer (Northside)	Vacant	Mountjoy Square	–	(01)4023602 & 4024142
Societies Development Officer (Southside)	Neil Murphy	Aungier Street	neil.murphy@dit.ie	(01) 402 3172
Campus Life nominee to Student Services Health & Safety Team	Sinead McNulty	Grangegorman	sinead.mculty@dit.ie	087 2156494
Local First-Aiders*	TBC*	TBC*	–	–
<i>*First-aid/ refresher training to be completed by all Societies staff in Quarter 1 2016</i>				

Please see the Societies Office 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	<u>North City:</u> Mater Hospital Dublin 7 (01) 803 2000 <u>South City:</u> St. James’s Dublin 8 (01) 410 3000
Dublin City Council	(01) 222 22 22
Garda Síochána	<u>North City:</u> Store Street Dublin 1 (01) 666 8000 <u>South City:</u> Kevin Street Dublin 8 (01) 666 9400
Bord Gáis 24 hour emergency line	1850 20 50 50
ESB 24 hour emergency line	1850 372 999
Health and Safety Authority	1890 289 389
Samaritans	1850 60 90 90
Environmental Protection Agency	1890 33 55 99

CAMPUS CONTACT DETAILS

Front Desk/Reception:		
○ Aungier Street	Porter on Duty	(01) 402 3061
○ Mountjoy Square	Porter on Duty	(01) 402 4100
Incident Controller	Porter on Duty	See above numbers for front desk
Building Services Supervisor:		
○ Aungier Street	Pat Healy	(01) 402 3277
○ Mountjoy Square	Derek Bowden	(01) 402 4381
Estates Manager:		
○ Aungier Street	Colm Gillen	(01) 402 4646
○ Mountjoy Square	Terry Maher	(01) 402 4523
Occupational Health Officer	Rosie Cannon	(01) 402 4148 / 087 9809194
Health & Safety Officer	Edel Niland	(01) 402 4192 / 086 3891080
Student Health Centre	Receptionist	○ Northside (01) 402 3614 ○ Southside (01) 402 3051
Chaplain:		
○ Aungier Street	Rev. Rob Jones	(01) 402 3050
○ Mountjoy Square	Finbarr O'Leary	(01) 402 4308 / 4112
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 Student Services	Herbie McClelland	(01) 402 3042

Safety Statement, DIT Societies Office

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	N/A	
Ensuring Safety Statement, risk assessments are carried out, updated and communicated	Anita Conway	Anita Conway
Ensuring the upkeep of first-aid box and ordering first-aid supplies from Occupational Health Officer	Anita Conway	Anita Conway
Co-ordinating contractors activities and dealing with Buildings Office for Work Permits	Anita Conway	Anita Conway
Updating the statutory registers and Safety Data Sheets	N/A	
Ensuring adequate personnel designated as fire marshals and first-aiders	Anita Conway	Anita Conway

INTRODUCTION

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

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

This safety statement has been prepared in compliance with the Act and provides details of the specific hazards relevant to the Societies Office 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.

SAFETY POLICY & OBJECTIVE FOR THE SOCIETIES OFFICE

The Societies Office will ensure that:

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

Signed:

Anita Conway, Head of Societies

Date:

SCOPE OF SAFETY STATEMENT

The scope of our operations include:

The DIT Societies Office aims to provide high quality, responsive and integrated student support services. The Office also has the overarching aim of creating an excellent student experience for students at DIT. Support for student societies is an important part of this student experience, we endeavour to inspire, empower and support students and student leaders.

Student Societies are a key part of creating a better student experience and creating a vibrant community in the Institute. The Societies Office also provides support for over 80 societies, volunteering, student media and for several major cultural events on campus and off campus. We endeavour to offer volunteering, leadership and training opportunities for our students leaders involved in running societies, volunteering and student Media.

The general aims of the DIT Societies and Societies and Events Committee are to develop and implement strategies and policies to develop, encourage and coordinate student societies and other volunteering, cultural & social activities/events across the Institute.

The scope of our operations includes:

- Promoting the objectives of the Societies Office: to encourage student involvement in societies and society events and to facilitate the development of student societies
- Supporting and assisting the DIT Societies who operate in DIT.
- Providing administrative support to Societies and associated events.
- Working with the Societies Officer to ensure compliance with the financial guidelines for operation of societies.
- Developing a model for matching students with appropriate volunteering opportunities, and also a model for measuring the time DIT students have contributed towards volunteering activities.
- Promoting and coordinating volunteering opportunities for DIT students, in cooperation with other units and academic departments in the Institute.
- Research and assess models of best practice for the development of a student volunteering Programmes and policies.
- Developing, evaluating and coordinating a leadership and training programme for DIT Societies
- Supporting the development of student-led media (Newspaper, websites, radio, TV
- Develop shared student leader database.
- Design high quality training programmes using internal and external trainers/partners, and examine strategic partnerships in the area
- Promote the train the trainer programme.
- To elaborate a long-term strategic plan for society and student activities in DIT, with a view to improving student engagement and the student experience in the Institute.
- To provide overall coordination and management of the Societies Officer, society facilities and the staff in the societies office.
- To develop the profile of Society activities within the Institute and the external profile of the DIT as a major higher education organisation.
- Planning and managing the development and expansion of society facilities, i.e. in Grangegorman and in the existing DIT Campus.
- Proactively supporting the development of the existing societies on campus.
- Stimulating the growth of new societies to meet the needs of our growing and increasingly diverse student population.

- To establish programmes of corporate sponsorship for Social and Cultural activities and facilities in accordance with Institute guidelines.
- Providing guidelines to societies on proper financial structures and management and ensuring that these guidelines are adhered to.
- Developing new opportunities for Institute wide cultural and social activities which will encourage student involvement and benefit the student experience in DIT.
- To be an active member of the Social and Cultural Committee, the Campus Life Management Team and any other Institute committees as necessary.
- Providing support and advice on the organisation of major events hosted by Societies including intervarsity events.
- Carrying out research in order to advise the Social and Cultural Committee and others within the Institute on the best practice both nationally and internationally in the funding and organisation of societies.
- Providing organisational expertise in conjunction with DITSU and others for events such as Fresher's Week, Rag Week, Societies Awards, etc.
- Ensuring that those involved with societies work within the Policies and Practices of the organisation such as Health & Safety, Good Practice policies and the Institute student regulations.
- Coordinating the several site committees and subcommittees of the Social and Cultural Committee
- To represent the interests of DIT Societies on representative bodies at national and international level.
- Perform such other duties as may be assigned by the Manager of Campus Life, the Director/President and comply with the requirements and regulations of the Minister for Education & Science.

Health and safety forms are available on the Societies website at the following link
<http://www.dit.ie/societies/downloads/healthandsafetyforms/>

HISTORY OF LOCATION

DIT Societies Office has been in existence since January 2014. We have offices in the following locations:

Southside:

DIT Aungier Street (shared with DIT Sports)

Northside:

DIT Grangegorman (since September 2014)

DIT Bolton St – shared small office space in DITSU area

Staffing:

DIT Societies Office has three full time staff

- Head of Service – DIT Societies Officer – Anita Conway – mainly based in DIT Aungier St.
- DIT Societies Development Officer (Leadership and Training) – Neil Murphy - mainly based in DIT Aungier St.
- DIT Societies Development Officer (Volunteering and Communications) – Stephen Whelan-based through Northside campuses.

The three staff roles have been in existence in current format since 2008 after restructure completed as a result of the DIT Campus Life Strategic Plan.

SAFETY RESPONSIBILITIES

In accordance with the DIT Framework Safety Statement, the Head of Societies, Anita Conway, as part of her management function, is responsible for ensuring, so far as is reasonably practicable, the health and safety of persons working and engaging in activities organised by the Societies Office or visiting her area of responsibility. In particular she is responsible for the following:

1. To ensure a safety statement relevant to operations and activities is prepared which complies with *Section 20 of the Safety, Health and Welfare at Work Act*.
2. To ensure that the safety statement is reviewed at least annually and that the DIT Senior Leadership Team (SLT) Health and Safety Sub-committee is notified that the review has been completed and is provided with any updated document which may result from such a review.
3. To ensure that all hazards are identified and risks controlled.
4. To ensure that regular safety inspections/audits are carried out to monitor compliance with the safety statement and legal requirements and to ensure appropriate follow-up action is taken.
5. To investigate all accidents to staff/students/visitors in her 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 for all society events
7. To ensure that staff are appropriately trained to carry out their duties safely and to ensure the attendance of staff at designated training courses as appropriate.
8. To ensure that all society activities and events are risk assessed

All Institute Staff

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

Statutory Requirement

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

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

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

protection of his or her safety, health and welfare at work, including protective clothing or equipment,

(b) report to his or her employer or to any other appropriate person, as soon as practicable—

(i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,

(ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or

(iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.

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

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

(a) interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or

(b) place at risk the safety, health or welfare of persons in connection with work activities

In addition, staff have the following responsibilities:

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

Service Users/Society Members

Service users/society members 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
- 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
- Ensure that all society activities and events have a current risk assessment completed
- Use equipment only if authorised and properly trained
- Report any incident, dangerous occurrence, defective equipment or potential safety hazard to the Head of the Societies, Anita Conway
- To participate in any safety training programmes facilitated by the Health & Safety Office

Contractors/Service Providers

The following responsibilities are allocated to contractors/ service providers:

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

- Contractors/service providers will be accountable for the maintenance of good housekeeping practices at all times within their respective areas of work
- Contractors/service providers are not allowed to use equipment owned by the Societies Office unless written permission is received from the Head of Societies, Anita Conway, and a competent person passes it as being safe

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

- Visitors may not be aware of the potential hazards associated with DIT and also may lack familiarity with the Institute's premises/facilities and are therefore a potential risk to themselves and others. All visitors must identify themselves to the relevant DIT personnel and follow all DIT's safety procedures and policies
- Visitors must not enter any area where they do not have the authority to do so. Hazardous areas will be restricted
- They must not interfere with any of the Institutes property, equipment, materials or substances unless they have permission to do so from the person in charge
- They must not remain on the premises any longer than necessary and should return PPE on leaving
- In the event of an evacuation, they will be led to the Assembly Point by their DIT host
- A safety booklet and wallet card is available at front desk/reception area and on request
- The DIT 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 current safety health and welfare legislation, the DIT Framework Safety Statement and codes of practice may be subject to the Institute's disciplinary procedures. The Buildings Officer will address any contraventions by contractors/service providers.

HEALTH AND SAFETY CONSULTATION

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

A nominee from Campus Life, Sinead McNulty, sits on the Health and Safety Team for the Directorate of Student Services. This team meets periodically throughout the year every two months.

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

The DIT Societies Office is the primary route for communicating health and safety issues and updates to the DIT Societies Office Staff, DIT Societies & Events Committee, DIT Societies Committee member and their general members.

Specific communication to Societies Staff and Societies Members:

- They get regular e-mail updates.
- The DIT Societies Health and Safety documentation is available online here <http://www.dit.ie/societies/downloads/healthandsafetyforms/>
- Inductions and training workshops/sessions are organised for the students
- Each society must have health and safety responsibilities detailed in the constitution and exactly which committee member has the main role in regards to health and safety. Many have an elected Health & Safety Officer on the committee who are trained.
- Mandatory training for all Chairperson, Treasurers, Secretaries and PRO include health & safety information.
- Membership forms include some information on health and safety
- Health and safety is an agenda item at every DIT Societies and Events Committee meeting
- Health and safety is an agenda item at DIT Societies Forum meetings, which all societies should have at least one representative at
- Sinead McNulty is the Campus Life representative on the Student Services Health and Safety team

In addition to the above staff, students and others are generally made aware of safety matters 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
- Text/SMS
- Inductions are prepared and delivered by Occupational Health Officers where requested

HEALTH AND SAFETY RESOURCES

The Societies Office codes all budgetary spend on activities/spend pertaining to safety, health and welfare. Considerable resources are expended by the Societies Office in securing the health, safety

and welfare of employees in terms of personnel, time, materials, equipment and the purchase/hire of goods and services.

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

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

SAFE SYSTEMS OF WORK

It is the policy of DIT to ensure that employees are not asked to perform tasks outside their competence and capacity. Safe systems of work have been designed with this objective in mind. 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/hire of equipment, plant and substances is subject to the provisions of the *Safety, Health and Welfare at Work Act 2005* and associated regulations, thus all equipment, plant or substances will undergo risk assessment prior to acceptance into the Institute. The Societies Office follows all guidelines as per the Framework Safety Statement and ensures that a risk assessment is carried out before any equipment/machinery or contractor/service provider is engaged by the office.

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 Societies, Anita Conway, 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, the Head of Societies, Anita Conway, 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
PC's, Printers & Photocopiers	All DIT offices	As required	I.S. or third party service provider

TRAINING

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

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

Health and safety training required for societies office staff includes:

Mandatory Training:

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

Specialist Training:

- Evacuation Marshal
- Occupational First-Aid

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 Buildings Maintenance Manager
- Operational safety matters – should be documented on a Hazard Report Form and sent to the Health & Safety Office (www.dit.ie/safework)

FIRE & EVACUATION **SOCIETIES OFFICE**

INSTRUCTIONS ON DISCOVERING A FIRE

(all staff, students, visitors, contractors/service providers etc.)

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

INSTRUCTIONS ON HEARING THE EVACUATION ALARM OR OTHER WARNING

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

On hearing an alarm activation or other warning:

- Instruct staff and students to leave all areas including offices, meeting rooms, sanitary facilities, common areas etc.
- 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, 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 the designated Assembly Point(s) for your building – click [here](#) for details
- All evacuation marshals/sweepers, Estates personnel, Heads of Function, 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.
- Do not return to the building until instructed to do so by the Incident Controller

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

When visiting a new premises/venue for the first time, please familiarise yourself with local fire/emergency arrangements and procedures.

YOU SHOULD FAMILIARISE YOURSELF WITH THE LOCATIONS OF THE FOLLOWING:

- Escape routes and emergency exits
- 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 Societies Office will ensure that sufficient marshals are appointed on an ongoing basis to provide an effective service. All staff of the Societies Office will act as evacuation marshals in accordance with local evacuation procedures in their respective areas.

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 as they exit everywhere has been cleared.

YOU SHOULD NOT PUT YOURSELF IN DANGER AT ANY TIME

FIRST-AID

- An emergency first-aid kit and automatic external defibrillator (AED) is available at the front desk/reception area
- A list of Institute staff who have completed training in first-aid/AED is available on the [health and safety website](#)
- Each Society is required to have a first-aid kit and a trained first-aider for all trips/travel

First-aid kits are located at the front desk of each building. Please report any used items to the designated person in charge who is responsible for monitoring the contents and ensuring their replacement.

Further Treatment / Incident Report Forms

- Staff may refer students to the Student Health Centre in DIT at 01 402 3614 / 402 3051 or contact the Emergency Services on 112 / 0999 if an incident is urgent
- Incident Report forms are available from the front desk and on the [health and safety website](#).
- 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

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

The incident report form must be forwarded to the Health & Safety Officer within 24 hours of the incident occurring or as soon as possible. Incident report forms are available at the front desk/reception area and on the [health and safety website](#).

HAZARD REPORTING

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

MANAGEMENT OF CONTRACTORS/SERVICE PROVIDERS

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

PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is the policy of DIT to eliminate all hazards where reasonably practicable. DIT will assess what PPE appropriate to the task/work environment is required only as a last resort when further risk reduction is not feasible. There is normally no requirement for use of PPE by staff in the Societies Office. Individual risk assessments will highlight where PPE is required for certain events/activities.

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 Societies, Anita Conway, to ensure that all information on ergonomic controls is communicated to employees and students via circulars, team briefings or other means. She should also ensure that all problems identified are addressed and brought to the attention of the Health & Safety Officer.

WELFARE PROVISIONS

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

- ✓ Adequate and suitable sanitary and washing and drying facilities with hot and cold running water maintained in a clean and hygienic condition
- ✓ Adequate number of lavatories and washbasins with hot and cold running water
- ✓ An adequate supply of potable drinking water at suitable points conveniently accessible to all employees, tested by the Buildings Office

- ✓ Suitable facilities for sitting/other ergonomic support, in the case where work can be done in a seated position
 - ✓ Suitable and adequate facilities for boiling water and taking meals or reasonable access to other suitable and adequate facilities. 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 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 Institute premises and/or at events organised by the Societies Office, 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.

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

Societies Office staff often work outside of regular office hours in DIT Buildings. This would mainly happen in DIT Aungier St, DIT Bolton St and Bradgoue Building in Grangegorman during normal opening hours of the building/campus and with a porter on duty at the front desk.

WORK PLACEMENT

N/A

TRIPS/TRAVEL

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

STAFF/STUDENTS WITH DISABILITIES

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

HEALTH SURVEILLANCE

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

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

WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL

An employee/student must ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare or that of any other person. Contraventions will be dealt with as per DIT disciplinary procedures. Societies, as part of their activities and events, have a responsibility to ensure adherence to the DIT Student Alcohol Policy and Guidelines – see Appendix A.

DIGNITY AT WORK ANTI BULLYING & HARASSMENT POLICY AND PROCEDURES

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

STRESS

The risk assessment will identify any areas where stress is a hazard and controls will be implemented to eliminate this hazard. The 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 Societies Office ensures that periodic health and safety audits are completed and a review of their 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 Societies Office safety statement will be available on the DIT safety website.

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 Societies, Anita Conway, will issue new documents after appropriate consultation and agreement with relevant parties.

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES

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

The 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 the Dublin Institute of Technology is committed to ongoing identification of hazards, assessment of the appropriate risks and the introduction of controls to deal with them. Management at all levels have a responsibility to apply this principle within their area of authority.

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

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

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

- Physical
- Chemical
- Biological
- Operational
- Human Factors

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

Risks may be classified as:

- High
- Medium
- Low

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

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

Risk control measures are a combination of:

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 Societies Office

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/society members 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 Collision with vehicle traffic when evacuating premises 	<ul style="list-style-type: none"> Staff trained in Emergency Response Training (ERT) Sufficient fire detection and extinguishing equipment available Fire-fighting 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 	<ul style="list-style-type: none"> Maintain current controls Garda assistance to be sought if traffic calming measures are required in the event of an emergency evacuation Ensure compliance with ERT and evacuation procedure Ensure clear access to firefighting equipment Ensure escape routes and emergency exits are kept clear and 	With current controls: M With Actions applied: L	<ul style="list-style-type: none"> All staff and Head of Function All staff and society members 	<ul style="list-style-type: none"> Ongoing Ongoing

			<p>to occupants</p> <ul style="list-style-type: none"> • Emergency exits are clearly marked and free from obstructions • Emergency lighting in place • Staff members act as evacuation marshals • Evacuation marshals provided with high visibility jackets • No smoking policy in place • Proper storage of flammable liquids and gas cylinders • Scheduled maintenance of buildings services (heating, electricity, ventilation etc.) • Permit system in place for hot works • Compliance with building regulations • Site specific Emergency Manuals for each campus available on the website www.dit.ie/safework 	<p>unobstructed</p> <ul style="list-style-type: none"> • Announce the location of emergency exit(s) and assembly point(s) at the commencement of meetings/ seminars/events • All service ducts will be maintained for that purpose only. No other materials (toilet rolls, cleaning materials, old furniture) will be allowed to be stored in these ducts • Familiarise yourself with local emergency procedures when visiting a new venue for the first time • Ensure staff participation in the role of evacuation marshal 		<ul style="list-style-type: none"> • Head of Function 	<ul style="list-style-type: none"> • Ongoing
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
002	<p>Manual Handling</p> <p><i>(lifting, putting down, pushing, pulling, carrying or moving of a load)</i></p> <ul style="list-style-type: none"> Office supplies Files Laptops Promotional & event materials <p>Who is harmed:</p> <ul style="list-style-type: none"> Staff members Society members 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"> Manual Handling-related injuries, e.g. back injury Slips, trips, falls Load is too heavy, large, and awkward or is carried away from the body Load is lifted too high or carried too far/too often or involves bending and/or twisting Inadequate space, uneven floor or steps/ramps 	<ul style="list-style-type: none"> All staff compliant with and adhere to mandatory manual handling training Safety ladder/step stool available for access to high shelves Manual handling risk assessments available to all staff, contact local Occupational Health Officer Good housekeeping Implement team lifting with assistance from colleagues where required Adequate lighting maintained Report issues and health concerns to Line manager Heavy items not stored above shoulder height Lift available and in 	<ul style="list-style-type: none"> Maintain current controls Refresher training to be carried out as required Heavy or large/unwieldy loads are broken down into more manageable weights or are lifted by 2 people Work is planned to avoid long distances, repetition, twisting, bending and/or unstable posture 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> All staff and society members 	<ul style="list-style-type: none"> Ongoing

			working order	<ul style="list-style-type: none"> • Place heavier items on shelving at mid-rift level and lightweight items at higher levels • Inspection and maintenance programme for safety ladders/step stools • Head of Function must correct any staff member who may be lifting loads improperly • Matrix of staff members who require training to be compiled • Ensure racking/shelving is maintained and checked for stability 		<ul style="list-style-type: none"> • Head of Function 	<ul style="list-style-type: none"> • 1st June 2014
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
003	Work Equipment, Machinery & Tools	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			
004	Portable Appliances & Handheld Equipment	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	Noise	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	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 Manager or through online hazard reporting 	<ul style="list-style-type: none"> • Contact Buildings Office if problems arise • Ensure where vision panels on fitted on doors they are not obscured • Maintenance and inspection programme to be implemented with records kept 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All Staff • All Staff • Buildings Office 	<ul style="list-style-type: none"> • 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			
007	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 and spillages – floors generally cleaned early morning by contractors when most personnel are off site • Use of warning signage where appropriate • Hazard reporting system in place • Good cable management - trailing cables and leads are re-routed, removed or secured • Changes in floor levels identified and marked • Door mats provided at main entrance 	<ul style="list-style-type: none"> • Maintain current controls • Staff should not leave drawers and filing cabinets open which could cause trip hazards • Buildings Office to ensure upkeep and maintenance of internal and external access and egress routes e.g. walkways, paths, floors, corridors, steps and stairs 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff • Estates Manager 	<ul style="list-style-type: none"> • Ongoing • Ongoing

			<ul style="list-style-type: none"> • Hand-rail on steps/stairs • Stair nosing fitted with anti-slip finish • Adequate lighting • Good housekeeping 				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
008	Access and Egress Opening/closing times for buildings 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 	<ul style="list-style-type: none"> • Security threats • Threats from public • Violence / assault • Unwanted visitors 	<ul style="list-style-type: none"> • Front desk of main buildings is manned by a porter at all times • Sign-in required at front desk • Swipe card/keypad access in place in some areas • CCTV in common areas • Staff have keys to their own offices • Rooms locked when not in use • Adequate lighting 	<ul style="list-style-type: none"> • Maintain current controls • Report suspicious activity to porter • Secure personal property • Carry out spot-checks of student I.D. cards • Ensure vision 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • Buildings Office • All staff • All staff 	<ul style="list-style-type: none"> • Ongoing • As necessary • Ongoing

	<ul style="list-style-type: none">• pregnant women• people with disabilities		<ul style="list-style-type: none">• Students have DIT I.D. card• Vision panels on doors• Sweep-search of building conducted by porter as part of closing down procedure	panels on doors are not obscured			
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
009	Office Equipment: <ul style="list-style-type: none"> Desktop PCs Laptops Photocopiers Printers Shredders Guillotines Filing Cabinets AV Projectors Who is harmed: <ul style="list-style-type: none"> Staff members Sensitive risk groups: <ul style="list-style-type: none"> 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 contact with sharp edges Incorrect disposal Lack of information / training 	<ul style="list-style-type: none"> Gloves worn when changing cartridges and wash hands after use Power turned off before clearing jams or making adjustments Manufacturer's instructions followed PCs and printers 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 	<ul style="list-style-type: none"> Maintain current controls Where necessary, competent Service Engineers will be called to carry out repairs and scheduled maintenance Equipment should be located in areas only where there is suitable ventilation to remove the dust and heat generated by the equipment 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> Ongoing

			<p>parts e.g. shredder</p> <ul style="list-style-type: none">• Do not overload electrical sockets• Ensure guard in place on guillotine• Filing cabinets fitted with ant-tilt mechanism• Label defective equipment and report to line manager				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
010	Office / Workstation Ergonomics Who is harmed: <ul style="list-style-type: none"> Staff members Sensitive risk groups: <ul style="list-style-type: none"> 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 Where refurbishment is being carried out, 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> All staff Head of Function 	<ul style="list-style-type: none"> Ongoing As necessary As necessary Ongoing

				<p>consideration should be given to best practice in ergonomics</p> <ul style="list-style-type: none"> All chairs to be checked annually by a designated person. Defective chairs to be removed and labelled until repair/disposal 			
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
011	Mechanical Lifting Systems	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
012	Transport <i>See Ref 035 Events</i>	<i>See Ref 035 Events</i>	<i>See Ref 035 Events</i>	<i>See Ref 035 Events</i>	<i>See Ref 035 Events</i>	<i>See Ref 035 Events</i>	<i>See Ref 035 Events</i>

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	Hot Surfaces / Liquids / Solids Catering appliances in canteen and/or staff room. For example: <ul style="list-style-type: none"> • Kettle • Toaster • Microwave • Burco boiler Who is harmed: <ul style="list-style-type: none"> • Staff members • 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 in place • 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 • Take due care with appliances • Report defects to Buildings Office 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • 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			
014	Pressure Systems	N/A	N/A	N/A	N/A	N/A	N/A

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

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
017	<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 by competent person • Combustible materials kept away from heat source • Heat source kept clear and free from obstructions • Environmental monitoring from the Health and Safety Office on request • Fire detection systems in place 	<ul style="list-style-type: none"> • Maintain current controls • Ensure that no storage heater is covered or used to dry clothes • Contact Buildings 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 	<ul style="list-style-type: none"> • 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			
018	Lighting Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Inadequate lighting • Glare • Eyestrain • Slips, trips , falls 	<ul style="list-style-type: none"> • Light switches easily accessible • 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"> • Maintain current controls • Contact Buildings Office if problems or defects arise 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • 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			
019	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 • 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 • Ensure all ventilation, heating and air conditioning systems are used and maintained in accordance with the manufacturer's instructions • Contact Buildings Office if problems or defects arise 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • 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			
020	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 works, servicing and testing is carried out as per regulations • Shut down equipment when not in use and at end of day • Adequate protection and signage for circuit boards, distribution boards etc. • Report defects and take damaged equipment out of use • Good housekeeping • Suitable fire extinguishers provided • Switch off equipment before cleaning or making adjustments 	<ul style="list-style-type: none"> • Maintain current controls • Contact Buildings Office if problems arise • Do not overload sockets • Keep use of adaptors and extension leads to a minimum 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • 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			
021	Asbestos	N/A	N/A	<p>Review if changes develop</p> <p>Where maintenance work may involve disturbing asbestos, all possible types and locations will be identified by a competent person and suitable control measures put in place before the work commences</p>	N/A	N/A	N/A

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
023	Radon	N/A	N/A	Indoor workplaces at ground floor or basement level to have radon measurements carried out Where reference levels are exceeded, appropriate measures to be taken	N/A	N/A	N/A

PHYSICAL							
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	Construction / Maintenance Work Example: <ul style="list-style-type: none"> Building contractors 	<ul style="list-style-type: none"> Unfamiliar with DIT buildings and safety procedures Injury to contractors, staff, students, visitors members of the public 	<ul style="list-style-type: none"> Buildings Office control all contractors Permit to work system in place for hot works, work at height, confined spaces The front desk is manned at all times by a 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied:	<ul style="list-style-type: none"> Estates Manager 	<ul style="list-style-type: none"> Ongoing

	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 		porter <ul style="list-style-type: none"> • Sign-in required by contractors at front desk • Compliance with DIT code of practice for contractors • Contractors complete DIT induction via online eLearning programme • DIT Contractor safety badge must be worn • Risk assessment and method statements completed and submitted to the Buildings Office • Good housekeeping • Areas of hazardous works cordoned off • Warning signage put in place as required 		L		
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
025	Work Activities & Processes <ul style="list-style-type: none"> Promoting a diverse range of student lead opportunities, societies, activities and events Providing administrative and financial support and general advice to DIT Societies run by students <p><i>Please also see Ref 035 Events</i></p> <p>Who is harmed:</p> <ul style="list-style-type: none"> Staff members Students/society members Sensitive risk groups: 	<ul style="list-style-type: none"> Lack of awareness and information 	<ul style="list-style-type: none"> Service information, opening hours and contact details are made available on the DIT website and posted locally at each Societies office Each Society is required to have a constitution (terms of reference) and a committee 	<ul style="list-style-type: none"> Maintain current controls <p><i>Please also see Ref 035 Events</i></p>	<p>With current controls: L</p> <p>With Actions applied L</p>	<ul style="list-style-type: none"> All staff 	Ongoing

	<ul style="list-style-type: none">• young persons• pregnant women• people with disabilities						
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
026	Housekeeping Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Slips, trips and falls • Increased fire load • Falling objects • Collisions 	<ul style="list-style-type: none"> • Fire load (i.e. sources of ignition and fuel) kept to a minimum • All escape routes and emergency exits kept clear and unobstructed • Wet floor signs used where required • Spillages cleaned immediately • Adequate lighting • Adequate waste disposal • Refuse and recycling bins are provided • Designated storage provided • Goods should not be stored temporarily or permanently in areas which may obstruct access to emergency exits 	<ul style="list-style-type: none"> • Maintain current controls • Storage and stacking of goods must be done in specifically designated places and located in such a manner to minimise the hazard of falling objects • Any signs of vermin to be reported immediately to the Buildings Office 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • 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 • 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 • Appropriate information and training provided to cleaning staff • SOPs in place by cleaning contractors • PPE for cleaning staff 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> • Contract cleaning staff and supervisors (Noonan) 	<ul style="list-style-type: none"> • 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 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 	<ul style="list-style-type: none"> General waste and recycling bins present Dispose of waste appropriately in bins provided Segregate waste as appropriate Waste removed on a regular basis by cleaning contractors Keep waste away from sources of ignition e.g. heaters, electrical appliances 	<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 Cleaning contractors 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> • The following signage is in place throughout each building: <ul style="list-style-type: none"> ➤ Emergency Exit ➤ Emergency First-aid Procedure ➤ Evacuation plan ➤ Fire Action Notice ➤ Safety Notice point ➤ No Smoking ➤ Emergency contact numbers ➤ Refuge point • All society posters must be approved by the Societies Office before being displayed on college premises 	<ul style="list-style-type: none"> • Maintain current controls and update signage as required • Observe signage in place • Consult Societies Office before displaying posters on college premises 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • Head of Function and Estates Manager • All staff and society members • Society members 	<ul style="list-style-type: none"> • 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 Hazard Reporting First-Aid Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of first-aid supplies • Lack of trained first-aiders • Lack of knowledge/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, AED and incident report forms available at the front desk of each main campus building • All incidents to be reported immediately and an incident report form completed • First-aid supplies available from Health & Safety Office on request • Mandatory training for staff in Emergency Response • List of trained first-aiders available online at www.dit.ie/safework • Emergency first-aid procedure posted • Online hazard reporting facility available 	<ul style="list-style-type: none"> • Attend mandatory training as per DIT Policy 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • 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			
031	Working at Height <ul style="list-style-type: none"> Access to goods stored at a height Opening high level windows Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Falls from height Falling objects 	<ul style="list-style-type: none"> Safety ladder/step stool provided for safe access to high shelves Use of chairs /tables for access to height is prohibited Suitable equipment/devices available for the opening and closing of high level windows Items should not be thrown from a height 	<ul style="list-style-type: none"> Maintain current controls Inspection and maintenance programme for safety ladders/step stools 	With current controls: L With Actions applied L	<ul style="list-style-type: none"> All staff Head of Function 	<ul style="list-style-type: none"> Ongoing 1st July 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	Out of Hours Access / Lone Working <ul style="list-style-type: none"> Out of hours access does not occur Staff may work alone from time to time in offices during normal opening hours 	<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 is manned at all times CCTV in common areas 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 Offices equipped with telephones 	<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 Function and Estates Manager 	<ul style="list-style-type: none"> 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"> • Trips/travel by staff • Trips/travel by Societies <p><i>See also Ref 035 Events</i></p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students/society members • 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 trip risk assessment template completed for each trip and control measures implemented • Health and safety information provided to trip participants • eLearning programme available to participants • Adherence to local rules and regulations • Individual societies are required to complete a trip registration and activity form prior to each trip • Where society members plan to use their own vehicles for trips/travel, a private vehicle registration form must be 	<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 Function, all staff and society members 	<ul style="list-style-type: none"> • As required

			<p>completed</p> <ul style="list-style-type: none"> • Hired transport must be a DIT approved supplier • Societies are required to have a first-aid kit and a trained first-aider for all trips/travel • All forms for trips/travel by societies are available on the societies website – click here 				
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
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 <ul style="list-style-type: none"> Classes Workshops Screenings Competitions Rehearsals Performances Tournaments Fundraisers Volunteering Festivals Meetings Social Nights Trips Who is harmed: <ul style="list-style-type: none"> Staff members Students/society members Visitors Contractors/service 	<ul style="list-style-type: none"> Injuries Accidents and incidents Unfamiliar with premises and emergency plans 	<ul style="list-style-type: none"> Each Society is required to have a current risk assessment completed for regular day-to-day activities of the Society and a specific risk assessment must be completed for one-off events Emergency plans in place with regard to evacuation and first-aid Report all incidents and accidents to DIT Provide relevant health and safety information to event participants 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> Head of Function and all society members 	<ul style="list-style-type: none"> As required

	<ul style="list-style-type: none"> providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 						
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
036	Conferences / Seminars Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Travel to and from Road traffic accidents Unfamiliar with venue Medical emergency Missing persons 	<ul style="list-style-type: none"> Taxi vouchers available to staff 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 Report defects and incidents to venue management Approval for attendance to be sought from Line Manager as per DIT procedures 	<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 Function and all staff 	<ul style="list-style-type: none"> As required

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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
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 persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Inadequate storage • Improper storage • Inadequate space for safe manual handling • Poor housekeeping • Slips, trips and falls • Unsafe access and egress • Inadequate lighting and/or ventilation 	<ul style="list-style-type: none"> • Safe access and egress • Storage avoided above shoulder height where possible • Items stored appropriately • Items segregated where necessary • Storage units secure and fit for purpose • Step ladder/foot stool available for accessing higher shelving units • Staff trained in manual handling • Items not stored in walkways • Defects reported • Adequate lighting and ventilation 	<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 	<ul style="list-style-type: none"> • 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			
038	Sensitive Work Groups: Pregnant Employees & 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 • Follow medical advice as necessary 	<ul style="list-style-type: none"> • Pregnant employees and nursing mothers to contact Occupational Health Officer Rosie Cannon to ensure a risk assessment is carried out. 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • 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"> • 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 ○ Biological 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 • Societies have a consent form which must be completed for members under the age of 18 – click here 	<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 Function 	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 • Disability Support Service available • Accessible toilet available • Health & Safety induction available to staff and students 	<ul style="list-style-type: none"> • Staff with disabilities to contact Occupational Health Officer Rosie Cannon to ensure a risk assessment is carried out. • Advise visitors to notify DIT host in advance of any special needs 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • All staff • Head of Function 	<ul style="list-style-type: none"> • As necessary • 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 Function 	<ul style="list-style-type: none"> • 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	N/A	N/A	N/A	N/A	N/A	N/A

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	N/A	N/A	N/A	N/A	N/A	N/A

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 	<ul style="list-style-type: none"> • Communication between staff and management • Employee Assistance Programme (EAP) in place • Occupational Stress Management Policy & Procedures in place • Training and development courses available to staff appropriate to needs e.g. Stress Management, Time Management, Personal Skills, Dealing with people in crisis etc. 	<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 Function 	<ul style="list-style-type: none"> • 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 • Front desk is manned at all times • DIT staff and students report suspect individuals to DIT Buildings Office • Adequate lighting • Lone/out of hours working access does not take place • Rooms locked when not in use • CCTV in common areas • Vision panels fitted on doors • Offices are equipped with telephones • Training available for staff on how to deal with conflict, aggression etc. 	<ul style="list-style-type: none"> • Maintain current controls • Attend training and refresher as required 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • Head of Function and all staff 	<ul style="list-style-type: none"> • Ongoing

			<ul style="list-style-type: none">• One-to-one appointments/meetings held during normal office hours (i.e. Monday to Friday 09.00 – 17.00) unless specific safety measures are put in place• Appointment/meeting times are well managed to avoid overlaps and delays				
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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 	<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	<ul style="list-style-type: none"> • All staff and Head of Function 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> 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	Visitors 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 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 • Visitors report to front desk for sign-in • Safety booklets and safety wallet cards available at front desk • Safety signage throughout building with regard to emergency procedures • Risk assessments completed for specific events where groups of visitors are expected • CCTV in building • Visitors briefed on emergency procedures by person they are visiting 	<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 Head of Function 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Front desk is manned at all times • Contractors/service providers to sign-in at front desk • Contractors/service providers to complete online eLearning programme 	<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 Function 	<ul style="list-style-type: none"> • 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 to staff on stress management, personal skills etc. • 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"> • Maintain current controls • Follow procedures in DIT's Dignity at Work: Anti Bullying & Harassment Policy 	With current controls: L With Actions applied: L	<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • 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)	N/A	N/A	N/A	N/A	N/A	N/A

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

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

APPENDIX A

INSTITUTE STUDENT ALCOHOL POLICY

The Dublin Institute of Technology, recognising the place of moderate alcohol consumption in many areas of society, considers it important to create an environment within the Institute which promotes a sensible attitude to the consumption of alcoholic drink by students of the Institute. The Institute accepts the potential of alcohol abuse to adversely affect students' well-being, academic achievement and lifestyle. This policy adheres to the guidelines contained in the National Alcohol Policy (1996) and was formulated and adopted by the Student Services Council in 2002.

For its part the Institute supports educational Programmes that:

- Highlight the adverse effects of alcohol consumption
- Promote safe drinking habits
- Promote alternatives to alcohol and skills to enable individuals to cope with social pressure to drink

The Institute encourages and supports Staff Training and Development programmes that:

- Train staff to recognise signs of alcohol abuse
- Enable staff to guide students to an appropriate level of care

In addition, the Institute supports the provision of appropriate care for those affected by alcohol abuse through its Medical, Counselling and Pastoral Care Services and responds considerately to individuals who accept the treatment and care plans as may be developed for them.

For their part, individual students, student Clubs and Societies and other student groups also have responsibilities to ensure that the health of students, their ability to work and their academic environment is not adversely affected by the use of alcohol. To this end the following regulations apply:

- Advertising for events must not emphasise the availability of alcohol
- Consumption of alcohol in public places on campus is prohibited
- Receptions or functions providing free alcoholic drinks must also provide free soft drinks and no more than two free alcoholic drinks must be made available to any member
- Being under the influence of alcohol will not excuse a student's behaviour that contravenes the Institute Student Regulations

Dublin Institute of Technology
Student Alcohol Policy Guidelines

Controls with respect to advertising, promotions & sponsorship:

1. All forms of advertising must be in compliance with the DIT Student Alcohol Policy and should adhere to the DIT's Poster Policy. The Institute must comply with the guidelines contained in the National Alcohol Policy.
2. All advertising for events where alcohol is being served must include the following message: "All DIT Student Groups encourage the responsible use of alcohol". (Size 2 cm on A2 Poster).
3. Alcohol advertising and promotions on campus are limited to the advertising of brand names of beer, stout, spirits or the name of the manufacturers. The alcohol brand names should not be the main focus of the poster.
4. Promotions and advertising of cocktails and happy hours are not permitted. Below cost selling is not permitted.
5. In order to ensure DIT's policy of not more than two free alcoholic beverages per person a closely-monitored voucher system must apply. All vouchers should be date stamped and there should be a limited number available.
6. A proactive approach by the Institute should be pursued as a top priority, to help student organisations find an alternative to drinks companies sponsorship. (National Alcohol Policy, 1996.)
7. Sponsorship by the drinks industry of the Institute's events is permissible provided the sponsorship primarily is in monetary form and not product material form, thus allowing groups, clubs and societies to determine their own needs. (National Alcohol Policy, 1996).
8. In the negotiating or planning of events that involve the consumption of alcohol, the event organiser must acquire the assurance of the proprietor that they will adhere to the National Alcohol Policy and state law in consumption of alcohol on their premises. Good practice would recommend that the Students Union venue agreement template be utilised by all groups.
9. Student clubs and societies that have as their main focus or indicate by the name of the society their main activity to be the consumption of alcohol, may not receive student services funding and will not be recognised as a society/club.
10. The National Alcohol Policy and the DIT Student Alcohol Policy should be made available on the DIT website.
11. The DIT Student Alcohol Policy should be included in the students' handbook and should be part of the student induction programme.
12. Under the auspices of the DIT's Student Services Council, Student Health Awareness Programmes should be developed to highlight the problems associated with excessive drinking.