



HEALTH & SAFETY INFORMATION **DIT BOLTON STREET CAMPUS**

Welcome to DIT Bolton Street. During your time here we want you to be as safe as possible. Please take a few minutes to read this important document.

DEMOGRAPHICS

The Bolton St. Campus at DIT has a population of approximately 3,000 students and 300 staff members, and consists of the main college building and 7 satellite buildings as outlined below:

Building	Address	Floor Area (m2)	Storeys	Porter on Duty	Approved for Lone/ Out of Hours Working
Bolton St.	Bolton Street Dublin 1	23, 625	4	Yes	No
E-Block	DIT car-park Bolton St. Dublin 1	1372	2	Yes	Yes
Linenhall	Henrietta Place Dublin 1	9501	5	Yes	No
Health Centre Linenhall Lodge	Henrietta Place Dublin 1	133	2	No	No
Lurgan Street	Henrietta Place Dublin 1	390	3	No	No
81 Capel Street	Capel Street Dublin 1	164	2	No	No
Beresford Street	Beresford St. Dublin 7	TBC	2	Yes	No
Aviation Technology Centre	Dublin Airport Business Park Cloghran, Co. Dublin	TBC	2	No	No

KEY CONTACTS & EMERGENCY NUMBERS

DIT Porter's Desks Bolton St. Campus	Bolton St. main building	(01) 402 3607
	E-Block	(01) 402 3724
	Linenhall	(01) 402 4000
	Beresford St.	(01) 872 7157
DIT Building Maintenance Manager Bolton St. Campus	Mr. Richard Smyth	(01) 402 3646 086 383 1428
DIT Buildings Officer	Mr. Paul McDunphy	(01) 402 8010
Out-of-Hours Security	RMS Security	(01) 860 2851 (01) 860 2889
DIT Health & Safety Officer	Ms. Edel Niland	086 3891080
DIT Occupational Health Officer (Bolton St.)	Ms. Rosie Cannon	087 9809194
DIT Student Health Centre (Northside)	Nurse/Doctor	(01) 402 3614
DIT Student Counselling Service		(01) 402 3352 086 0820543
DIT Chaplain (Bolton St.)	Fr. Alan Hilliard	(01) 402 3639 087 7477110
Urgent Out-of-Hours GP/Doctor	D-DOC	1850 22 44 77
Local Hospital/A&E	Mater Hospital	(01) 803 2000
	Rapid Injury Clinic Smithfield	(01) 657 9000
Emergency Services	Fire/Ambulance/Gardai	999 or 112
Bord Gáis	Gas Leak / 24 hour Emergency	1850 20 50 50
ESB	24 hour Electrical Emergency	1850 372 999
Health & Safety Authority (HSA)	Workplace Contact Unit	1890 289 389
Environmental Protection Agency (EPA)		1890 33 55 99
Dublin City Council	Customer Services	(01) 222 22 22
Samaritans		1850 60 90 90

ORGANISATIONAL CHART

An organisational chart for DIT is available from the Institute's website at <http://www.dit.ie/about/president/organisationchart/>

SAFETY COMMITTEE

A College Health & Safety Team is in place for the College of Engineering & Built Environment and is chaired by the College Director & Dean, Dr. Mike Murphy. The College Health & Safety Team has a shared responsibility for the operational and structural safety of the college, including coordinating fire and emergency plans and arrangements. The current composition and membership of the College Health & Safety Team is as follows:

Chairperson (Director & Dean)	Dr. Mike Murphy
College Manager	Ms. June Phelan
Buildings Maintenance Manager	Mr. Richard Smyth
Buildings Service Supervisor	Mr. Joe O'Brien
Occupational Health Officer	Ms. Rosie Cannon
Elected Staff Representative	TBC
Elected Student Representative	Mr. Willie O'Meara
Dublin School of Architecture	Ms. Orna Hanly
School of Civil & Building Services Engineering including DEL	Ms. Anna Reid
School of Construction	Mr. Peter Murphy
School of Electrical Engineering Systems	Mr. Brian McNally
School of Electronics & Communications Engineering including CNRI, PRC, AHFRC	Mr. Derek Gilmore
School of Manufacturing & Design Engineering including CER	Mr. Paul McSweeney
School of Mechanical & Transport Engineering	Mr. Peter Kenny
School of Real Estate & Construction Economics	Mr. Tom Dunne
School of Spatial Planning	Mr. Chris Reid
Department of Print & Digital Media (Ad hoc member)	Mr. John Darcy
Information Services (Ad hoc member)	Mr. Ian Campbell
Library (Ad hoc member)	Ms. Roisin Guilfoyle

The Terms of Reference for all safety committees is available on the DIT Health and Safety website (www.dit.ie/safework).

HEALTH & SAFETY CONTACTS

- ***DIT Health and Safety Officer***
Edel Niland
T: 01 4024192 M: 086 3891080
E: Edel.Niland@dit.ie
- ***Local Occupational Health Officer (OHO)***
Rosie Cannon
Bolton Street Campus
T: 01 4023615 M: 087 9809194
E: Bolton.occhealth@dit.ie
- ***Local Staff Safety Representatives***
TBC

FIRST-AID

- First-Aid stations are identified by a white cross on a green background and can be found in laboratories, workshops, and other locations in each building.
- There is also a First-Aid Kit and an Automated External Defibrillator (AED) located at each Porter's Desk/reception area.
- The designated first-aid room for the campus is the Occupational Health Office, located in the Health Centre in Linenhall.
- Details of staff members trained in Occupational First-Aid and in the use of AEDs are outlined below. The most-up-date listing is available on the website www.dit.ie/safework

Staff Trained in Occupational First-Aid AND AED

Name	Telephone Extension	Location	Training Expiry
Rosie Cannon	3615	Health Centre Linenhall	01/06/2012
Alan Chenux	3735	Bolton St.	16/05/2012
Stephen McCabe	3661	Accounts Office Bolton St.	21/02/2012
Thomas McCormick	3982	Linenhall	03/03/2013
Aileen Mullane	3690	Room 441 Bolton St.	08/12/2012
Jonathan Murphy	3963	Office No. 3, Capel St.	09/03/2013
Anthony O'Connor	3809	Room 118 Bolton St.	21/02/2012
Alan O'Donnell	2934	Linenhall	19/01/2012
Peter O'Farrell	3645	Room 292 Bolton St.	08/12/2012
Derek Ritchie	3694	Room 191 & 495 Bolton St.	19/01/2012

Staff Trained in AED ONLY

Name	Telephone	Location	Training Expiry
Oonagh Birchall	3933	Room 359 Bolton St.	21/03/2012
Gerardine English	3681	Library Bolton St.	21/03/2012
Colm Gerety	3752	Room 201 Bolton St.	05/07/2012
Paul Kelly		Linenhall	13/12/2012

Location of AEDS

- ***Bolton Street***
 - Porter's Desk, Kings Inn St. Entrance.
- ***Beresford Street***
 - Porter's Desk.
- ***Linenhall***
 - Porter's Desk.
 - Gym Office (Basement).
 - Student Health Centre.

STUDENT HEALTH CENTRE

- Students who are injured or unwell may attend the College Doctor or Nurse at the Student Health Centre in Linenhall from Monday-Friday 9.00am – 5.00pm (term-term only). Tel: (01) 402 3614.

SMOKE-FREE POLICY

- Smoking is prohibited throughout the Dublin Institute of Technology without exceptions:
 - Within all Institute buildings
 - Within the curtilage of all Institute buildings
- Please use the designated smoking areas provided and kindly dispose of your cigarette butts in a clean and safe manner.
- The designated Smoking Areas are located as follows:
 - **Bolton Street – Car Park and Courtyard**
 - **Linenhall – Car Park**
- It is not possible to provide a designated Smoking Area in all Institute buildings. A zero tolerance policy will apply in all other Institute buildings where no designated Smoking Area has been listed.
- DIT's Smoke-Free Policy is available on the health & safety website: www.dit.ie/safework

SAFETY NOTICE POINTS

- Safety Notice Points in corridors and common areas in each building highlight site-specific safety information e.g. the location of the safety notice-board, local Occupational Health Officer, local Safety Representative, location of AEDs etc.

FIRE SAFETY & EMERGENCY EVACUATION***SIGNAGE***

Please familiarise yourself with the location of escape routes, emergency exits and fire safety equipment throughout the college. Emergency Floor Plans and Fire Action Notices are displayed on each floor in a prominent position. Emergency Floor Plans for the building are also available on the website www.dit.ie/safework.

ASSEMBLY POINTS

The assembly point is a designated area of safety where people should assemble in the event of an emergency. Maps highlighting the location of the assembly points are available on the website www.dit.ie/safework. The assembly points for the Bolton St. Campus are as follows:

BUILDING	ASSEMBLY POINT
Bolton St.	1. St. Saviour's Church, Dominick Street <i>(if exiting onto Kings Inn Street)</i> 2. Cineworld Cinema, Parnell Street <i>(if exiting onto Bolton Street or Loftus Lane)</i>
E-Block	Cineworld Cinema, Parnell Street
81 Capel Street	Cineworld Cinema, Parnell Street
Aviation Technology Centre	Car-park
Linenhall	Henrietta Street
Student Health Centre	Henrietta Street
Lurgan Street	Henrietta Street
Beresford Street	Stirrup Lane

INSTRUCTIONS ON DISCOVERING A FIRE OR OTHER EMERGENCY:

- Activate the nearest manual alarm call point/break glass unit.
- If safe to do so and time permits, ensure the safe shut down of equipment/gas/electricity in use.
- Leave the building using the nearest escape route and emergency exit.
- Do not delay to retrieve personal belongings.
- Do not use the lift.
- Move away from the building and report to the designated Assembly Point.
- Do not re-enter the building until the “all clear” has been given.

INSTRUCTIONS ON HEARING THE EVACUATION ALARM:

- Evacuate immediately using the nearest available exit.
- If safe to do so and time permits, ensure the safe shut down of equipment/gas/electricity in use.
- Leave the building using the nearest escape route and emergency exit.
- Do not delay to retrieve personal belongings.
- Do not use the lift.
- Move away from the building and report to the designated Assembly Point.
- Do not re-enter the building until the “all clear” has been given.

EVACUATION MARSHALS

- All staff members are required to act as Evacuation Marshals and to provide assistance with the evacuation by “sweep searching” the building and checking to ensure that all areas have been evacuated.

EVACUATION DRILLS

- An evacuation drill is held each semester, one during the day-time and one during the evening / night-time.
- Drills during term-time are announced to relevant staff members. Drills held outside of term-time are unannounced.
- The Occupational Health Officer in cooperation with the Campus Safety Team organises the evacuation drills. One daytime drill and one evening drill are held each Semester.
- Details of all evacuation drills are recorded by the porter and Building Services Supervisor.

EVACUATION EVALUATIONS

An evaluation of each evacuation will take place subsequent to the evacuation. The Occupational Health Officer will arrange the circulation of evaluation report forms to all staff for completion, and then compile an overall report on the effectiveness of the evacuation. An online facility is also available on the website (www.dit.ie/safework) for submission of feedback by staff, students and visitors.

FIRE REGISTER

The Fire Register has been produced to keep records of various checks, tests and inspections that are required to be carried out. The Building Maintenance Manager Richard Smyth will designate a porter to maintain the Fire Register for each building. All data relating to inspection, testing and maintenance of fire protection systems and equipment will be recorded in the Fire Register. The Fire Register is kept at the porter's desk/reception for each building so as to be available for inspection by an authorised officer of the Fire Authority or Health and Safety Authority.

HAZARDOUS SUBSTANCES

- A register of hazardous substances (chemicals, gases etc.) is held locally in each School by the Technical Officer.
- The main chemical store is located in the grounds of the car-park in Bolton St. and the main gas cylinder store is located in the grounds of Linenhall. Only authorised and trained personnel are permitted to enter these facilities.

DISABILITY

- Staff members and students with temporary or permanent disabilities should contact their local Occupational Health Officer for a confidential assessment to determine if specific arrangements are required to ensure their health and safety while at college.
- A Personal Emergency Egress Plan (PEEP) will be prepared for those with temporary and/or permanent disabilities who require assistance evacuating the building.

PREGNANCY

- Pregnant staff members and students should contact their local Occupational Health Officer for a confidential risk assessment in order to ensure the safety and wellbeing of both mother and child.

STUDENT WORK PLACEMENTS & FIELD TRIPS

- Please contact your local Occupational Health Officer for further details on safety arrangements in place for work placements and field trips.

HEALTH & SAFETY TRAINING

Staff Training:

The Institute's Policy on Health & Safety Training for Staff can be found in the appendices of the DIT Parent Health & Safety Statement and on the website www.dit.ie/safework. Health and safety training courses are scheduled on a regular basis and dates are advertised to all staff via email, the website and notice-boards. Training records for all staff of the Institute are held centrally by the Staff Training & Development Office at DIT 14 Upper Mount St.

Student Training:

The Health & Safety Office at DIT can arrange and/or provide health and safety training to students as required and as appropriate.

INFORMATION ON HEALTH & SAFETY

Health & Safety information is communicated to staff, students, contractors and visitors in a variety of means, including:

- Emergency Response desktop flip-charts
- Health & Safety Notice-Boards
- Health & Safety Newsletters
- Email alerts
- Signage
 - Safety Notice-Point signs
 - Emergency First-Aid Procedure signs
 - Emergency Floor Plans
 - Assembly Point Maps
 - Fire Action Notices
- Emergency Response Posters
- Safety Booklets
- Safety Wallet Cards
- Website www.dit.ie/safework

SAFETY STATEMENTS & RISK ASSESSMENTS

- The Institute's Health & Safety Statement is available electronically on the website www.dit.ie/safework. Section 2 outlines the safety management structure and assignment of responsibilities within DIT.
- Hardcopies of the Health & Safety Statement are also available locally in Bolton St. from the following:
 - Dr. Mike Murphy, Director & Dean of the College of Built Environment and Engineering.
 - Ms. June Phelan, College Manager.
 - Ms. Rosie Cannon, Occupational Health Officer.
 - Mr. Richard Smyth, Building Maintenance Manager.
- Risk assessments are detailed in each local School Safety Statement, which together form an overall College Safety Statement.

INCIDENTS

- All incidents (including personal injuries, dangerous occurrences, and near-misses) must be reported immediately and recorded on a DIT Incident Report Form.
- Incident Report Forms are available from:
 - Porter's Desks/Reception Areas
 - Occupational Health Office
 - College Administrator's Office
- The Institute's Procedure for Reporting Incidents is available on website www.dit.ie/safework
- The DIT Health & Safety Office maintains a central record of all incident reports received.
- The local Occupational Health Officer produces periodic incident analysis reports.

HAZARD REPORTING

- To report a health and safety hazard, go to the website www.dit.ie/safework and you can submit an online report directly to the Health & Safety Office.

OCCUPATIONAL HEALTH

- At the recruitment stage all staff members are required to undergo a pre-employment medical. This is arranged by the Institute's Human Resources department.
- Health surveillance is made available to staff appropriate to occupational risks.
- A referral system is also in place with a designated independent occupational health physician so that expert advice may be sought where there is a concern about a staff member or student's health and safety in relation to their work or studies.
- Eye and eyesight tests are available at the National Optometry Centre (NOC) at DIT Kevin St. For further information please see the "Policy on Provision of Eye & Eyesight Tests to PC/VDU Users", which is available on the website www.dit.ie/safework.

PERSONAL PROTECTIVE CLOTHING & EQUIPMENT

- Some activities and areas may require that you wear/use protective clothing and equipment (PPE). Please take note of mandatory signage in designated areas. Examples of PPE include laboratory coats, protective gloves, safety goggles etc.

DEPARTMENTAL RULES

- Each department has its own rules, procedures and work practices in relation to health and safety. For your own safety please follow these at all times.

INSURANCE

All matters relating to insurance within the Institute is dealt with by the Property & Facilities Office located at 143-149 Lower Rathmines Road.