

SAFETY INFORMATION FOR EXAM INVIGILATORS

LOCATION

Please ensure that the exam location is safe, secure and that any slip/trip hazards are reported immediately to the Examination Officer. Make note of the nearest telephone, emergency exit and fire alarm point.

ENTRANCES AND EXITS

Please ensure that all entrances/exits and aisles are fully operational, unobstructed and that no obstacles are present which may inhibit evacuation in the event of an emergency.

EVACUATION ALARM

In the event of the evacuation alarm being sounded, please proceed to Assembly Point. Please consult with Examination Officer to establish the local Assembly Point/procedures and announce this location at commencement of exam. Keep candidates together and await instruction of Incident Controller (see emergency manual: procedure for exam invigilators).

SUDDEN ILLNESS/INJURY

In the event of sudden illness/injury, please notify the Examination Officer who will take control of the situation and appoint a designated first-aider and ensure the completion of the incident report form.

UNSCHEDULED INTERRUPTION

In the event of an unscheduled interruption, which threatens the safety of those using the exam hall (burst pipes, fire, collapse of structure, bomb threat, construction/maintenance noise or interference), please consult with the Examination Officer, on the appropriate steps to be taken.

SEATING

Please report any defects immediately to the Examination Officer.

MANUAL HANDLING

Please engage in correct lifting techniques for exam scripts or any other manual handling related duties. Please contact the Examination Officer, if assistance is required with any manual handling activity. Please use trolleys provided. An e-learning programme and practical session is available if required. Please contact the Examination Officer for further details.

EMERGENCY CONTACTS

EMERGENCY SERVICES	112/999
Bord Gáis	1850205050
ESB	1850372999
DIT Health and Safety Officer	086 3891080
Occupational Health Officer Yvonne Mc Ardle	087 9809135
Occupational Health Officer Rosie Cannon	087 9809194
Occupational Health Officer Orlaith Waters	087 9809131