

HEALTH AND SAFETY INFORMATION
MOUNTJOY SQUARE & PORTLAND ROW CAMPUS



Welcome to DIT Mountjoy Square/ Portland Row During your time here we want you to be as safe as possible.

Please take a few minutes to read the following important information.

Demographics

The Mountjoy Square Campus at DIT has a population of approximately 2,000 students and 200 staff members, and consists of the main college building and 2 satellite buildings as outlined below:

Building	Address	Floor Area (sq.m)	Storeys	Porter on Duty	Approved for Lone/ Out of Hours Working
40 – 45 Mountjoy Square	Mountjoy Square Dublin 1	7,000	5	Yes	No
23 Mountjoy Square	Mountjoy Square Dublin 1	369	4, Basement to 2 nd floor Occupied by DIT.	No	No
Portland Row	Portland Row Dublin 1	1,970	3	Yes	No

College Contacts		
COLEGE ARTS& TOURISM		
POSITION	NAME	CONTACT DETAILS
Director	Ms. Brid Grant	brid.grant@dit.ie Tel. 402 3465
College Manager	Ms. Andrea Marcelin	andrea.marcelin@dit.ie Tel. 402 4148
Executive Assistant	Ms. Nuala Cullen	nuala.cullen@dit.ie Tel. 402 3465
SCHOOL	HEAD OF SCHOOL	CONTACT DETAILS
Art, Design& Printing	Mr. John O'Connor	John.oconnor@dit.ie Tel. 402 4139
School Administrator	Ms. Elaine Lawlor	Elaine.lawlor@dit.ie Tel. 402 4138
DEPARTMENT	HEAD OF DEPARTMENT	CONTACT DETAILS
Department of Design	Mr. Kieran Corcoran	Kieran.corcoran@dit.ie Tel. 402 4141
Department of Fine Art	Mr. John O'Connor	John.oconnor@dit.ie Tel. 402 4139
SCHOOL	HEAD OF SCHOOL	CONTACT DETAILS
School of Social Science and Law	Dr. Kevin Lalor	Kevin.lalor@dit.ie Tel. 402 4136
DEPARTMENT	HEAD OF DEPARTMENT	CONTACT DETAILS
Department of Legal Studies	Bruce Carolan	Bruce.carolan@dit.ie Tel. 402 3016
Department of Social Science	Dr. Máire Mhic Mhathúna	Maire.mhicmhathuna@dit.ie Tel. 402 4204
Business Legal Studies	Claude Delaney	claudedelaney@dit.ie Tel. 402 3265

Emergency Numbers DIT Cathal Brugha St. Campus

DIT Porter's Desks Mountjoy Square Campus	40 – 45 Mountjoy Square	(01) 402 4100
	23 Mountjoy Square (Tommy Cooke)	(01) 402 7600
	Portland Row	(01) 402 3555
DIT Building Maintenance Manager Mountjoy Square Campus	Mr. Colm Gillen	(01) 402 4523
DIT Buildings Officer	Mr. Paul McDunphy	(01) 402 8010
Out-of-Hours Security	RMS Security	(01) 860 2851
DIT Health & Safety Officer	Ms. Edel Niland	087 2065537
DIT Occupational Health Officer (Cathal Brugha St.)	Ms. Orlaith Waters	087 9809131
DIT Student Health Centre (Northside)	Nurse/Doctor	(01) 402 3614
DIT Student Counselling Service		(01) 402 3352 086 0820543
DIT Employee Assistance Programme	Ms. Marion Benville	(01) 402 7108 087 9074179
DIT Chaplain (Mountjoy Square.)	Mr. PJ Kavanagh	(01) 402 4112 087 4169517
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

Health & Safety Contacts

DIT Health and Safety Officer
 Edel Niland
 T: 01 4024192 M: 087 2065537
 E: edel.niland@dit.ie

Local Occupational Health Officer (OHO)
 Orlaith Waters, Cathal Brugha Street
 T: 01 4024317 M: 087 9809131
 E: cbs.occhealth@dit.ie

Contact your local OHO for:

- First Aid treatment or advice.
- Health and Safety information.
- Personal Emergency Egress Plan.
- Pregnancy Risk Assessment (*This is a confidential service*).

Safety Representative

It is the policy of DIT to effectively consult staff members on issues that affect their safety, health and welfare. Under the Health and Safety Legislation, employees are afforded the opportunity to select and appoint a Safety Representative.

A safety representative may consult with, and make representations to, the employer on safety, health and welfare matters relating to the employees in the place of work.

There will be one Safety Representative for each campus unless otherwise decided by the DIT Health and Safety Committee.

Safety Representative		
Ciaran Stone Mountjoy Sq& Portland Row	Tel. 402 4100	Ciaran.stone@dit.ie

Campus Safety Team

College of Arts & Tourism, and the College of Science & Health, Cathal Brugha St. Campus & Mountjoy Square Campus.

A Campus Safety Team is in place for the Cathal Brugha Campus & Mountjoy Square and is chaired by the College Director Ms. Brid Grant. The Campus Safety Team has a shared responsibility for the operational and structural safety of the campus, including coordinating fire and emergency plans and arrangements.

Nominated member from each of the following functions (currently under review)

Chair person (College Director)	Bríd Grant
<i>Nominated member from each of the following functions:</i>	
Conservatory of music and Drama	TBC
School of Art Design and Printing	TBC
School of Culinary Arts and Food Technology	TBC
School of Hospitality Management & Tourism	TBC
School of Languages	TBC
School of Media	TBC
School of Social Sciences & Law	TBC
Community Links	TBC
CSER	TBC
CTMP	TBC
DMC	TBC
Elected Safety Representative	Sara Boyd (CBS) Ciaran Stone (MJSQ)
BMM	Colm Gillen
Occupational Health Officer	Orlaith Waters
Faculty Administrator	Andrea Marcelin
Other auxiliary services (canteen/library, DITSU nominees)	TBC

Separate School/Function Safety committees have also been established and nominees from all these committees sit on the overall DIT Health & Safety Committee. The Terms of Reference for all safety committees is available on the DIT Health and Safety website (www.dit.ie/safework).

First Aid Arrangements

Early treatment is vital!

- In the case of an incident, please contact the local departmental First Aider or the Porter's Desk.
- First Aid stations are identified by the white cross on a green background and can be found in laboratories, workshops and kitchens and other location in each building.
- There is First Aid Kit and an Automated External Defibrillator (AED) located at each Porter's Desk/ reception area.

- **Locations of AED**

40 - 45 Mountjoy Square Porters Desk
Portland Row Porters Desk

- **Student Health Centre, Linen Hall:**
Students can also attend a Nurse or Doctor at the Student Health Centre
 - 01 402 3614
 - Monday – Friday: 9:00 am – 5:00 pm (Term time)
- **Occupational Health Officer, Cathal Brugha Street**
 - 087 9809131
 - Monday – Friday: 9:00 am – 5:00 pm

Staff Trained in First Aiders

Name	Building	Ext. No	Location
Sinéad Collins	40 -45 Mountjoy Square	402 4213	Room 13
Ciaran Stone	40 -45 Mountjoy Square	402 4100	Porters Desk
Peter Nolan	40 -45 Mountjoy Square	402 4100	Porters Desk
Edel Niland	40 -45 Mountjoy Square	402 4192	Room 13
Phil Adams	40 -45 Mountjoy Square	402 4271	Room P14

Staff Trained in AED Only

Name	Buildings	Ext. No	Location
Sinéad Collins	40 -45 Mountjoy Square	402 4213	Room 13
Edel Travers	23 Mountjoy Square	402 7605	No Number

Staff Medicals

- 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 e.g. pregnant employees working with substantial chemical or biological agents.
- A referral system is also in place between the DIT Health & Safety Office and 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.
- Eye and eyesight tests are made available to all staff 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

Hazard Spotting

Please report hazards to management / staff so that corrective action may be taken as soon as possible. Report forms can be completed on the H&S web site www.dit.ie/safework

Examples:

- Faulty equipment or wiring
- Blocked / obstructed emergency exits
- Broken glass
- Chemical spillage

Incidents

All accidents and incidents must be reported immediately to management or the Porter's Desk, and an incident report form completed.

Incident report forms are available from:

- Porter's / Reception Desks
- Occupational Health Office
- Building's Office
- College Manager

The Institute's Health & Safety Office maintains a central record of all incident reports received.

The local Occupational Health Officer for each campus produces periodic incident analysis reports.

Safety Statement & Risk Assessment

- The Institute's Parent Safety Statement is available electronically on the health and safety website www.dit.ie/safework. Section 2 outlines the safety management structure and assignment of responsibilities within DIT.
- Hardcopies of the Parent Safety Statement are also available locally in Cathal Brugha St. from the following:
 - Ms. Brid Grant, Director of the College of Faculty Arts & Tourism.
 - Ms. Andrea Marcelin, College Manager, College of Faculty Arts & Tourism.
 - Ms. Orlaith Waters, Occupational Health Officer.
 - Mr. Colm Gillen, Building Maintenance Manager.
- An organisation chart for the management of DIT is available from the Institute's website at the following link:
<http://www.dit.ie/about/president/organisationchart/>
- Risk assessments for each activity on the premises are detailed in each local School Safety Statement, which together form an overall College Safety Statement. Contact details are as follows:

Staff Training & Development

- The Institute's Policy on Health & Safety Training outlines the required training courses for staff, such as:
 - Safety Induction
 - Emergency Response (including Fire Safety)
 - Manual Handling
 - First-Aid
- 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.
- Ms. Brid Grant, Director of the College of Faculty Arts & Tourism, & Mr. Michael Devereux, Director of the College of Science and Health are issued on a quarterly basis with a detailed training report for all staff within their College.
- Staff members from the Institute's Health & Safety Office are also available to provide relevant safety training to DIT students, for example:
 - Safety induction
 - Pre-placement induction
 - Manual handling
 - Toolbox talks (on various topics relevant to practical activities in kitchens, workshops and laboratories)

Fire & 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 Mountjoy Square. Campus are as follows:

DIT Building	Assembly Point
40 – 45 Mountjoy Square	Mountjoy Square Park
23 Mountjoy Square	Mountjoy Square Park
Portland Row	Summer Hill

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 Marshalls

- All staff members are required to act as Evacuation Marshalls 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 Evaluation

It is very important to report to management or complete an evacuation evaluation form if you encountered any problems during a fire drill, Examples:

- You do not hear the fire / evacuation alarm
- Any emergency exit is blocked / obstructed
- Forms are available on the H&S web site www.dit.ie/safework

Fire Register

- The Fire Register has been produced to keep records of various checks, tests and inspections that are required to be carried out. It can be inspected by an authorised officer of the Fire Authority or Health and Safety Authority.
- The Building Maintenance Manager Colm Gillen will designate a porter to maintain the Fire Register for each building.
- Daily, weekly and monthly checks are carried out by a porter and any faults noted in the fire register and reported to the relevant person e.g. Building Maintenance Manager.
- A fire register is located at the porters/reception desk at each building

Chemical Register

A register of hazardous substances (chemicals, gases etc.) is held locally in each School by Technical Officer.

The main gas cylinder for Portland Row is located externally in the court yard area. Only Authorised and trained personnel are permitted to enter these facilities.

Staff or Student with Disabilities

A Personal Emergency Egress Plan will be prepared for those with temporary and/or permanent disabilities who require assistance evacuating the building.

A confidential assessment is completed to determine if specific arrangements are required to ensure a person's health and safety while in college. Please contact local Occupational Health Officer (OHO).

- Orlaith Waters, Cathal Brugha Street
- cbs.occhealth@dit.ie
- 01 4024317 / 087 9809131

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.

Field Trip

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

Personal Protective Equipment (PPE)

Some activities require the use of PPE e.g. laboratories, workshops and kitchens.

Common types include:

- Lab coats and overalls
- Safety glasses and goggles
- Gloves
- Safety boots and footwear
- Earplugs and ear muffs

Please take note of mandatory signage in designated areas.

Departmental Rules

- Each Department has its own specific operating rules and procedures in addition to basic health and safety rules.
- Everyone must make themselves aware of, and at all times abide by, these rules and procedures.

Smoke – Free Policy

- Smoking is prohibited within all internal buildings, and within 6 metres of all main entrances, doors and windows.
- Please use a designated smoking area if there is one available.
- Please dispose of your cigarette butts in a clean and safe manner.

Lone/ out of Hours Access

DIT strongly recommends that in the interest of safety, health and security, lone/ out of hours work should only be undertaken when absolutely necessary and where no alternative are available. It should not be allowed in any of the major buildings outside normal hours. Lone/ out of hours work maybe defined as any other work undertaken outside 8am – 10pm Monday to Friday, and any work undertaken on Saturdays and Bank Holidays in portered buildings and in other buildings where is lone occupancy.

Policy and Procedure for Lone out of Hours working: www.dit.ie/safework

Opening hours of DIT Buildings: www.dit.ie/services/buildingsoffice

Buildings Office

DIT Buildings Officer	
Paul Mc Dunphy	Paul.mcdunphy@dit.ie Tel. 402 4646
Building Maintenance Manager Cathal Brugha Street & Mountjoy Sq	
Colm Gillen	Colm.gillen@dit.ie Tel. 4024523

Information on Health and 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

Insurance

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