



OFFICE OF THE PRESIDENT

SAFETY STATEMENT

2015-2016



IMPORTANT NOTE:

This Safety Statement and Risk Assessment has been prepared by the DIT Health & Safety Office and is based solely on the information provided to the author(s) on the date of completion. If there is any inaccuracy, misstatement, omission or any other error of whatsoever nature contained herein, it is the responsibility of the relevant Head of School/Function to bring this to the immediate attention of the DIT Health & Safety Office.


Edel Niland
Health and Safety Officer


Rosie Fleming
Occupational Health Officer

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OFFICE OF THE PRESIDENT CONTACT DETAILS

Role	Name	Location	Email	Telephone Number
President	Professor Brian Norton	Grangegorman	president@dit.ie	(01) 402 7135
Assistant to the President	Geraldine Egan	Grangegorman	geraldine.egan@dit.ie	(01) 402 7134
	Anne Haran	Grangegorman	anne.haran@dit.ie	(01) 402 7135
Head of Strategic Planning, Development & Corporate Relations	Margaret Whelan	Grangegorman	Margaret.Whelan@dit.ie	01 402 7011
Head of Public Affairs	Melda Slattery	Grangegorman	Melda.Slattery@dit.ie	01 402 7138
Local First-Aider:		Grangegorman		
Risk and Planning Co-ordinator	Robert Murphy	Grangegorman	Robert.Murphy@dit.ie	01 402 7110

Please see 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	St. James’s Dublin 8 (01) 410 3000
Dublin City Council	(01) 222 22 22
Garda Síochána	Bridewell, Chancery Street, Dublin 7 01 6668200
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:		
○ Grangegorman	Porter on Duty	(01)402 4270
Incident Controller	Porter on Duty	As above
Building Services Supervisor:		
○ Grangegorman	Terry Maher	(01)4024280
Estates Manager		
○ Grangegorman	Terry Maher	(01) 402 4280
Occupational Health Officer	Rosie Fleming	(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	Finbarr O’Leary	087 4169517
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

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 a safety statement and risk assessments are carried out, updated and communicated	Professor Brian Norton	
Ensuring the upkeep of first-aid box and ordering first-aid supplies from Occupational Health Officer	N/A (first-aid kit at front desk is maintained by the porters)	
Co-ordinating contractors activities and dealing with Buildings Office for Work Permits	N/A	
Updating the statutory registers and Safety Data Sheets	N/A	
Ensuring adequate personnel designated as fire marshals and first-aiders	Professor Brian Norton	

INTRODUCTION

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

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

This safety statement has been prepared in compliance with the Act and provides details of the specific hazards relevant to the Office of the President and the controls that have been implemented to adequately safeguard the activities.

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

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

SAFETY POLICY & OBJECTIVE FOR THE OFFICE OF THE PRESIDENT

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

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

Signed: 

Professor Brian Norton, President

Date: 7.10.2015

SCOPE OF SAFETY STATEMENT

The scope of our operations includes:

The Office of President Team assists the President in his programme of work. The Office consists of four sections: Strategic Development Services, Public Affairs, Administrative Support and Internal Audit.

<http://www.dit.ie/about/organisation/governance/officeofthepresident/>

HISTORY OF LOCATION

There are currently 17 staff members located in the following areas: Rathmines Road, Aungier Street and Grangegorman Campus.

FRAMEWORK SAFETY STATEMENT

This Safety Statement should be read in conjunction with the Institute's Framework Safety Statement ([link](#))

The following are outlined in detail in the DIT Framework Safety Statement

- Safety Responsibilities
- Disciplinary Action
- Provision of Information
- Health and Safety Resources
- Procurement Control
- Inspection Procedures
- Management of contractors/service providers
- Ergonomics
- Sensitive Work Groups
- Trips/Travel
- Dignity at Work Anti-Bullying & Harassment Policy & Procedures

HEALTH AND SAFETY CONSULTATION

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

Consultation takes place when there is a change, update or modification to a particular work process, and when new equipment or processes are introduced. Each College/Function 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).

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.

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 Fleming 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 and Safety Office (www.dit.ie/safework)

FIRE & EVACUATION **OFFICE OF THE PRESIDENT**

INSTRUCTIONS ON DISCOVERING A FIRE

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

On hearing an alarm activation or other warning:

- Each office should instruct students and staff to evacuate the building using the nearest available exit, ensuring the safety shutdown of equipment/electricity/gas;
- Instruct staff 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, Building Maintenance 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; and
- No one should/is permitted to re-enter the building until the all clear has been given by the Incident Controller.

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

YOU SHOULD FAMILIARISE YOURSELF WITH THE LOCATIONS OF THE FOLLOWING:

- Escape routes and emergency exits
- Fire alarm call points
- Fire extinguishers and blankets
- Assembly points

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

The Office of the President will ensure that sufficient marshals are appointed on an ongoing basis to provide an effective service. All staff of the Office of the President 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

Grangegorman Emergency Manual

FIRST-AID

- An emergency first-aid kit and automatic external defibrillator (AED) is available at the front desk/reception area.
- A list of DIT staff who have completed training in first-aid/AED is available on the [health and safety website](#)

Your local first-aider(s) can be found listed in the contacts section at the start of this safety statement

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 Fleming 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

Incident report forms are available at the front desk/reception area and on the [health and safety website](#).

HAZARD REPORTING

Hazard Report Form is available on the [health and safety website](#).

Hazards arising from construction activities at the new Grangegorman campus should be notified to the Grangegorman Development Agency (GDA) www.ggda.ie

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment is dealt with in the risk assessment. 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 Office of the President. However if staff are required to enter the construction site during developments at Grangegorman, they must conform to the PPE requirements of the building contractor.

LONE AND OUT OF HOURS ACCESS

No lone/out of hours access takes place by staff of the Office of the President. From time to time staff members may work alone in their offices during normal working hours and the control measures in place for this are outlined in the risk assessment section below.

THE FOLLOWING TOPICS ARE DEALT WITH IN THE RISK ASSESSMENT SECTION WHERE APPROPRIATE:

- Work Placement
- Staff/Students with Disabilities
- Health Surveillance
- Workplace Drugs, intoxicants and alcohol
- Stress

AUDIT, REVIEW AND COMMUNICATION

The Office of the President ensures that periodic health and safety audits are completed and a review of its 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 all Safety Statements 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 President, Professor Brian Norton, will issue new documents after appropriate consultation and agreement with relevant parties.

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES

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

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

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

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

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

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

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

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

Risks may be classified as:

- High;
- Medium; and
- Low

High Occurrence is probable, and could cause a fatality, serious injury or serious ill health to an individual or group of people.

Medium Occurrence is possible and could cause injury or ill health to an individual or a small group of people.

Low Occurrence is possible but unlikely, only minor injury would be caused and would probably be limited to a single individual.

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

Risk control measures are a combination of:

Elimination	Where the risk is removed
Substitution	Where the risk is exchanged for one of lesser classification
Isolation	Where the risk is contained (e.g. enclosures, guards etc.)
Engineering	Where common systems are used to protect all exposed to risk (e.g. Fire alarms, ventilation systems etc.)

Personal Protection

Whereby the above means, the risk cannot be reasonably be reduced further, but an unacceptable level of risk remains, the team members are individually protected from the risk.

Procedure

Where procedural controls are used. This will include procedures such as Standard Operating Procedures and training and the provision of information may apply to any and all of the above control measures.

Risk Assessments for the Office of the President

PHYSICAL			Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required			
001	<p>Fire Emergency Response & Evacuation</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"> • 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 	<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 	<p>With current controls: M</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • All staff and Heads of Function • All staff 	<ul style="list-style-type: none"> • Ongoing • Ongoing

			<p>in place and practiced each semester</p> <ul style="list-style-type: none"> • Assembly point known to occupants • 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 	<p>routes and emergency exits are kept clear and 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 with visitors • 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 • Ensure staff participation in the role of evacuation marshal 		<ul style="list-style-type: none"> • Heads of Function 	<ul style="list-style-type: none"> • Ongoing
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			www.dit.ie/safework	<ul style="list-style-type: none"> Building contractors to notify DIT of any changes to emergency escape routes during construction work at new campus in Grangegorman 		<ul style="list-style-type: none"> Building Contractor/ Grangegorman Development Agency (GDA) 	<ul style="list-style-type: none"> As required
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PHYSICAL			Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
Ref	Hazard	Risk(s) Associated / Description	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 & 	<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 	<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 	<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 	<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

	<p>event materials</p> <ul style="list-style-type: none"> • Moving office location <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<p>involves bending and/or twisting</p> <ul style="list-style-type: none"> • Inadequate space, uneven floor or steps/ramps 	<p>Health Officer</p> <ul style="list-style-type: none"> • 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 working order 	<p>into more manageable weights or are lifted by 2 people</p> <ul style="list-style-type: none"> • Work is planned to avoid long distances, repetition, twisting, bending and/or unstable posture • Place heavier items on shelving at mid-rift level and lightweight items at higher levels • Inspection and maintenance programme for safety ladders/step stools • Heads of Function must correct any 		<ul style="list-style-type: none"> • Heads of Function 	<ul style="list-style-type: none"> • 1st August 2014
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				<p>staff member who may be lifting loads improperly</p> <ul style="list-style-type: none"> • Matrix of staff members who require training to be compiled • Ensure racking/shelving is maintained and checked for stability • Employ contractors to assist with moving office location as part of move to new campus at Grangegorman 			
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PHYSICAL			Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required			
003	Work Equipment, Machinery &	N/A	N/A	N/A	N/A	N/A	N/A

	Tools						
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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			
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	Person(s) Responsible	Target Date / Status

Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required	H/M/L (with controls)	Person(s) Responsible	Target Date / Status
006	<p>Structural: Floors Walls Ceilings Doors Windows Fixtures and fittings: ○ Shelving ○ Furniture ○ Partitions</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"> • 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 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<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	<p>Slips, Trips & Falls</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"> • 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 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<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	<p>Access and Egress</p> <p>Opening/closing times for buildings are on the DIT website – click here</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"> • Security threats • Threats from public • Violence / Assault • Unwanted visitors 	<ul style="list-style-type: none"> • Front desk is manned at all times • Swipe card/keypad access in place in some areas • CCTV in common areas • Rooms locked when not in use • Adequate lighting • Students have DIT I.D. card • Vision panels on doors • Sweep-search of building conducted by porter as part of closing down procedure 	<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 panels on doors are not obscured 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • Buildings Office • All staff • All staff 	<ul style="list-style-type: none"> • Ongoing • As necessary • Ongoing

PHYSICAL			Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required			
009	<p>Office Equipment:</p> <ul style="list-style-type: none"> • Desktop PCs • Laptops • Photocopiers • Printers • Shredders • Guillotines • Filing Cabinets • AV Projectors <p>Who is harmed:</p> <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 	<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

			<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			Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required	Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
010	<p>Office / Workstation Ergonomics</p> <p>Who is harmed:</p> <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 • Heads 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			Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required			
011	Mechanical Lifting Systems	N/A	N/A	N/A	N/A	N/A	N/A

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

PHYSICAL			Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required			
013	<p>Hot Surfaces / Liquids / Solids Catering appliances in canteen and/or staff room. For example:</p> <ul style="list-style-type: none"> • Kettle • Toaster • Microwave • Burco boiler <p>Who is harmed:</p> <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 	<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			
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			Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
Ref	Hazard	Risk(s) Associated / Description	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

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PHYSICAL			Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required			
018	<p>Lighting</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"> • 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 	<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

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	<p>Ventilation and temperature</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 • 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 	<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			Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required			
020	<p>Electricity</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"> • Electric shock • Electrocutation • 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 	<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 	<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

			before cleaning or making adjustments				
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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			
021	Asbestos	N/A	N/A	Review if changes develop 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	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
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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			
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: • Building contractors	<ul style="list-style-type: none"> Unfamiliar with DIT buildings and safety procedures Injury to contractors, staff, students, visitors 	<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 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L	<ul style="list-style-type: none"> Estates Manager 	<ul style="list-style-type: none"> Ongoing

	<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 	<p>members of the public</p>	<ul style="list-style-type: none"> • The front desk is manned at all times by a porter • 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 		<p>With Actions applied: L</p>		
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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 <i>See Ref 009 & 010 for Office Work</i>	<i>See Ref 009 & 010 for Office Work</i>	<i>See Ref 009 & 010 for Office Work</i>	<i>See Ref 009 & 010 for Office Work</i>			

OPERATIONAL							
			Control Measures		Risk		

Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required	H/M/L (with controls)	Person(s) Responsible	Target Date / Status
026	<p>Housekeeping</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"> • 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 	<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

OPERATIONAL				
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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	<p>Cleaning</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of 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 	<p>With current controls: L</p> <p>With Actions applied L</p>	<ul style="list-style-type: none"> • Contract cleaning staff and supervisors (Noonan) 	<ul style="list-style-type: none"> • Ongoing

OPERATIONAL				
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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	<p>Waste Disposal & Removal</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"> • 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 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • All staff • Cleaning contractors 	<ul style="list-style-type: none"> • Ongoing

OPERATIONAL				
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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	<p>Signage and Documentation</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of knowledge regarding safety and emergency procedures 	<p>The following signage is in place throughout each building:</p> <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 	<ul style="list-style-type: none"> • Maintain current controls and update signage as required • Observe signage in place 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • Estates Manager • All staff 	<ul style="list-style-type: none"> • Ongoing

OPERATIONAL				
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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	<p>Incidents</p> <p>Hazard Reporting</p> <p>First-Aid</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of 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 book 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 	<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 required

OPERATIONAL				
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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	<p>Working at Height</p> <ul style="list-style-type: none"> Access to goods stored at a height Opening high level windows <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"> 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 	<p>With current controls: L</p> <p>With Actions applied L</p>	<ul style="list-style-type: none"> Heads of Function 	<ul style="list-style-type: none"> Ongoing

OPERATIONAL				
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Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
032	<p>Out of Hours Access / Lone Working</p> <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 	<p>With current controls: L</p> <p>With Actions applied L</p>	<ul style="list-style-type: none"> • Estates Manager 	<ul style="list-style-type: none"> • Ongoing

OPERATIONAL				
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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	<p>Trips/Travel</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"> • 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 	<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"> • Heads of Function and all staff 	<ul style="list-style-type: none"> • As required

OPERATIONAL				
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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				
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Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
035	Events Hosting Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Injuries • Accidents and incidents • Unfamiliar with DIT premises and emergency plans 	<ul style="list-style-type: none"> • Specific risk assessment carried out for each event and control measures implemented • Emergency plans in place with regard to evacuation and first-aid • Report all incidents and accidents to DIT • Provide relevant health and safety information 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"> • Heads of Function and all staff 	<ul style="list-style-type: none"> • As required

OPERATIONAL							
		Risk(s) Associated /	Control Measures		Risk H/M/L	Person(s)	Target Date /
				Further			

Ref	Hazard	Description	Current Controls	Actions Required	(with controls)	Responsible	Status
036	<p>Conferences / Seminars</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"> • 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 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • Heads of Function and all staff 	<ul style="list-style-type: none"> • As required

OPERATIONAL						
	Risk(s) Associated /	Control Measures		Risk H/M/L	Person(s)	Target Date /
			Further			

Ref	Hazard	Description	Current Controls	Actions Required	(with controls)	Responsible	Status
037	<p>Storage</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"> • 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 	<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

HUMAN FACTORS			Control Measures		Risk	Person(s)	Target Date /
	Risk(s) Associated /		Further		H/M/L		

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

Ref	Hazard	Description	Current Controls	Actions Required	(with controls)	Responsible	Status
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"> • DIT Child Protection Policy in place • DIT emergency plans in place • Garda vetting in place for staff 	<ul style="list-style-type: none"> • Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • All staff 	Ongoing

HUMAN FACTORS						
			Control Measures	Risk		

Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required	H/M/L (with controls)	Person(s) Responsible	Target Date / Status
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 Fleming 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 	<ul style="list-style-type: none"> • As necessary

HUMAN FACTORS					
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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 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • Heads of Function 	<ul style="list-style-type: none"> • Ongoing

HUMAN FACTORS						
			Control Measures	Risk		

Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required	H/M/L (with controls)	Person(s) Responsible	Target Date / Status
042	Sensitive Work Groups: Undergraduate students	N/A	N/A	N/A	N/A	N/A	N/A

HUMAN FACTORS			Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
Ref	Hazard	Risk(s) Associated / Description	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			Control Measures		Risk		
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Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required	H/M/L (with controls)	Person(s) Responsible	Target Date / Status
044	<p>Stress</p> <p>Who is harmed:</p> <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 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • Heads of Function 	<ul style="list-style-type: none"> • Ongoing

HUMAN FACTORS						
			Control Measures	Risk		

Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required	H/M/L (with controls)	Person(s) Responsible	Target Date / Status
045	<p>Violence</p> <ul style="list-style-type: none"> Upset or angry students / parents / staff / visitors <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"> 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 working/out of hours 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. Work with colleagues when dealing with difficult situations 	<ul style="list-style-type: none"> Maintain current controls Attend training and refresher as required Swipe card access with imminent move to Grangegorman 	<p>With current controls: M</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> Heads of Function and all staff 	<ul style="list-style-type: none"> Ongoing

HUMAN FACTORS			Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required			
046	<p>Bullying & Harassment</p> <p>Who is harmed:</p> <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 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • All staff and Heads of Function 	<ul style="list-style-type: none"> • Ongoing

HUMAN FACTORS			Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required			
047	<p>Welfare Facilities:</p> <ul style="list-style-type: none"> Sanitary facilities Staff room Canteen <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"> 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 	<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

HUMAN FACTORS			Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required			
048	<p>Visitors</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Injuries • Accidents and incidents • Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> • Front desk manned at all times • 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 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> • All staff and Heads 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"> • Heads of Function 	<ul style="list-style-type: none"> • Ongoing

HUMAN FACTORS							
		Risk(s) Associated /	Control Measures		Risk H/M/L	Person(s)	Target Date /
				Further			

Ref	Hazard	Description	Current Controls	Actions Required	(with controls)	Responsible	Status
050	<p>Behaviour</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"> • 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 	<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

HUMAN FACTORS			Control Measures		Risk H/M/L (with	Person(s) Responsible	Target Date / Status
Ref	Hazard	Risk(s) Associated / Description	Current Controls	Further Actions Required			

					controls)		
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