

CONSERVATORY OF MUSIC & DRAMA

SAFETY STATEMENT

2014



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CONSERVATORY OF MUSIC & DRAMA CONTACT DETAILS

Role	Name	Location	Email	Telephone Number
Head of School	Gordon Munro	DIT Rathmines Conservatory	Gordon.Munro@dit.ie	01 402 7816
Keyboard Studies	David Mooney	DIT Chatham Row	David.mooney@dit.ie	01 402 3593
Orchestral Studies	Cliona Doris	DIT Chatham Row	cliona.doris@dit.ie	01 402 3597
Vocal Opera & Drama	Mairéad Hurley	DIT Rathmines Conservatory	Mairead.hurley@dit.ie	01 402 3471
Academic Studies	Kerry Houston	DIT Rathmines Conservatory	kerry.houston@dit.ie	01 402 3478
Irish Traditional Music	Odhran O'Casaide	DIT Chatham Row	odhran.ocasaide@dit.ie	-
Jazz	Michael Nielsen	DIT Rathmines Conservatory	michael.nielsen@dit.ie	-
School Administrator	Fiona Howard	DIT Rathmines Conservatory	Fiona.Howard@dit.ie	01 402 7815
Junior Conservatory/ Continuing Education	Mary Grant	DIT Rathmines Conservatory	Mary.Grant@dit.ie	01 402 3467
General enquiries Rathmines	Fiona Howard	DIT Rathmines Conservatory	Fiona.Howard@dit.ie	01 402 7815
General enquiries Chatham Row	Geraldine Kelly		Geraldine.Kelly@dit.ie	01 402 3572
Student Services enquiries	Registrations	DIT, Aungier Street	conservatory@dit.ie	01 402 7000
Nominees to College Health and Safety Team	Gordon Munro	DIT, Rathmines Conservatory	Gordon.Munro@dit.ie	01 402 7816
Event Manager	Claire Connell	DIT, Rathmines Conservatory		
Local First-Aider	Barbara Dagg	DIT Rathmines Conservatory	Barbara.dagg@dit.ie	

Please see [School contacts](#) for full listing

EMERGENCY CONTACT NUMBERS

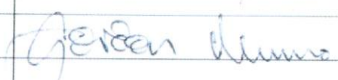
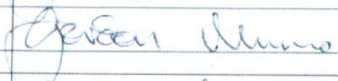
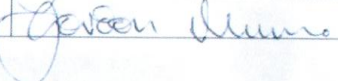
Emergency Services	112/999 (You may need to dial “0” for an outside line)
Hospital	St. James’s, James’s Street, Dublin 8 (01) 410 3000/416 2774/416 2775
Dublin City Council	(01) 222 22 22

Garda Síochána	196 Rathgar Road, Rathmines, Dublin 6 (01) 6666700
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

CONSERVATORY OF MUSIC & DRAMA CAMPUS CONTACT DETAILS

Porters Desk/ Reception DIT Rathmines Conservatory	Porter on Duty	(01) 402 3451
Incident Controller DIT Rathmines Conservatory	Porter on Duty	(01) 402 3451
Porters Desk/ Reception DIT Chatham Row	Porter on Duty	(01) 402 3576
Incident Controller DIT Chatham Row	Porter on Duty	(01) 402 3576
Building Service Supervisor	Ciaran Stone	(01) 402 7666/087 6675 703
Buildings Manager	Colm Gillen	(01) 402 4646/ 087 2888294
Occupational Health Officer	Orlaith Waters	(01) 402 4603/087 9809 131
Health and Safety Officer	Edel Niland	(01) 402 4192/086 3891 080
Chaplain	Rev Cliff Jeffers	(01) 402 3050/087 2768631
Employee Assistance Programme (EAP)	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours / 7 days a week / 365 days a year)
Porters Desk	Porter On Duty	(02) 402 3349 (Reception)
Student Counsellor	Gabby Lynch gabby.lynch@dit.ie Catherine (Nita) Whelan catherine.whelan@dit.ie John Broderick john.broderick@dit.ie	(01) 402 3352 (01) 402 3052 (01) 4023155
Staff Safety Representative	No one currently appointed	

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	Not applicable	
Ensuring Safety Statement, risk assessments are carried out, updated and communicated	Gordon Munro	
Ensuring the upkeep of first-aid box and ordering first-aid supplies from Occupational Health Officer	First-aiders listed on website	
Co-ordinating contractors activities and dealing with Buildings Office for Work Permits	Gordon Munro	
Updating the statutory registers and Safety Data Sheets	Not applicable	
Ensuring adequate personnel designated as evacuation marshals and first-aiders	Gordon Munro	

INTRODUCTION

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

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

This Safety Statement has been prepared in compliance with the Act and provides details of the specific hazards relevant to the Conservatory of Music & Drama and the controls that have been implemented to adequately safeguard the activities.

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

This document applies to all staff, students, visitors, contractors/service providers, junior music students and campus users. It will be updated as necessary in the light of new legislation, staff feedback, changes and practical experience. In addition it will be reviewed annually.

SAFETY POLICY & OBJECTIVE FOR THE CONSERVATORY OF MUSIC & DRAMA

The Conservatory of Music & Drama will ensure that:

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

Signed:



Gordon Munro, Head of Conservatory of Music & Drama:

Date:

25/2/14

SCOPE OF SAFETY STATEMENT

The Conservatory of Music and Drama was founded in 1890 as the Municipal School of Music, with 51 students. Today, we are the largest conservatoire provider of music and drama education in Ireland, with around 1200 students.

The Conservatory offers high quality, performance-based study programmes in music from age 3 through to doctoral study, an undergraduate programme in drama performance, and courses for adults. We cover the broadest range of performing arts disciplines of any specialist institution in Ireland by offering degree programmes in classical and Irish traditional music performance, composition, musicology, music education, jazz, opera, drama and, in association with BIMM Dublin, rock and pop music.

We have offered undergraduate programmes in music since 1986 and our full range of degree level courses now includes: BMus, BMusEd (in partnership with Trinity College Dublin), BA Drama Performance, BA Commercial Modern Music (in association with BIMM Dublin), MMus (Performance and Conducting), MMus (Opera and Repetiteur), MPhil and PhD, with more programmes in development.

As one of the largest providers of part-time music education in Ireland, the Conservatory offers one-to-one instrumental and vocal lessons to students of all ages. We aim to give students a sound musical and technical training through individual practical lessons and ensemble activities, while also developing aural awareness through musicianship classes. Students participate in various DIT ensembles, such as Symphony Orchestra, Wind Ensemble, Irish Traditional Music Ensemble, Choral Society, Chamber Choir, Big Band and Early Music Ensemble, all of which give regular concerts in venues around Dublin, as well as in the performance spaces in DIT, nationally and internationally. The Conservatory has a large and vibrant Junior Conservatory which co-exists comfortably alongside the third-level operation. The musical formation from junior through to third-level is important for visibility of career pathways, use of resources and educational cohesion.

The staff of the Conservatory, many of whom are internationally-recognised performers, encourage their students at every level to achieve the highest artistic and intellectual standards. Conservatory Graduates follow careers in classical and traditional music performance, music education, music technology, composition, the dramatic arts and the other cultural industries.

The Conservatory is committed to establishing access and community partnerships. There are well-established links with the DIT Ballymun Music Programme, Pianos Plus Schools and St Patrick's Cathedral.

HISTORY OF LOCATION

The Conservatory is currently housed in three buildings, DIT Rathmines, DIT Chatham Row and DIT Kevin St. There are three main performance spaces. The Gleeson Theatre in DIT Kevin St. is the main venue for concerts, opera and drama productions. The Theatre in DIT Rathmines Rd, and The John Mc Cann Hall in DIT Chatham Row provide extra performance spaces for recitals and smaller productions. In addition to the many teaching studios in Rathmines and Chatham Row, there is a fully functioning music technology suite, recording and video facilities, and a Music and Drama library.

SAFETY RESPONSIBILITIES

In accordance with the DIT Parent Safety Statement, the Head of Conservatory of Music & Drama, as part of his management function, is responsible for ensuring, so far as is reasonably practicable, the health and safety of persons working, studying or visiting their area of responsibility. In particular he is responsible for the following:

1. To ensure a Safety Statement relevant to operations is prepared which complies with Section 20 of the Safety, Health and Welfare at Work Act
2. To ensure that the Safety Statement is reviewed at least annually and that the DIT Senior Leadership Team (SLT) Health and Safety Sub-committee is notified that the review has been completed and is provided with any updated document which may result from such a review
3. To ensure that all hazards are identified and risks controlled
4. To ensure that regular safety inspections/audits are carried out to monitor compliance with the Safety Statement and legal requirements and to ensure appropriate follow-up action is taken
5. To investigate all accidents to staff/students/visitors in their area of responsibility and to complete the Incident Report Form as appropriate
6. To ensure that local emergency plans and first-aid procedures are implemented and that sufficient fire Marshals/first-aid personnel are available
7. To ensure that staff are appropriately trained to carry out their duties safely and to ensure the attendance of staff at designated training courses as appropriate
8. To ensure that all contractors/service providers carrying out work in the area operate under the Buildings Office Permit to Work system

All Institute Staff

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

Statutory Requirement

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

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

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

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

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

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

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

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

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

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

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

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

In addition, staff have the following responsibilities:

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

Undergraduate/Postgraduate

Students have a legal responsibility not to endanger themselves or others by their acts or omissions. Thus they must:

- Take reasonable care of their own safety and the safety of others

- Co-operate fully with all safety rules and regulations issued by DIT e.g. smoking etc.
- Co-operate with those with responsibility for health and safety
- Not interfere or misuse any specified items of safety equipment or any safety device
- Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained
- Use equipment only if authorised and properly trained
- Report any incident, dangerous occurrence, defective equipment or potential safety hazard to the Head of Conservatory of Music & Drama
- To participate in any safety training programmes facilitated by the Health and Safety Office

Contractors/Service Providers

The following responsibilities are allocated to contractors/ service providers:

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

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

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

- Visitors may not be aware of the potential hazards associated with DIT and also may lack familiarity with the Institute's premises/facilities and are therefore a potential risk to themselves and others. All visitors must identify themselves to the relevant DIT personnel and follow all DIT's safety procedures and policies
- Visitors must not enter any area where they do not have the authority to do so. Hazardous areas will be restricted
- They must not interfere with any of the Institutes property, equipment, materials or substances unless they have permission to do so from the person in charge
- They must not remain on the premises any longer than necessary and should return PPE on leaving
- In the event of an evacuation, they will be led to the Assembly Point by their DIT host
- A safety booklet and wallet card is available at reception areas and on request
- The DIT Parent Safety Statement is available on the safety website www.dit.ie/safework
- DIT has a [Child Protection Policy](#) available on the DIT website

DISCIPLINARY ACTION

Any member of staff/student who contravenes or fails to manage to work in accordance with current safety health and welfare legislation, the DIT Parent Safety Statement and codes of practice may be subject to the Institute's disciplinary procedures. The Buildings Officer will address any contraventions by contractors/service providers.

HEALTH AND SAFETY CONSULTATION

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

A nominee from the the Conservatory of Music & Drama, Gordon Munro sits on the Health and Safety Team for the College of Arts & Tourism. This team meets periodically throughout the year, every two months.

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

The Collge of Arts & Tourism and Safety Team has selected and appointed Safety Representatives. Details of current Safety Representatives may be found on the health and safety website (www.dit.ie/safework)

PROVISION OF INFORMATION

Staff, students and others are made aware of safety matters by the following means:

- Agenda item at Team/School meeting
- Desktop Emergency Response Flip charts
- Health & Safety notice boards
- Health & Safety Newsletters
- Toolbox talks
- Health & Safety Induction
- Health & Safety Training courses
- Signage:
 - Safety notice points
 - Emergency first-aid procedure signs
 - Emergency floor plans
 - Assembly point maps
 - Fire actions notices
- Emergency Response posters
- Safety booklets
- Safety wallet cards
- Website www.dit.ie/safework
- Posters
- Inductions are prepared and delivered by Occupational Health Officers where requested

HEALTH AND SAFETY RESOURCES

The Conservatory of Music & Drama codes all budgetary spend on activities/spend pertaining to safety, health and welfare. Considerable resources are expended by the Conservatory of Music & Drama in securing the health, safety and welfare of employees in terms of personnel, time, materials, equipment and the purchase of goods and services.

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

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

SAFE SYSTEMS OF WORK

It is the policy of DIT to ensure that employees are not asked to perform tasks outside their competence and capacity. Safe systems of work have been designed with this objective in mind.

As some work activities give rise to risks which can only be controlled by adherence to proper procedures, employees are issued with written safe working procedures which should be adhered to at all times.

Management shall keep a watching brief on safety matters and where necessary adjust or alter systems of work to make them as safe as is reasonably practicable.

PROCUREMENT CONTROL

The purchasing of equipment, plant and substances is subject to the provisions of the *Safety, Health and Welfare at Work Act 2005* and associated regulations, thus all equipment, plant or substances will undergo risk assessment prior to acceptance into the Institute. The Conservatory of Music & Drama follows all the guidelines as per the Parent Safety Statement and ensures that a risk assessment is carried out before any equipment/machinery or contractor/service provider is engaged by the Conservatory of Music & Drama.

INSPECTION PROCEDURES

All locations of work will be periodically inspected by a representative from the Health and Safety Office accompanied by local management and the Safety Representative. The Head of Conservatory of Music & Drama will ensure non-conformances identified are rectified and a log maintained.

Where in the opinion of the Health and Safety Officer or other competent officer, there is a risk of serious injury and immediate risk to individuals, he/she will have the authority to advise that the activity is stopped until adequate steps have been taken to eliminate risk or if possible reduced to an acceptable level. Where the risk cannot be reduced to an acceptable level and finance is not available, the Head of Conservatory of Music & Drama shall ensure the activity is ceased.

In accordance with statutory requirements, certain examinations, testing and inspections are carried out on specific items. A list of those items, the frequency of inspection and the testing body is presented below:

TRAINING

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

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

In addition to our statutory duty to employees, DIT seeks to provide such training as is necessary to enable the students to undertake their studies in a manner which, in so far as it is reasonably practicable, is safe and does not give rise to risks to health or expose the individual student or other persons to unacceptable levels of risk. The provision and extent of any necessary training is dependent upon the nature of the academic discipline being pursued, the experience and disposition of the students involved, their familiarity with any equipment/substances to be utilised, the environment/conditions where the activities may be discharged, and the extent to which supervision is necessary and available. Risk assessments will highlight where additional student training is required.

Training required for the Conservatory of Music & Drama includes:

Mandatory Training:

- Emergency Response Training (ERT)
- Manual Handling
- Legal Update for Managers

Specialist Training:

- Emergency First-Aid
- Occupational First-Aid

EMERGENCY PLANNING AND RESPONSE

SERIOUS INCIDENT/EMERGENCY

- Dial 112/999 (You may need to dial “0” for an outside line)
- Contact DIT Health and Safety Officer - 086 3891080

REQUIRES FIRST-AID

- Seek Local first-aider – One staff member is trained in the Conservatory of Music & Drama see Contacts page
- Injured unwell staff/students:

Occupational Health Officer

Orlaith Waters 087 9809131

- Injured/Unwell Students:

Student Health Centres

Northside 01 4023614

Southside 01 4023051

If serious/after 5pm/in doubt, go directly to local A & E/local GP

REQUIRES FURTHER ATTENTION

- Staff members should attend their local GP
Students should attend the Student Health Centre
- Structural safety matters - Should be referred to the local Buildings Maintenance Manager
- Operational safety matters – Should be documented on a Hazard Report Form and sent to the Health & Safety Office (www.dit.ie/safework)

FIRE & EVACUATION **CONSERVATORY OF MUSIC & DRAMA STAFF**

INSTRUCTIONS ON DISCOVERING A FIRE (all staff, students, visitors, contractors/service providers etc.)

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

INSTRUCTIONS ON HEARING THE EVACUATION ALARM OR OTHER WARNING (all staff, students, visitors, contractors/service providers first-aiders etc.)

Objectives:

To outline actions to be taken by Head of Conservatory of Music & Drama staff in the event of an alarm activation

Duties:

On hearing an alarm activation or other warning:

- Instruct students and staff to leave insert specific location class rooms, lecture theatre, sanitary facilities, offices, common areas, music rooms, student union area, and canteen
- All students in classrooms should be led by lecturers
- 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 specify area (offices, classrooms, cloakrooms, restrooms, offices, lecture theatre, common areas, music rooms, students union area, canteen and common areas), 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 your Assembly Point -
DIT, Rathmines Conservatory of Music & Drama: **Rathmines Square (front and rear)**
DIT, Chatham Row: **Gaiety Theatre and Front Yard of DIT, Chatham Row (for Junior Music Students)**
- All evacuation marshals/sweepers, Building Maintenance personnel, Heads of Conservatory of Music & Drama, 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.
- Confirm to the Incident Controller that the area has been cleared and report details of any casualties or people needing assistance with evacuation to the Incident Controller
- Do not return to the building until instructed to do so by the Incident Controller

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

YOU SHOULD FAMILIARISE YOURSELF WITH THE LOCATIONS OF THE FOLLOWING:

- Escape routes
- Fire alarm call points
- Fire extinguishers and blankets
- Fire assembly points

The Assembly points for DIT, Rathmines Conservatory of Music & Drama:


1. Rathmines Square (front and rear)

**Rathmines
Square: Front
and Rear**



The Assembly points for DIT, Chatham Row:

2. Gaiety Theatre

Gaiety Theatre	
-----------------------	--

3. Front Yard of DIT, Chatham Row

Front Yard of DIT, Chatham Row	
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Evacuation Marshals Rathmines and Chatham Row Conservatory of Music & Drama

- Gordon Munro
- Dermot Dunne
- Mary Grant
- Fiona Howard
- Ann Keary
- Celine Kelly
- Geraldine Kelly (Chatham Row)
- Emmanuel Lawler
- Maria Mc Hale
- Marian Mc Roy
- Please see [School Contacts](#) for a full listing of staff who should act as evacuation

The Conservatory of Music & Drama will ensure that sufficient marshals are appointed on an ongoing basis to provide an effective service.

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, training/meeting rooms, class rooms, common areas as they exit to ensure that as they exit everywhere has been cleared.

YOU SHOULD NOT PUT YOURSELF IN DANGER AT ANY TIME

FIRST-AID

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

One trained first-aider in the Conservatory of Music & Drama: Barbara Dagg

First-aid kits are located at: the Front desk/ reception in Rathmines Conservatory and Chatham Row

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 Aungier Street at 01 402 3051 / DIT Linenhall at 01 402 3614 or contact the Emergency Services on 112 / 0999 if an incident is urgent
- Incident Report forms are available from the Front desk. When completed and signed the top white copy should be sent the DIT Health & Safety Officer
- An Occupational Health Officer (Orlaith Waters) is available at 087 9809131 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 backup first-aid service

INCIDENT REPORTING AND INVESTIGATION

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

The incident report form must be forwarded to the Health and Safety Officer within 24 hours of the incident occurring or as soon as possible. Incident report forms are available at the front desk/reception area.

HAZARD REPORTING

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

MANAGEMENT OF CONTRACTORS/SERVICE PROVIDERS

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

PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is the policy of DIT to eliminate all hazards where reasonably practicable. DIT will assess what PPE appropriate to the task/work environment is required only as a last resort when further risk reduction is not feasible.

No specific PPE is required for the staff and students in the Conservatory of Music & Drama.

ERGONOMICS

All new equipment and machines, tools, work methods, work procedures and work stations should be assessed for ergonomic hazards prior to being brought into use. The Health and Safety Officer should be informed of the risk assessment process and will advise of competent people to assist with the risk assessment.

Staff should consider ergonomic standards when designing new workstations and layout of new offices.

It is the responsibility of the Head of Conservatory of Music & Drama to ensure that all information on ergonomic controls is communicated to employees and students via circulars, team briefings or other means. He should also ensure that all problems identified are addressed and brought to the attention of the Health and Safety Officer.

WELFARE PROVISIONS

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

- ✓ Adequate and suitable sanitary and washing and drying facilities with hot and cold running water maintained in a clean and hygienic condition
- ✓ Adequate number of lavatories and washbasins with hot and cold running water
- ✓ An adequate supply of potable drinking water at suitable points conveniently accessible to all employees, tested by the Buildings Office
- ✓ Suitable facilities for sitting/other ergonomic support, in the case where work can be done in a seated position
- ✓ Suitable and adequate facilities for boiling water and taking meals or reasonable access to other suitable and adequate facilities e.g. staff rooms located in DIT Rathmines and Chatham Row, a canteen is located in the basement DIT Rathmines
- ✓ Easily accessible sanitary facilities/areas with seats with backs

- ✓ Adequate provision for drying wet or damp work clothes
 - ✓ Adequate ventilation, temperature and lighting
 - ✓ Fire detection and fire fighting equipment
 - ✓ Emergency routes and exits
 - ✓ Pedestrian and traffic management systems
 - ✓ Clean and well maintained interior walls, floors and traffic routes
 - ✓ Rest facilities for pregnant ladies or breastfeeding mothers
- Everyone is obliged to care for these facilities and must not misuse them. All welfare provisions should be maintained in a clean safe condition
 - Arrangements for regular cleaning of premises and removal of waste should be made by the local Building Maintenance Manager. Arrangements for cleaning and waste disposal is outlined in the risk assessments below
 - Drinking water is available to all staff via water dispensers throughout the building(s)

SENSITIVE WORK GROUPS

Protection of Children and Young Persons

In cases where children must be present on Institute premises and therefore affected by our acts/omissions, sufficient notification must be given to the Health and Safety Office by the DIT host representative, of the situation, so that an appropriate risk assessment may be carried out. When on DIT property, the parents/guardians/host representative charged with responsibility for bringing the child onsite, must be responsible for that child and ensure that at all times they are supervised and protected from activities, processes, equipment, machinery, agents etc.

Please ensure that all staff are familiar with the [DIT Child Protection Policy](#).

The Junior Conservatory of Music & Drama is an integral part of DIT Conservatory of Music & Drama (“the Conservatory”). The Junior Conservatory provides instrumental and vocal tuition to junior students (i.e. students under the age of 18 not on award-bearing programmes) and to Continuing Education students (i.e. students over the age of 18).

Junior students are the responsibility of the lecturer for the duration of their class only. Prior to class and once the class is terminated, all junior students become the responsibility of their parents/guardians/carers. The Conservatory takes no responsibility for junior students before or after their classes. Door window panels are in place in all music teaching classrooms for the protection of students and staff.

Junior music students attend tuition classes from Monday to Saturday throughout the day and in the evenings in both Rathmines and Chatham Row. Please see risk assessment for further health and safety details, Junior Conservatory of Music [Handbook](#), [Child Protection Policy](#) and [Guidelines for Staff](#).

Pregnant Post-Natal and Breastfeeding Employees/Students

The *Safety, Health and Welfare at Work (General Application) Regulations 2007*, places a duty on employers to assess the risks to determine any possible effects on new/expectant mothers resulting from any activity at the place of work.

- Each risk assessment will identify hazards in the workplace that could pose a health and safety risk to new and expectant mothers
- Where the assessment reveals a risk, then preventive or protective measures will be taken.
- Pregnant employees/students should advise the Health and Safety Office of their condition as soon as they are aware they are pregnant so that a confidential pregnancy risk assessment may be carried out

- On returning to work/college any new mothers who are breastfeeding and require facilities should contact the Health and Safety Office

LONE AND OUT OF HOURS ACCESS

No lone working takes place in the of Conservatory of Music & Drama.
No out of hours access takes place at DIT Rathmines or Chatham Row.

WORK PLACEMENT

Students studying on the Bachelor of Music in Education programme DT528 (taught with Trinity), are assigned on teaching practice placement, this is organised through a staff member in Trinity. Students teach in a number of different schools and this changes from year to year. Staff in the Conservatory supervise this also.

Students in the third year of DT529 present drama workshops over a 5 week period in the following places: The Aisling Project, Ballymun and St John of God's, Carmona Services, and Sallynoggin. Students complete and submit Garda clearance for these placements.

Drama students have productions both in DIT and externally for example Project Arts Centre. DT529 second year students present a workshop and a play in the Catherine McCauley Primary School and scenes from Shakespeare in a secondary school. This occurs for one day in second semester.

DT501 - Pedagogy students complete work placement in areas for example the Conservatory, and the vocal students go out to schools i.e. St Louis School

DT9501 (MMus Opera) – students attend Professional and Teaching Placements in various locations. Their experience is managed by a Placement Co-ordinator. Further details can be found in the MMus Opera Programme Handbook.

Work placement fact sheets are available for all host employers/organisations, DIT students and DIT mentors, and must be studied before arranging and undertaking any work placement. The Health and Safety Office provides pre-placement inductions to students on request from School staff.

FIELD TRIPS/TRAVEL

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

There are some theatre outings during the academic year, and students are responsible for their own booking and travel arrangements.

STAFF/STUDENTS WITH DISABILITIES

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

Please ensure all staff and students are familiar with the procedure and are referred to relevant services where necessary.

HEALTH SURVEILLANCE

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

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

WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL

An employee/student must ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare or that of any other person. Contraventions will be dealt with as per DIT disciplinary procedures.

DIGNITY AT WORK ANTI BULLYING & HARASSMENT POLICY AND PROCEDURES

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

STRESS

The risk assessment will identify any areas where stress is a hazard and controls will be implemented to eliminate this hazard. The HR department should be consulted immediately if an issue regarding stress is highlighted. An Employee Assistance Programme (EAP) is available to all staff. Students should liaise with their tutors in relation to issues regarding stress. Tutors are appointed for groups of students. Students may also seek assistance from the Student Health Centre and Student Counselling Service.

AUDIT, REVIEW AND COMMUNICATION

The Conservatory of Music & Drama ensures that periodic health and safety audits are completed and a review of all Safety Statements and documentation takes place. This will be approved by DIT's 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 and from the Conservatory of Music & Drama Administrator.

DOCUMENT CONTROL

This document is a controlled document and as such any updates, review and distribution will be in accordance with DIT's standards for such documents. Only controlled copies will be updated when required.

The Head of Conservatory of Music & Drama will issue new documents after appropriate consultation and agreement with relevant parties.

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES

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

The Parent 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 Parent Safety Statement, but to assess their applicability within their area of authority and where necessary to refine and extend them to deal with particular local situations. The management of the Dublin Institute of Technology is committed to ongoing identification of hazards, assessment of the appropriate risks and the introduction of controls to deal with them. Management at all levels have a responsibility to apply this principle within their area of authority.

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

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

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

- Physical
- Chemical
- Biological
- Operational
- Human Factors

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

Risks may be classified as:

- High
- Medium
- Low

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

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

Risk control measures are a combination of:

Elimination	Where the risk is removed
Substitution	Where the risk is exchanged for one of lesser classification
Isolation	Where the risk is contained (e.g. Enclosures, guards etc.)
Engineering	Where common systems are used to protect all exposed to risk (e.g. Fire alarms, ventilation systems etc.)
Personal Protection	Whereby the above means, the risk cannot be reasonably be reduced further, but an unacceptable level of risk remains, the team members are individually protected from the risk.
Procedure	Where procedural controls are used. This will include procedures such as Standard Operating Procedures and training and the provision of information may apply to any and all of the above control measures.

Risk Assessments for the Conservatory of Music & Drama

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
001	Fire Emergency Response & Evacuation Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups • 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 	<ul style="list-style-type: none"> • Staff trained in Emergency Response Training (ERT) • Sufficient firefighting equipment available break glass units, extinguishers, fire blankets) • Firefighting equipment and detection systems maintained and tested • Fire and evacuation signage in place • Emergency and first-aid procedures posted • Good housekeeping standards maintained • Means of escape present and known to occupants • Waste removed regularly • Evacuation procedure practiced each semester • Assembly point known to occupants 	<ul style="list-style-type: none"> • Maintain current controls • Ensure compliance with ERT and evacuation procedure • Ensure clear access to firefighting equipment • Ensure escape routes and emergency exits are kept clear and unobstructed • Ensure staff participation in the role of evacuation marshal • Fire Action notices 	<p>With current controls: M</p> <p>With Actions applied: L</p>	<p>Head of School, Buildings Office, all staff and students</p> <p>All staff and students</p> <p>All staff and students</p> <p>All staff and students</p> <p>All staff</p> <p>Health & Safety</p>	<p>On going</p> <p>April 2014</p>

			<ul style="list-style-type: none"> • Occupants escort visitors out • Emergency exits are clearly marked and free from obstructions • Emergency lighting in place • Staff members act as evacuation marshals • No smoking policy in place • Scheduled maintenance of buildings services (heating, electricity, ventilation etc.) • Hot work permit system in place • Compliance with building regulations • Site specific Emergency Manual for the Rathmines campus available on the website www.dit.ie/safework 	– information to be completed		Office	
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
002	Manual Handling List specific examples: Carrying loads, office supplies exam scripts/ material/ chairs/ tables/ music instruments Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Manual Handling-related injuries, e.g. back injury • Slips, trips, falls 	<ul style="list-style-type: none"> • All staff compliant with and adhere to mandatory manual handling training • Trolleys, stools available for staff • Manual handling risk assessments available to all staff, contact local Occupational Health Officer • Maintain good housekeeping • Suitable environment for manual handling • Staff and students implement team lifting where required • Adequate lighting provided and maintained • Staff report issues to line manager • Items not stored above shoulder height • Assistance available from the Buildings Office to move or lift material/ equipment • Contractors hired to move specialist equipment/ musical instruments (piano) 	<ul style="list-style-type: none"> • Maintain current controls • Refresher training to be carried out where necessary 	With current controls: L With Actions applied: L	Head of School, all staff and students All staff	On going

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
003	Work Equipment: Information Services/ computers in class rooms and lecture theaters, cameras for performances Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Electrics 	<ul style="list-style-type: none"> • IS carry out service and maintenance of computers • Users carry out a visual check before use • Users report defects to line manager • Users follow manufacturer's instructions • Users shut down after use and at the end of day • Equipment is CE mark • Damaged equipment is marked and taken out of service by School staff • Cameras are used only by competent person 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	DIT Information Services and School staff	On going

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	<ul style="list-style-type: none"> It is DIT Policy that use of portable appliances/ equipment including domestic appliances is prohibited in offices/ class rooms 	<ul style="list-style-type: none"> Ensure monitoring of compliance with policy 	N/A	Head of School	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			
005	Noise Music instruments, Orchestra performances Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Hearing loss / damage • Disruption/ distraction • Interference with communications and warning signals • Fatigue • Tinnitus 	<ul style="list-style-type: none"> • No issues reported by staff or students to the Health & Safety Office • Noise monitoring available from the Health & Safety Office, please contact Health & Safety Office 	<ul style="list-style-type: none"> • Provide hearing protection to staff and students 	With current controls: L With Actions applied: L	Head of School	On going

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
006	Structural: Floors Walls Ceilings Doors Fixtures and fittings Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups • 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 Building Maintenance Manager or through online hazard reporting • Opening / closing safely • Vision panel in place on doors 	<ul style="list-style-type: none"> • Contact Buildings Office if problems arise • Ensure where vision panels on fitted on doors they are not obstructed • Maintenance and inspection programme to be implemented 	With current controls: L With Actions applied: L	Head of School, all staff and students All staff and students Buildings Office	As necessary On going April 2014

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
007	Slips, Trips & Falls Flooring type: carpet Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Slips, trips and falls • Uneven surfaces • Wet floor conditions • Raised obstacles • Poor housekeeping 	<ul style="list-style-type: none"> • Buildings Office to ensure upkeep and maintenance of internal and external access and egress routes e.g. walkways, paths, driveways, floors, corridors, steps and stairs • All routes kept clear and unobstructed • SOP for cleaning – floors generally cleaned early morning when most personnel are off site • Use of warning signage where appropriate • Report hazards • Maintain good cable management • Changes in floor levels identified and marked • Door mats provided at entrance (main entrance) • SOP for spillages (see Noonan risk assessments) • Hand-rail on steps/stairs • Stair nosing fitted with anti slip finish • Adequate lighting provided • Good housekeeping maintained 	<ul style="list-style-type: none"> • Maintain current controls • Safety railing required for the remaining seating section at the rear of the Mc Cann Hall 	With current controls: L With Actions applied: L	DIT Buildings Office, all staff and students Head of School in conjunction with the Buildings Office	On going April 2014

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 Times: Opening times are on the DIT website</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups • 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 by a porter • Sign in key system in place • Security camera in common areas • Suspicious activity reported to porters • Rooms locked when not in use • Students have DIT I.D. card • Vision panels on doors 	<ul style="list-style-type: none"> • Do not allow suspect individuals access – inform porter on duty 	<p>With current controls: L</p> <p>With Actions applied: L</p>	Building Office and all building occupants	On going

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
009	Photocopiers & Printers Details: Desktop PCs, Photocopiers, Printers, Plotters, Shredders, Guillotine, Filing Cabinets Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Changing toner etc.: chemical contact • Clearing jams: burns • Not wearing gloves • Not turning off electrical supply • Incorrect disposal • Personal injury • Lack of information / training 	<ul style="list-style-type: none"> • Toner / print cartridges changed by staff members • Power turned off before clearing jams (standard printer) • Disposal as per manufacturer's directions • Scheduled maintenance on equipment • Correct disposal of waste cartridges • Manufacturer's instructions followed • Printers supported and maintained by service provider • PCs 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 parts • Do not overload electrical sockets • Filing cabinets fitted with ant-tilt mechanism • Label defective equipment and report to line manager 	<ul style="list-style-type: none"> • Maintain current controls • Provide gloves for staff when changing cartridges 	With current controls: L With Actions applied: L	All staff and students Head of School	On going

PHYSICAL							
Ref	Hazard	Risk(s) Associated /Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
010	Ergonomics/ work stations Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • MSD's • Upper limb disorders • Poor posture • Back problems • Fatigue 	<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 • Contact DIT Health and Safety Office if risk assessments are required • Eye tests available for staff at the DIT National Optometry Centre (NOC) • Adjustable chairs available • Window blinds in place • Adequate space at workstation • Adequate storage • Good housekeeping maintained • Good cable management • Adequate building services (heating, lighting ventilation) • Follow manufacturer's instructions for use of equipment 	<ul style="list-style-type: none"> • Maintain controls • Contact DIT Health and Safety Office for assessment of individual workstations • Contact NOC for eye test 	With current controls: L With Actions applied: L	Head of School and all staff All staff All staff	On going

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
012	Transport Vehicles/ deliveries/ car park Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Injury to person/ struck by vehicle • Poor access and egress 	<ul style="list-style-type: none"> • Deliveries coordinated with suppliers • Access and egress is restricted to Buildings Office personnel • Safe parking – delivery vehicles and staff cars park in designated parking area in the car park (yellow box) • Obey Speed limit • Designated area for loading and unloading goods • Report defects • Adequate lighting provided • Hi Vis clothing available for Buildings staff • Student are transported by a competent bus company i.e. company hired for outing/ events (once/ twice a year) 	<ul style="list-style-type: none"> • Maintain controls 	With current controls: L With Actions applied: L	Goods inwards personnel/ DIT Buildings Office	On going

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
013	Hot Surfaces / Liquids / Solids Catering appliances in staff common room or canteen Kettle/ Toaster/ Microwave/ Burco boiler Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Contact burns • Scalds • Spillage 	<ul style="list-style-type: none"> • Heat shielding of hot surfaces • Equipment well maintained • Use of lids/covers to prevent spillages • Procedure for dealing with spillages – spillages cleaned immediately • It is DIT Policy that use of domestic appliances by students or staff in classrooms and offices is prohibited • No liquids or food is allowed in class rooms or music rooms 	<ul style="list-style-type: none"> • Maintain current controls • Report defects to Buildings Office 	With current controls: L With Actions applied: L	All staff and students All staff and students	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			
014	Pressure Systems	N/A	N/A	N/A	N/A	N/A	N/A

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

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
017	Services: Heating Source of heating: Oil/ gas central heating Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons 	<ul style="list-style-type: none"> • Environment too hot or cold • Electrical hazards • Misuse of portable heaters • Leaks • Fire • Burns • Carbon monoxide poisoning 	<ul style="list-style-type: none"> • Heating in working order • Heating levels controlled by the Building Office • Service and maintenance carried out by a 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 	<ul style="list-style-type: none"> • Contact Buildings Office if problems or defects arise • Maintain controls 	With current controls: L With Actions applied: L	Head of School and all staff All staff	On going

	<ul style="list-style-type: none"> • Pregnant • Postgraduates • People with disabilities 		<ul style="list-style-type: none"> on request • Fire detection systems in place • Cables neatly positioned • Gas detection system and slam shuts system in place 				
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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			
018	Lighting Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Inadequate lighting • Glare • Slips, trips , falls 	<ul style="list-style-type: none"> • Light switches easily accessible • Adequate lighting level for nature of work • Environmental monitoring available from the Health and Safety Office on request • Service and maintenance by competent person 	<ul style="list-style-type: none"> • Maintain current controls • Contact Buildings Office if problems or defects arise 	With current controls: L With Actions applied: L	Buildings Office All staff and students	On going

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
019	Ventilation and temperature <ul style="list-style-type: none"> Sash window, and windows that open in or out present throughout buildings 	<ul style="list-style-type: none"> Environment too hot or cold Inadequate ventilation Falls from heights from windows Catching body part (fingers) in window 	<ul style="list-style-type: none"> Openable windows available for intake of fresh air Blinds in place and in working order 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 Windows in Chatham Row fitted with metal bars either on the inside/ outside 	<ul style="list-style-type: none"> Maintain current controls Contact Buildings Office if problems or defects arise Windows in room 101 and 102 Chatham Row require repair work to allow them to open and close easier. Implement controls to prevent the window opening fully or place a bar on them for safety No bars present on windows in room 1.10 and 1.03 Chatham Row – put bars or covers on the windows 	With current controls: M With Actions applied: L	All staff and students	On going
						All staff and students Head of School & Buildings Office	April 2014
	Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 					Head of School & Buildings Office	April 2014

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
020	Electricity Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Electric shock • Electrocution • Ignition source • Fire • Explosion • Death • Damaged electrical equipment • 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 trailing or worn • Competent person to carry out repairs / works • All works servicing and testing is carried out as per regulations • Shut equipment down when not in use and end of day • Contact Buildings Office if problems arise • Adequate protection for circuit boards, distribution boards etc. • Report defects to line manager, take equipment out of use • Good housekeeping maintained • Suitable fire extinguishers provided • Switch off equipment before cleaning or making adjustments 	<ul style="list-style-type: none"> • Maintain current controls • Contact Buildings Office if problems arise • Do not overload sockets • Keep use of adaptors and extension leads to a minimum • PAT testing of portable electrical appliances subject to wear and tear 	With current controls: L With Actions applied: L	DIT Buildings Office, all staff and students All staff and students All staff and students All staff and students All staff and students	On going

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	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			
022	Confined Spaces	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
023	Lasers	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			
024	Construction / Maintenance Work Example: <ul style="list-style-type: none"> Noonan Cleaners Building contractors Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Unfamiliar with DIT buildings and safety procedures Injury to contractors, staff, students, members of the public 	<ul style="list-style-type: none"> Buildings Office control all contractors Front desk is manned at all times by a porter Sign in required Compliance with DIT code of practice for contractors Safety signage in place eLearning programme in place DIT Contractor safety badge Risk assessment and method statements completed and submitted to the Buildings Office Good housekeeping maintained Areas of works cordoned off – warning signage See Noonan risk assessments 	<ul style="list-style-type: none"> Maintain Controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	Head of School in conjunction with DIT Buildings Office	On going

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 Practical and theory teaching, playing music instruments/ recitals Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Slip, trip, fall • Injury to body part 	<ul style="list-style-type: none"> • School staff teach student to play instrument/ drama - students are supervision during classes • Students presenting with an injury before or during class – need to inform supervisor/ lecturer • If a student is feeling unwell or has an injury they should avoid activity i.e. drama. Contact local first-aider if required • Defects/ hazard reported to line manager • Class rooms/ music rooms are well maintenance • Good housekeeping maintained • Props are not to be removed from drama room • Props and instruments are stored in a safe and secure location • Limit of 20 students in drama classes • Students maybe required to remove foot wear during drama class – at the end of class footwear must be put back on before leaving class 	<ul style="list-style-type: none"> • Maintain Controls 	With current controls: L With Actions applied: L	Head of School, all staff and student	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
026	Housekeeping Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups • 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 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 provided • Adequate waste disposal • Refuse and recycling bins are provided in class rooms and offices • Lockers available for storage of personal belongings 	<ul style="list-style-type: none"> • Maintain controls • Maintain good housekeeping in storage rooms (i.e. music, prop and stationary rooms) 	With current controls: L With Actions applied: L	All staff, students and Noonan staff All staff and students	On going As necessary

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
027	<p>Cleaning</p> <p>Noonan Contractors remove waste daily from offices and class/ music rooms</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • 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 to line manager • Noonan contractors ensure staff receive information and training for tasks • PPE for cleaning staff • See Noonan risk assessments 	<ul style="list-style-type: none"> • Maintain controls • Cleaning products stored in the male cloakroom on the second floor – remove and stored in a safe and secure location 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>All DIT staff, students and Noonan staff</p> <p>Noonan staff and Buildings Office</p>	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
028	Waste Disposal & Removal There is no specialist or hazardous waste used in the Conservatory of Music & Drama Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Waste accumulation • Fire • Sharps injuries • Exposure to bodily fluids • Manual handling injury • Exposure to hazardous substances • Spillages: slips, trips and falls • Lack of/inappropriate PPE 	<ul style="list-style-type: none"> • Paper recycling bins present – removed by Buildings Office staff every second day • Shredding facility present • General waste bins present • Dispose of waste appropriately in bins provided • Segregate waste as appropriate • Waste removed on a regular basis by cleaning contractors (Noonan) • Keep waste away from sources of ignition e.g. heaters, electrical appliances • Food waste bins located in canteen • Trolleys used for collecting waste bins in the building 	<ul style="list-style-type: none"> • Maintain controls 	With current controls: L With Actions applied: L	DIT Buildings Office, Noonan staff, all DIT staff and students	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
029	Signage and Documentation Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Lack of knowledge regarding safety procedures 	<ul style="list-style-type: none"> • Signage in place: • Emergency Exit signage • Emergency First-Aid Procedures in place • Evacuation plan posted throughout • List of trained first-aiders available on website • Safety Notice points posted throughout • Fire Action Notice Point posted throughout • No Smoking signage in place • Emergency contact numbers located at the Front desk • Refuge point signage 	<ul style="list-style-type: none"> • Maintain current controls • Observe signage 	With current controls: L With Actions applied: L	Head of School and Building Office All staff and students	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
030	Incidents Hazard Reporting First-Aid Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Lack of first-aid supplies • Lack of trained first-aiders • Lack of knowledge of procedure in the event of an incident • No reporting of incident(s) • No reporting of hazards 	<ul style="list-style-type: none"> • First-aid kit available at the Front desk/ reception • Incident report book available • All incidents to be reported immediately and an incident report form completed (forms available on-line) • Additional supplies available from Health & Safety Office on request • Staff trained in ERT • List of trained first-aiders available at www.dit.ie/safework • Emergency first-aid procedure posted • AED available • Individuals trained in first-aid and the use of the AED • Online hazard reporting facility available see link www.dit.ie/safework 	<ul style="list-style-type: none"> • Maintain controls • Ensure adequate number of staff trained in first-aid 	With current controls: L With Actions applied: L	Head of School, all staff and students Head of School	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
031	Use of Ladder / Working at Height Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Falls from height • Falling objects • Falls through fragile roofs • Slips, trips and falls • Manual handling injuries • Inclement weather 	<ul style="list-style-type: none"> • The use of ladders is avoided or they are used only for light work and for short duration • All items/ material are stored below shoulder height in offices and class/ music rooms • Staff are not permitted to use ladders or work at heights unless trained to do so safely • One technician in the School uses a ladder when required to set up the stage, lights etc. • Work at height activities are planned and supervised • A lighting technician company is hired to set up for events (company hired have their own insurance) • Students are not permitted to work at heights 	<ul style="list-style-type: none"> • Maintain controls • Contact Buildings Office for assistance if required 	With current controls: L With Actions applied: L	Head of School, all staff and students All staff and students	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
032	Lone Out of Hours Access	N/A	N/A	N/A	N/A	N/A	N/A

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
033	Fieldtrips Outing(s) to a concert or show Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups • 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 • Human Factor 	<ul style="list-style-type: none"> • DIT Field Trip Guidelines in place • Separate field trip risk assessment template completed for each fieldtrip and control measures implemented • Health and safety information provided to field trip participants • eLearning programme available for students on request from the Health and safety office to • Adequate supervision of students • Provision of PPE where appropriate • Adherence to local/site rules and Emergency Procedures • Roll call completed • Students and staff obey the rules of the road when travelling to and from locations • Students remain in a group(s) while attending concerts/ shows 	<ul style="list-style-type: none"> • Maintain controls 	With current controls: L With Actions applied: L	Head of School, all staff and students	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date/ Status
			Current Controls	Further Actions Required			
034	Work Placement <ul style="list-style-type: none"> Students present drama workshops in i.e. Primary and Secondary Schools, The Aisling Project, Ballymun, St John of God's and Carmona Services Drama students have productions both in DIT and externally Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors Young persons Pregnant Postgraduates People with disabilities 	<ul style="list-style-type: none"> Injuries Accidents and incidents Lack of familiarity with work environment and work practices 	<ul style="list-style-type: none"> Specific risk assessment carried out and control measures implemented Work placement factsheets provided to host organisations, students and mentors (DIT staff) Pre-placement induction safety talks available from the Health & Safety Office on request DIT work placement mentor appointed DIT guidance notes on work placements Report all incidents and accidents to DIT Insurance cover in place Training (i.e. inductions and emergency procedures) and supervision of students by host organisation Students supervised on work placements Students following evacuation procedure in work placement locations 	<ul style="list-style-type: none"> Maintain controls 	With current controls: L With Actions applied: L	Head of School, all staff and students	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
035	Events Hosting Events include: drama and music Concerts/ performances (Rathmines/ Kevin Street), Open day (held in Chatham Row) Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • 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/ concert and control measures implemented (Risk assessment template) • 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 • MC/ DIT Host informs visitors of evacuation procedures in DIT • Buildings are manned by Buildings Office staff 	<ul style="list-style-type: none"> • Maintain controls • Complete risk assessment for each event 	With current controls: L With Actions applied: L	Head of School, all staff and students Head of School and all staff	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
036	Conferences / Seminars School staff attend conferences and seminars during the academic year Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • 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 • 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 in venues/ locations • Report defects and incidents to venue management and DIT • To attend conferences/ seminars – approval is sought from Line Manager as per DIT procedures 	<ul style="list-style-type: none"> • Maintain controls 	With current controls: L With Actions applied: L	Head of School and all staff	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
037	Storage: Material, music instruments Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • 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 - do not store items on corridors • Storage avoided above shoulder height where possible • Items stored appropriately • Items segregated where necessary • Storage units secure and fit for purpose • Locking system in place on lockers • Buildings Office staff available for assistance when storing material/ items • Step ladder available for accessing higher shelving units (only trained persons authorised to use ladders) • Staff trained in manual handling • Appropriate signage in place • Items not stored in walkways • Defects and hazards reported to line manager • Adequate lighting and ventilation • Lockers available to staff and students for personal belongings • Persons designated to move instruments • Storage rooms for instruments are locked when not in use 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	Head of School, all staff and students	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
038	Sensitive Work Groups: Pregnant Employees /Students & Nursing Mothers	<ul style="list-style-type: none"> • Harm to mother, unborn child or breastfeeding baby • Physical risks • Chemical risks • Biological risks 	<ul style="list-style-type: none"> • Specific risk assessment carried out for individual pregnant employees/students and control measures implemented as identified and necessary by Health & Safety Office • Rest facilities available - designated first-aid room in 143 – 145 DIT Rathmines • Follow medical advice 	<ul style="list-style-type: none"> • Pregnant employees/students and nursing mothers to contact Occupational Health Officer Orlaith Waters to ensure a risk assessment is carried out 	<p>With current controls: L</p> <p>With Actions applied: L</p>	All staff and students	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated /Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
039	Sensitive Work Groups: Young Persons Junior music students attending tuition classes in Rathmines Conservatory and Chatham Row	<ul style="list-style-type: none"> • Injuries • Accidents and incidents • Lack of familiarity with DIT work environment, work practices and emergency plans • Physical risks • Lost 	<ul style="list-style-type: none"> • DIT Child Protection Policy and Guidelines for staff – DIT staff in the Conservatory of Music are required to attend training and to familiarise themselves with the Policy • DIT staff undergo Garda vetting • DIT emergency plans in place – drills carried out twice annually • Report all incidents and accidents on DIT incident report forms • Induction – DIT staff inform students of emergency procedure in the event of an alarm activation and identify the assembly point • In the event that junior music students are in class at the time of an alarm activation – they will be brought out of the building and to the assembly point by the person teaching them/ DIT staff member • All parents are issued with a Junior conservatory of music handbook (also available on the DIT website) • Junior students are the responsibility of the lecturer for the duration of their class only. Prior to class and once the class is terminated, all junior students 	<ul style="list-style-type: none"> • Maintain current controls • Staff in the Conservatory to consider completing the one day emergency first-aid training 	With current controls: L With Actions applied: L	Head of School, all staff, students, Junior music students and parents/ guardian Head of School and the Conservatory of Music & Drama staff	On going

			<p>become the responsibility of their parents/guardians/carers</p> <ul style="list-style-type: none"> • The Conservatory takes no responsibility for junior students before or after their classes • Door window panels are in place in all music teaching classrooms for the protection of students and staff • Parents of junior students are advised to wait in the foyer (or in the canteen area in Rathmines) for the total duration of the class • All junior students must be supervised at all times by a parent/guardian/carer excluding the time spent in class. Junior students are expected to engage in quiet activities (e.g. homework or reading) when not in class • Parents/guardians/carers are respectfully requested not to allow their children to run around or play in corridors • Inappropriate behaviour by a junior student may be reported to the relevant Head of Department/Head of Conservatory and appropriate action may be taken, such as informing the student's parent/guardian/carer. Repeated occurrences of inappropriate behaviour may result in suspension or termination of the students tuition • Junior students are expected to be able to go to the toilet or classrooms by themselves, otherwise this is the 				
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			<p>responsibility of the parents/ guardian/carer</p> <ul style="list-style-type: none"> • Photo, video and audio equipment, including mobile phones, may not be used to record junior students at DIT events • Staff may only photograph or video junior students under the terms of Paragraph 18 of the DIT Child Protection Policy • A parent/guardian/carer must notify the relevant Head of Department/Head of Conservatory of Music & Drama in writing in the case of a medical condition or any other information relevant to the well-being of the junior student • The Child Protection Support Team member for the Junior Conservatory of Music & Drama is the Head of Conservatory of Music & Drama • Junior music students are not permitted to practice in class rooms alone, DIT staff member must be present 				
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HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
040	<p>Sensitive Work Groups:</p> <p>People with Disabilities</p> <p>Restricted wheel chair access in Rathmines Conservatory (when in the building wheel chair users have access to the ground floor (Theater only). There are no toilets available on this floor level.</p> <p>Wheel chair users have access to the ground floor in Chatham Row (toilets are available on this floor)</p>	<ul style="list-style-type: none"> • Lack of access/egress • Difficulty with evacuation • No risk assessment (RA) completed • No lift present 	<ul style="list-style-type: none"> • Specific Risk Assessment carried out by Health & Safety Office • Personal Emergency Egress Plan (PEEP) completed where necessary • Reasonable accommodation identified in risk assessment • Disability Support Service available • Disabled toilet: located on the ground floor in Chatham Row only • Health & Safety Induction available to staff and students 	<ul style="list-style-type: none"> • Staff/students with disabilities to contact Occupational Health Officer Orlaith Waters to ensure a risk assessment is carried out • Advise visitors to the School to notify DIT host in advance of any special needs 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>Head of School, All staff and students</p> <p>Head of School and all staff</p>	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
041	Sensitive Work Groups: New Recruits	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Injuries • 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"> • Health and safety Induction available (in person or online) • Line Manager gives induction to the School • Mandatory training to be completed as soon as possible after recruitment • Supervision of new staff 	<ul style="list-style-type: none"> • Maintain controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	Head of School and new recruits	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
042	Sensitive Work Groups: Undergraduates	<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 • Students practicing/ rehearsing alone (music instruments/ vocals/ drama) 	<ul style="list-style-type: none"> • Induction programme for new students provided by the School • Health & Safety Induction available by the Health and Safety Office (on request from the School) • Supervision of students by staff in practical environments e.g. music rooms, field trips etc. • Emergency procedures in place • First-aid facilities available • Task-specific instructions/ demonstrations provided by staff to students • Student support services available • Vision panels on all music and class rooms • Building is manned by porters at all times when opened • Class and music rooms are locked when not in use – staff and students must go to the Front desk for a key to access a room. Students must leave their student ID at the porters desk when taking the key for a music room 	<ul style="list-style-type: none"> • Maintain controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	Head of School, all staff and students	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
043	Sensitive Work Groups: Postgraduates	<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 • Students practicing/ rehearsing alone with music instruments/ vocals 	<ul style="list-style-type: none"> • Induction programme for new students provided by the School • Health & Safety Induction available by the Health and Safety Office (on request from the School) • Supervision of postgraduates • Supervision of students by staff in practical environments e.g. music rooms, field trips etc. • Emergency procedures in place • First-aid facilities available • Task-specific instructions/ demonstrations provided by staff to students • Student support services available • Vision panels on all music and class rooms • Building is manned by porters at all times when opened • Class and music rooms are locked when not in use – staff and students must go to the Front desk for a key to access a room. Students must leave their student ID at the porters desk when taking the key for a room 	<ul style="list-style-type: none"> • Maintain control 	<p>With current controls: L</p> <p>With Actions applied: L</p>	Head of School, all staff and students	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
044	Stress Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Physical health effects • Mental health effects • Behavioural effects • Cognitive effects • Workload 	<ul style="list-style-type: none"> • Communication between staff, students and management • Employee Assistance Programme (EAP) in place • Student health center and counselling service available • Occupational Stress Management Policy & Procedures in place • Training and development courses available to staff on Stress Management, Time Management personal skills etc. 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	Head of School, all staff and students	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
045	Violence <ul style="list-style-type: none"> Dealing with difficult student/ staff Storage of expensive instrument Cash handling Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Theft Attacks/assault 	<ul style="list-style-type: none"> Emergency Response Training (ERT) mandatory for staff Porter on duty at Front desks DIT staff and students report suspect individuals to DIT Buildings Office Adequate lighting Rooms locked when not in use CCTV in common areas Vision panels fitted on doors Secure storage for music instruments – class and music rooms are locked when not in use Specific rooms to store instruments securely Access is restricted to all rooms – porters hold keys at the front desk. Students must leave their student ID at the Front desk when taking the key for a room Cash is handled by one individual (cash is only handled at certain times on the year) Cash is handled and stored in a safe and secure location 	<ul style="list-style-type: none"> Maintain current controls Develop a cash handling procedure 	With current controls: L With Actions applied: L	Head of School, Building Office, all staff and students Head of School	On going April 2014

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
046	Bullying & Harassment Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups • 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 • Student support services available 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	All staff and students	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
047	<p><u>Welfare Facilities:</u></p> <p>Sanitary Facilities;</p> <p>Staffroom / Canteen</p> <p>Staff rooms located in DIT Rathmines and Chatham Row. ARAMARK cantenn located in the basement DIT Rathmines</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • 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 • No disabled toilet available 	<ul style="list-style-type: none"> • Staffroom/canteen present with seating facilities • Drinking water available • Hot and cold water available in sanitary facilities • Adequate sanitary facilities available • Hand washing facilities adequate • Disabled toilet available in Chatham Row (only) 	<ul style="list-style-type: none"> • Head of School, all staff and students • Care to be taken with hot surfaces, hot drinks and boiling water 	<p>With current controls:</p> <p>L</p> <p>With Actions applied:</p> <p>L</p>	<p>All staff and students</p> <p>All staff and students</p>	<p>On going</p>

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
048	Visitors People/ parents, guardians/ friends attending performances/ recitals Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups • 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 by a Porters on duty • Visitors report to Front desk/ Reception • Safety booklets and safety wallet cards available • Signage in place – emergency evacuation/ safety signage • Risk assessments completed for specific events where groups of visitors are expected • CCTV in building • Deliveries handled by Buildings Office staff • Visitors briefed on emergency procedures by the person (host/ MC) they are visiting 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	All staff and students	On going

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 • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Unfamiliar with DIT buildings and safety procedures • Injury to contractors, staff, students, members of the public 	<ul style="list-style-type: none"> • Buildings Office control all contractors • Front desk is manned at all times by a porter • Safety signage in place • Compliance with DIT Code of Practice for Contractors • elearning programme available • DIT Contractor wear safety badge • Risk assessment and method statements completed and submitted to the Buildings Office • Good housekeeping maintained • Areas of works cordoned off if required (access restricted) • See Noonan risk assessments 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	DIT Buildings Office, Head of School, Contractors / Service Providers	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
050	Behaviour Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Aggression • Violence • Stress • Bullying • Harassment 	<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 on Stress Management, personal skills etc. to staff • All incidents are reported immediately • DIT Disciplinary procedures in place • DIT Procedure for the Resolution of Disputes/Grievances in place 	<ul style="list-style-type: none"> • Maintain current controls • Follow procedures in DIT's Dignity at Work: Anti Bullying & Harassment Policy 	With current controls: L With Actions applied: L	Head of School, all staff and students Head of School, all staff and students	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
051	Personal Protective Equipment (PPE)	N/A	N/A	N/A	N/A	N/A	N/A

CHEMICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
052	No chemicals in use in the Conservatory of Music and Drama	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			
053	Gas No industrial gas present	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			
054	Biological Agents	N/A	N/A	N/A	N/A	N/A	N/A