



## School of Art Design & Printing

### SAFETY STATEMENT

2014



Version	Date	Name
1.0	18 <sup>th</sup> June 2014	Mr. Kieran Corcoran

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**SCHOOL OF ART DESIGN & PRINTING CONTACT DETAILS**

<b>Role</b>	<b>Name</b>	<b>Location</b>	<b>Email</b>	<b>Telephone Number</b>
Head of School	Kieran Corcoran	Room 207 40-45 Mountjoy Square	<a href="mailto:Kieran.corcoran@dit.ie">Kieran.corcoran@dit.ie</a>	(01)4024141
Assistant Head of School	Noel Fitzpatrick	Room 208 40-45 Mountjoy Square	<a href="mailto:Noel.fitzpatrick@dit.ie">Noel.fitzpatrick@dit.ie</a>	(01)4024151
Assistant Head of School	Barry Sheehan	Room 209 40-45 Mountjoy Square	<a href="mailto:Barry.sheehan@dit.ie">Barry.sheehan@dit.ie</a>	(01)4024267
School Administrator	Elaine Lawlor	Room 241 40-45 Mountjoy Square	<a href="mailto:Elaine.lawlor@dit.ie">Elaine.lawlor@dit.ie</a>	(01)4024138
Nominees to the College Health and Safety Team	Kieran Corcoran	Room 207 40-45 Mountjoy Square	<a href="mailto:Kieran.corcoran@dit.ie">Kieran.corcoran@dit.ie</a>	(02)4024141
School First-Aiders	Noel Bright	DIT Bolton Street	<a href="mailto:Noel.bright@dit.ie">Noel.bright@dit.ie</a>	(01)4023781
	Vincent O'Leary	Room 108 DIT Bolton Street	<a href="mailto:Vincent.oleary@dit.ie">Vincent.oleary@dit.ie</a>	(01)4023772
	Sean Wearen	DIT Bolton Street	<a href="mailto:Sean.wearen@dit.ie">Sean.wearen@dit.ie</a>	No extension
	Conor Heelan	DIT Bolton Street	<a href="mailto:Conor.heelan@dit.ie">Conor.heelan@dit.ie</a>	No extension
	Andrew Horan	DIT Bolton Street	<a href="mailto:Andrew.horan@dit.ie">Andrew.horan@dit.ie</a>	No extension
	Joe Malone	Room 108 DIT Bolton Street	<a href="mailto:Joseph.malone@dit.ie">Joseph.malone@dit.ie</a>	(01)4023946
	Liam Sharkey	DIT Portland Row	<a href="mailto:Liam.sharkey@dit.ie">Liam.sharkey@dit.ie</a>	(01)4023541
	Anthony Collins	DIT Portland Row	<a href="mailto:Anthony.collins@dit.ie">Anthony.collins@dit.ie</a>	(01)4023551
	Peter Jones	DIT Portland Row	<a href="mailto:Peter.jones@dit.ie">Peter.jones@dit.ie</a>	(01)4023550
	Anna Macleod	DIT Portland Row	<a href="mailto:Anna.macleod@dit.ie">Anna.macleod@dit.ie</a>	(01)4023559
	John Mayock	DIT Portland Row	<a href="mailto:John.mayock@dit.ie">John.mayock@dit.ie</a>	(01)4023554
	Tom Raven	DIT Portland Row	<a href="mailto:Thomas.raven@dit.ie">Thomas.raven@dit.ie</a>	(01)4023542
	John Walsh	Room 223 DIT Mountjoy Square	<a href="mailto:John.x.walsh@dit.ie">John.x.walsh@dit.ie</a>	(01)4024261
Staff Safety Representative	TBC			

Please see [School Contacts](#) for a full Listing

### **EMERGENCY CONTACT NUMBERS**






Emergency Services	112/999 (You may need to dial “0” for an outside line)
Mater Hospital	(01) 803 2000
Dublin City Council	(01) 222 22 22
Garda Síochána Store Street	6668000
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


### **SCHOOL OF ART DESIGN & PRINTING CAMPUS CONTACT DETAILS**

Front Desk/ Reception	Porter on Duty	Portland Row (01)402 3555 Mountjoy Square (01)402 4100 Bolton Street (01)402 3607 Grangegorman TBC
Incident Controller	Porter on duty	Portland Row (01) 402 3555 Mountjoy Square (01) 4024100 Bolton Street (01)402 3607 Grangegorman TBC
Building Maintenance Manager (Portland Row, Mountjoy Square and Grangegorman)	Terry Maher	(01)402 4523/ (087) 1958120
Building Service Supervisor (Portland Row, Mountjoy Square and Grangegorman))	Derek Bowden	(01)402 4381/ (087) 9404632
Building Maintenance Manager	Richard Smith	(01)402 3646/ (086) 3831428

(Bolton Street)		
Building Service Supervisor (Bolton Street)	Joe O'Brien	(01)402 3793/ (086) 1953854
Occupational Health Officer	Orlaith Waters	(01)402 4317/ 087 9809131
Health and Safety Officer	Edel Niland	(01) 402 4192/086 3891080
Health Centre	Linenhall	(01)402 3614
	Aungier Street	(01)402 3051
Chaplain (Cathal Brugha St., Mountjoy Square and Portland Row)	Finbarr O'Leary	087 4169517
Chaplain (Bolton Street)	Alan Hilliard	(01)402 3639/ 0877477110
EAP Contact	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours/ 7 days a week/ 365 days a year)
Student Counsellor	Catherine Bolger Mountjoy Square Jennifer Hughes Bolton Street  or Gabby Lynch Counselling service Administrator	(01) 402 4120  (01)402 3680  (01)402 3352/ 086 0820542

**LIST OF PERSONS IDENTIFIED AS BEING RESPONSIBLE FOR HEALTH AND SAFETY TASKS**

<b>TASKS</b>	<b>RESPONSIBLE PERSON</b>	<b>SIGNATURE</b>
Coordinating and ensuring records are maintained for training and provision of Personal Protective Equipment	Kieran Corcoran	
Ensuring Safety Statement, risk assessments are carried out, updated and communicated	Kieran Corcoran	
Ensuring the upkeep of first-aid box and ordering first-aid supplies from Occupational Health Officer	Technicians: Liam Sharkey Anthony Collins Conor Heelan Noel Bright Sean Wearen Andrew Horan Vincent O'Leary	
Co-ordinating contractors activities and dealing with Buildings Office for Work Permits	Kieran Corcoran	
Updating the statutory registers and Safety Data Sheets	Kieran Corcoran	

Ensuring adequate personnel designated as evacuation marshals and first-aiders	Kieran Corcoran	
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## INTRODUCTION

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

The purpose of the statement is to specify the manner in which the safety, health and welfare of employees shall be secured and managed. The Act also places obligations on DIT in respect of third parties who attend at DIT to ensure they are not exposed to risks to their safety, health and welfare.

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

This Safety Statement has been prepared in compliance with the Act and provides details of the specific hazards relevant to the School of Art Design & Printing (this Function) and the controls that have been implemented to adequately safeguard the activities.

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

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

## SAFETY POLICY & OBJECTIVE FOR THE SCHOOL OF ART DESIGN & PRINTING

The School of Art Design & Printing will seek to 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’s, student, visitor or contractor/service provider’s or other campus user safety and health at risk is prevented
- A safe place of work is provided that is adequately designed and maintained
- A safe means of access and egress to all places of work is provided
- Safe plant and equipment are provided
- Safe systems of work are provided
- Risks to health from any article or substance are identified, amended and prevented
- Appropriate information, instruction, training and supervision are provided
- Where hazards cannot be eliminated suitable protective clothing and equipment are provided
- Emergency plans are prepared and revised
- Welfare facilities are provided and adequately maintained
- Competent personnel who can advise and assist in securing the safety, health and welfare of employees are employed when required

**Signed:**



**Date:** \_\_\_\_\_ *4<sup>th</sup> November 2013*

**Kieran Corcoran**, Head of School Art Design & Printing

## **SCOPE OF SAFETY STATEMENT**

The primary function of the School of Art, Design and Printing are the education, research and training (including fieldtrips and work placements) of students. This applies to various levels such as apprenticeship, undergraduate, postgraduate including all stakeholders. As of December 2012 the school has 58 staff (including part-time) and approximately 550 students and runs programmes at various levels over several disciplines. These activities are conducted in studios, workshops, classrooms, computer laboratories, staff offices and meeting rooms. Students are based on sites in Mountjoy Square, Portland Row, Bolton Street, Aungier Street and Cathal Brugha Street for the duration of their studies. Some students participate in industrial visits and work placements which are based in the premises of companies or other organisations.

## **HISTORY OF LOCATION**

Our staff offices and operations are located in the following areas:

40-45 Mountjoy Square is a five storey building, located on the north side of Dublin city. The building was originally designed as an office block and leased in 1986. Floor area is 6,645m<sup>2</sup> of which the School occupies part of the first and second floors and the mezzanine. The School Management team and the Department of Design are based here.

The Portland Row premises is a leased building, the main part is a Victorian Convent in which DIT occupies the ground floor. There is a four-storey extension to the rear and a newly built two-storey workshop. Floor area is 1,970m<sup>2</sup>. The Department of Fine Art is based here since 1993.

Bolton St is one of the main sites of DIT housing the College of Engineering and Built Environment. The Department of Printing is based here for the past 100 years.

## **SAFETY RESPONSIBILITIES**

In accordance with the DIT Framework Safety Statement, the Head of School of Art Design & Printing, Kieran Corcoran 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 the Safety Sub-committee are 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 contractors/service providers, campus users 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. Based on risk assessment, to arrange for the provision of adequate and appropriate personal protective equipment for employees
9. To ensure that all contractors/service providers carrying out work in the area operate under the Buildings Office Permit to Work system and to ensure that all contractors/service providers carry out any risk assessment required in respect of any work being undertaken.

### **All DIT Staff**

All employees/staff have a duty to take responsibility for their own safety, health & welfare and for that of students/ 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,
- (h) 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 best practice and 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 School of Art Design & Printing Safety Statement
- 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 concerns associated with new equipment/machinery is brought to the attention of the Head of School of Art Design & Printing, implemented, documented in the Health and Safety Statement and communicated effectively
- To ensure that they do not carry out repairs or servicing on plant/equipment/machinery unless they are trained to do so, it is isolated and they should ensure that any guards removed to carry out repairs are properly replaced
- To wear appropriate personal protective equipment where required
- To report to the Head of School of Art Design & Printing any person abusing facilities or equipment
- To select and appoint a Safety Representative
- To notify the Health & Safety Officer of any perceived shortcomings in the safety arrangements

### **Undergraduate/Postgraduate/Apprentice Students**

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 personal protective equipment (PPE) as necessary. (Students are required to provide their own PPE – safety shoes, glass, clothing, hearing protection etc.)
- Not access or use workshop/ studio facilities and equipment without the permission of their academic supervisor and where necessary the staff member in charge of these facilities
- Use equipment only if authorised and properly trained
- Report any incident, dangerous occurrence, defective equipment or potential safety hazard to the Head of School of Art Design & Printing
- To participate in any safety training programmes facilitated by the Health & 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 (these are 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
- Contractors should assess the work to be undertaken and conduct all appropriate risk assessments before undertaking a piece of work. These risk assessments should be recorded in writing;
- 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 School of Art Design & Printing 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 Front desk/Reception area and on request
- The DIT Framework Safety Statement is available on the safety website [www.dit.ie/safework](http://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 health and safety legislation, the DIT Framework Safety Statement and Codes of Practice will be subject to the relevant DIT 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 School of Art Design & Printing ensures that health and safety is an agenda item at all meetings and ensures that working groups are appointed to deal with specific health and safety items if required.

A nominee from the School of Art Design & Printing, Kieran Corcoan 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 College of Arts & Tourism Health and Safety Team has selected and appointed Safety Representatives. Details of current Safety Representatives may be found on the health and safety website ([www.dit.ie/safework](http://www.dit.ie/safework))

### **PROVISION OF INFORMATION**

Regarding Health and Safety, the school makes use of three inter-related methods: visible behaviour by managers and others, the written words (SOPs, Method Statements, Policies and Procedures and minutes of School Health and Safety meetings), and face to face discussion (RAPS, School Safety meetings and staff consultation).

**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](http://www.dit.ie/safework)
- Posters
- Emails
- Inductions are prepared and delivered by Occupational Health Officers where requested
- School secretaries have an email listing to communicate safety matters to staff members

## **HEALTH AND SAFETY RESOURCES**

The School of Art Design & Printing codes all budgetary spend on activities/spend pertaining to safety, health and welfare. Considerable resources are expended by the School of Art Design & Printing 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 with priority 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 in these circumstances may be 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 *Act* and associated regulations, thus all equipment, plant or substances will be risk assessed before they are acquired and/or brought into DIT.

## **INSPECTION PROCEDURES**

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

Where in the opinion of the Health & 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 to address the risk, the Head of School of Art Design & Printing 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:

<b>Item</b>	<b>Location</b>	<b>Test Frequency</b>	<b>Test Company Details</b>
<i>Portable power tools Potable Appliances Testing (PAT)</i>	<i>DIT Portland Row, Bolton Street and Mountjoy Square</i>	<i>Annually (Schedule to implement a testing programme)</i>	
<i>Forklift</i>	<i>DIT Portland Row</i>	<i>2 years</i>	<i>Contractor/ Service Provider</i>
<i>Gas Installations</i>	<i>DIT Portland Row</i>	<i>Annually</i>	<i>Contractor/ Service Provider</i>

## **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 School of Art Design & Printing includes:

**Mandatory Training:**

- Emergency Response Training (ERT)
- Manual Handling
- Emergency First-aid (1 day)
- Legal Update for Managers

**Specialist Training:**

- Gas Safety
- Evacuation Marshal
- Chemical handling/safety training
- Occupational First-aid (3 day)
- Abrasive wheel operation training

**EMERGENCY PLANNING AND RESPONSE**

**SERIOUS INCIDENT/EMERGENCY**

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

**REQUIRES FIRST-AID**

- Seek local first-aider – see contacts page
- Injured unwell staff/students:

Occupational Health Officer

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](http://www.dit.ie/safework))

**FIRE & EVACUATION**

**SCHOOL OF ART DESIGN & PRINTING 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 the School of Art Design & Printing staff in the event of an alarm activation

**Duties:**

**On hearing an alarm activation or other warning:**

- Instruct students and staff to leave locations; workshops, studios, class rooms, lecture theatre, meeting rooms, common areas, staff room, canteen, offices, and welfare facilities
- All students in classrooms should be led by lecturers/technicians
- All visitors should be escorted to safety by the person they are visiting
- Anyone in common areas or moving between areas, should immediately join the lines of people exiting
- Shut down equipment if safe to do so and time permits
- Close windows and doors to confine smoke/fire
- “Sweep search” the area (offices, classrooms, cloakrooms, sanitary facilities, storage areas, workshops, studios, class rooms, lecture theatre, meeting rooms, common areas, staff room, and canteen) 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, Portland Row: Summerhill**

**DIT, Bolton Street: Saviour’s Church, Dominic Street & Cineworld, Parnell Street**

**DIT, Mountjoy Square: Corner of Mountjoy Square and Mountjoy Place**

- All evacuation marshals/sweepers, Building Maintenance personnel, Head of School of Art Design & Printing, first-aiders should assemble at the assembly point(s) 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

**ASSEMBLY POINT(S)**

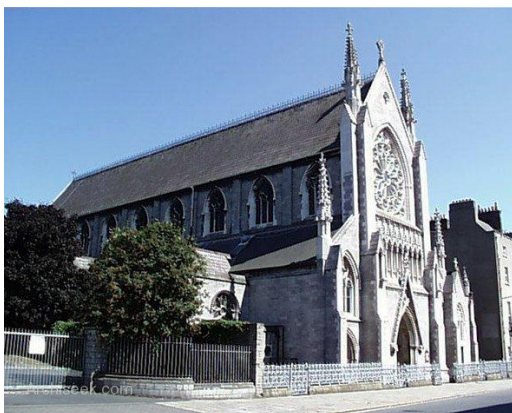
**The Assembly point for DIT, Portland Row**

- Summerhill



**The Assembly points for DIT, Bolton Street**

1. Saviour's Church, Dominic Street



## 2. Cineworld, Parnell Street



The Assembly point for DIT, Mountjoy Square

- Corner of Mountjoy Square and Mountjoy Place



## EVACUATION MARSHALS

Evacuation Marshals for the School of Art Design & Printing include:

Evacuation Marshals Department of Printing, DIT, Bolton Street	Evacuation Marshals Department of Fine Art, DIT, Portland Row	Evacuation Marshals Department of Design, DIT, Mountjoy Square
<ul style="list-style-type: none"><li>• Porter on duty</li><li>• Noel Fitzpatrick</li><li>• Kevin Byrne</li><li>• Vincent O'Leary</li><li>• Noel Bright</li><li>• Sean Wearan</li><li>• Conor Heelan</li><li>• Andrew Horan</li><li>• Joe Malone</li><li>• John Greene</li><li>• Louise Reddy</li></ul>	<ul style="list-style-type: none"><li>• Porter on duty</li><li>• Liam Sharkey</li><li>• Anthony Collins</li><li>• Anna Macleod</li><li>• Brian Fay</li><li>• Tony Carroll</li><li>• Anita Groener</li><li>• Joe Hanly</li><li>• Ronan McCrea</li><li>• Naomi Sex</li><li>• Peter Jones</li><li>• John Mayock</li></ul>	<ul style="list-style-type: none"><li>• Porter on duty</li><li>• Kieran Corcoran</li><li>• Barry Sheehan</li><li>• Noel Fitzpatrick</li><li>• Neville Knott</li><li>• Kerry Meakin</li><li>• Tom Kelly</li><li>• John Short</li><li>• Clare Bell</li><li>• Mary Ann Bolger</li><li>• Niamh Ann Kelly</li></ul>

<ul style="list-style-type: none"> <li>+ HPAL staff</li> </ul>	<ul style="list-style-type: none"> <li>Amy Walsh</li> <li>Anne Marie Walker</li> <li>Tom Raven</li> <li>+ HPAL staff</li> </ul>	<ul style="list-style-type: none"> <li>Ann Creavin</li> <li>Brenda Duggan</li> <li>Anita Heavey</li> <li>John Walsh</li> <li>Brenda Dermody</li> <li>Pat Muldowney</li> <li>Robert Tully</li> <li>Tom Grace</li> <li>Tim Stott</li> <li>Peter Dee</li> <li>+ HPAL staff</li> </ul>
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School of Art Design & Printing 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, offices, classrooms, cloakrooms, sanitary facilities, storage areas, workshops, studios, class rooms, lecture theatre, common areas, staff room, and canteen 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](#)

First-aiders in the School of Art Design & Printing include the following;

Noel Bright	DIT Bolton Street	<a href="mailto:Noel.bright@dit.ie">Noel.bright@dit.ie</a>	4023781
Vincent O’Leary	Room 108 DIT Bolton Street	<a href="mailto:Vincent.oleary@dit.ie">Vincent.oleary@dit.ie</a>	4023772
Sean Wearen	DIT Bolton Street	<a href="mailto:Sean.wearen@dit.ie">Sean.wearen@dit.ie</a>	No extension
Conor Heelan	DIT Bolton Street	<a href="mailto:Conor.heelan@dit.ie">Conor.heelan@dit.ie</a>	No extension
Andrew Horan	DIT Bolton Street	<a href="mailto:Andrew.horan@dit.ie">Andrew.horan@dit.ie</a>	No extension
Joe Malone	Room 108 DIT Bolton Street	<a href="mailto:Joseph.malone@dit.ie">Joseph.malone@dit.ie</a>	4023946
Liam Sharkey	DIT Portland Row	<a href="mailto:Liam.sharkey@dit.ie">Liam.sharkey@dit.ie</a>	4023541
Anthony Collins	DIT Portland Row	<a href="mailto:Anthony.collins@dit.ie">Anthony.collins@dit.ie</a>	4023551
Peter Jones	DIT Portland Row	<a href="mailto:Peter.jones@dit.ie">Peter.jones@dit.ie</a>	4023550
Anna Macleod	DIT Portland Row	<a href="mailto:Anna.macleod@dit.ie">Anna.macleod@dit.ie</a>	4023559
John Mayock	DIT Portland Row	<a href="mailto:John.mayock@dit.ie">John.mayock@dit.ie</a>	4023554
Tom Raven	DIT Portland Row	<a href="mailto:Thomas.raven@dit.ie">Thomas.raven@dit.ie</a>	4023542
John Walsh	Room 223 DIT Mountjoy Square	<a href="mailto:John.x.walsh@dit.ie">John.x.walsh@dit.ie</a>	4024261

First-aid kits are located in all workshops (Bolton Street and Portland Row), and at the Front desk/reception of DIT buildings.

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 Linenhall 01 4023614/ DIT Aungier street 01 4023051 or contact the Emergency Services on 0112 / 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 & 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/can print off from the website [www.dit.ie/safework](http://www.dit.ie/safework).

## **HAZARD REPORTING**

DIT recognises the part that its staff/students/visitors and contractors/service providers and campus users have to play a part 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 School of Art Design & Printing 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.



All PPE and safety equipment purchased by the School of Art Design & Printing must be of approved standards and comply with relevant EC Directives regarding design and manufacture. Defects shall be reported to Managers/Supervisors.

The various areas where PPE must be worn are outlined in the departmental risk assessments. This is further complemented with signage. PPE shall be provided and worn in designated areas and whilst carrying out specific tasks, based on the risk assessments.

All PPE must be appropriate for the risks involved without it leading to increased risk. It should be chosen based on assessment and in consultation with staff members. The PPE should be used only for the purpose specified and where it is necessary to wear simultaneously more than one item of PPE, they must be compatible with each other and continue to be effective against the risks involved. Staff should report immediately when the PPE is faulty or defective or if they have any medical condition that may affect the correct use of the PPE.

PPE should be of a type suitable for the conditions in the workplace and take account of the user's state of health. It is in principle intended for one's personal use only, however if it is necessary for an item of PPE to be worn or used by more than one person, measures should be taken to ensure that it does not create any health or hygiene problems for the users. The supply, issue and record of all PPE is the responsibility of Supervisors. Employees and students must be informed of all risks they are being protected from, instructed on the use of the PPE and given adequate information, training and demonstration in the wearing of such equipment and the level of protection afforded by its use. Every person provided with PPE must take reasonable care of such equipment and must make proper use of it where there is a foreseeable risk of injury and where they have been instructed to do so. They must also ensure that it is returned to storage subsequent to use. Supervision and monitoring are required to ensure PPE is used/worn.

Staff shall inform any person in the area including contractors/service providers, students and visitors of the statutory and local policies in place with regard to PPE.

**PPE required for the School Art Design & Printing includes:**

- Steel toe-capped boots
- Kevlar gloves
- Chemical safety glasses
- Hearing protection
- Protective work clothing (overalls)
- Face masks

## **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 & 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 School of Art Design & Printing 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 & 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
  - ✓ Adequate and suitable showers for employees if required by the nature of the work
  - ✓ 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: a staff room and canteen facilities in DIT Bolton Street and Mountjoy Square. A communal room (available to staff and students) includes facilities for boiling waters and taking meals in DIT Portland Row
  - ✓ 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.
  - Drinking water is available to all staff via water dispensers throughout DIT campuses

## **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 & 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](#).

### **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 & 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 & Safety Office

### **LONE AND OUT OF HOURS ACCESS**

No lone working takes place in the School of Art Design & Printing.

There is currently no building in the School of Art Design & Printing with out of hours access.

### **WORK PLACEMENT**

Students on BA Visual Merchandising and Display and BA Print and Digital Media Technology Management go on student placement.

Work placement fact sheets are available to the School (host employers/organisations, DIT students and DIT Mentors) from the Health and Safety Office. The Health and Safety Office provide Pre Placement Safety Inductions and eLearning programme on request from the School.

### **TRIPS/TRAVEL**

Students are occasionally taken on trips, for example visit a museum/ buildings/ art structures. School staff are required to complete a risk assessment for trips and travel proposals prior to the event. Risk assessments must be submitted to Kieran Corcoran and the Occupational Health Officer for review prior to the trip.

Risk assessments are completed for trips and travel proposals and they are kept on file by the School administrator.

### **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 & 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 & 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**

Staff and students 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**

DIT'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 School of Art Design & Printing 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 School of Art Design & Printing 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 School of Art Design & Printing 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 Framework Safety Statement outlines the generic hazards, which have been identified and the control measures that are in place.

**It is incumbent on those responsible for managing their areas of work, at all levels, not merely to observe the arrangements described in the Framework Safety Statement, but to assess their applicability within their area of authority and where necessary to refine and extend them to deal with particular local situations. The management of the 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.
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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:

<b>Elimination</b>	Where the risk is removed
<b>Substitution</b>	Where the risk is exchanged for one of lesser classification
<b>Isolation</b>	Where the risk is contained (e.g. Enclosures, guards etc.)
<b>Engineering</b>	Where common systems are used to protect all exposed to risk (e.g. Fire alarms, ventilation systems etc.)
<b>Personal Protection</b>	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.
<b>Procedure</b>	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 School of Art Design & Printing**

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	<b>Fire Emergency Response &amp; Evacuation</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Staff unfamiliar with evacuation procedure</li> <li>• Lack of evacuation drills</li> <li>• Use of naked flames</li> <li>• Improper storage of flammable or combustible materials</li> <li>• Smoking in undesignated areas</li> <li>• Faulty electrics</li> <li>• Inadequate emergency equipment</li> <li>• Misuse of equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained in Emergency Response Training (ERT)</li> <li>• Sufficient firefighting equipment available (break glass units, extinguishers, fire blanket)</li> <li>• Firefighting equipment and detection systems maintained and tested</li> <li>• Fire and evacuation signage in place</li> <li>• Emergency and first-aid procedures posted</li> <li>• Good housekeeping standards maintained</li> <li>• Waste removed regularly</li> <li>• Evacuation procedure practiced each semester</li> <li>• Assembly point known to occupants</li> <li>• Several means of escape present and known to</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Ensure compliance with ERT and evacuation procedure</li> <li>• Ensure clear access to firefighting equipment</li> <li>• Ensure escape routes and emergency exits are kept clear and unobstructed</li> <li>• Ensure staff participation in the</li> </ul>	<b>With current controls: M</b>  <b>With Actions applied: L</b>	<b>DIT Buildings Office, Head of School, all staff and students</b>  <b>All staff</b>  <b>Head of School and all staff</b>	<b>On going</b>

			<p>occupants</p> <ul style="list-style-type: none"> <li>• Occupants escort visitors out</li> <li>• Emergency exits are clearly marked and free from obstructions</li> <li>• Emergency lighting in place</li> <li>• Staff members act as evacuation marshals</li> <li>• No smoking policy in place</li> <li>• Proper storage of flammable liquids and gas cylinders</li> <li>• Scheduled maintenance of buildings services (heating, electricity, ventilation etc.)</li> <li>• Hot work permit system in place</li> <li>• Compliance with building regulations</li> <li>• Site specific Emergency Manual available on the website <a href="http://www.dit.ie/safework">www.dit.ie/safework</a></li> </ul>	<p>role of evacuation marshal</p> <ul style="list-style-type: none"> <li>• Induction to be provided to staff and students for the transition to Grangegorman site</li> <li>• Announce the position of emergency exits and Assembly Point(s) at the commencement of meeting/seminar with visitors, and classes/ lectures with students</li> <li>• Familiarise yourself with the layout and location of exits, assembly point, firefighting equipment in DIT Grangegorman (Sep 2014)</li> </ul>		<b>All staff and students</b>	
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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	<b>Manual Handling</b> <ul style="list-style-type: none"> <li>Moving or lifting material in workshops/studios, woodwork, models/sculptures, raw material (wood/metal)</li> <li>Office supplies/exam scripts</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/Service providers</li> </ul>	<ul style="list-style-type: none"> <li>Manual Handling-related injuries, e.g. back injury</li> <li>Slips, trips, falls</li> </ul>	<ul style="list-style-type: none"> <li>All staff compliant with and adhere to mandatory manual handling training</li> <li>Students working in studios and workshops are supervised at all times by staff</li> <li>Mechanical aids in use where possible e.g. trolleys</li> <li>Tasks are organised to ensure handling is carried out between waist and shoulder height</li> <li>Heavy or large/unwieldy loads are broken down into more manageable weights or are lifted by 2 people (implement team lifting)</li> <li>Work is planned to prevent handling over long distances or frequent repetition</li> <li>Manual handling risk assessments available to all staff, contact local Occupational Health Officer</li> <li>Wear PPE where required: safety shoes etc.</li> <li>Good housekeeping maintained</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Refresher training to be carried out where necessary</li> <li>Provide information and training to students on safe manual handling techniques (eLearning programme, safety video library and toolbox talk available on request)</li> <li>Head of School must correct any staff member who may be lifting loads improperly</li> <li>Matrix of staff members who require training to be compiled</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<b>Head of School, all staff and students</b>          <b>Head of School</b>	On going



<ul style="list-style-type: none"> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>		<ul style="list-style-type: none"> <li>• Suitable environment: workplace is organised to ensure adequate room to prevent bending, twisting, and/or unstable posture</li> <li>• Adequate lighting maintained</li> <li>• Report issues to Line manager</li> <li>• Items not stored above shoulder height</li> <li>• Passenger lift available in DIT buildings</li> <li>• Ensure shelving is safe and fit for use (visual check carried out)</li> <li>• Avoid overloading shelves</li> <li>• Deliveries – to the goods inwards area of DIT buildings/ or to the Front desk/ receptions area</li> <li>• Forklift available in DIT Portland Row for moving loads (operated by trained staff member only)</li> <li>• Forklift is maintained and inspected regularly</li> <li>• Students are instructed by School staff how to handle loads safety</li> <li>• Seek assistance from the Buildings Office staff if required</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure racking/ shelving is maintained and checked for stability</li> <li>• Heavy or large/unwieldy loads are broken down into more manageable weights or are lifted by 2 people</li> <li>• Work is planned to avoid long distances, repetition, twisting, bending and/or unstable posture</li> <li>• Place heavier items on shelving at mid-rift level and lightweight items at higher levels</li> <li>• Use steps to access shelving</li> <li>• Designated contractors to be utilised for the move of office equipment</li> </ul>		<p><b>Head of School and all staff</b></p>	
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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			
003	<b>Work Equipment, Machinery &amp; Tools</b> <ul style="list-style-type: none"> <li>Bandsaw, handheld electric power tools, angle grinder, saw, hand sander, metal cutting chop saw</li> </ul>	<ul style="list-style-type: none"> <li>Noise</li> <li>Vibration</li> <li>Entanglement/ crushing</li> <li>Electrics</li> <li>Fumes/ dust</li> <li>Contact with moving parts</li> <li>Fire</li> <li>See specific equipment risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>Guards on all equipment (where required)</li> <li>SOP; for use and maintenance of all equipment</li> <li>Training programme provided to students in the safe use of equipment</li> <li>SOP's followed when using equipment</li> <li>Service and maintenance</li> <li>Signage – PPE/ hearing protection/ safety glasses</li> <li>Supervision</li> <li>Daily checks of equipment guards before use</li> <li>Report defects to line manager</li> <li>Emergency stop buttons located in workshops</li> <li>Wear PPE where required: safety shoes, glasses, hearing protection etc.</li> <li>Follow manufacturer's</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Implement a preventative maintenance schedule for all equipment:</li> <li>Complete Standard Operating Procedure (SOP) for each piece of equipment in workshops and studios</li> </ul>	<b>With current controls: M</b>  <b>With Actions applied: L</b>	<b>Head of School, all staff and students</b>  <b>Head of School</b>	<b>On going</b>  <b>September 2014</b>

	women people with disabilities		<p>instructions</p> <ul style="list-style-type: none"> <li>• Shut down after use and end of day</li> <li>• CE mark</li> <li>• Damaged equipment marked and taken out of service</li> <li>• Safety-critical repairs carried out by competent person</li> <li>• Ensure loose clothing is removed prior to commencing work. And clothing is not near moving parts of equipment. Tie long hair back.</li> </ul>				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated /Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
004	<b>Manually Operated Hand Tools</b> <ul style="list-style-type: none"> <li>Pliers</li> <li>Screwdrivers</li> <li>Hammers</li> <li>Hand-saws</li> <li>Scalpels</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Sensitive risk groups:</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Cuts and lacerations</li> <li>Blunt trauma/impact</li> <li>Eye injuries</li> </ul>	<ul style="list-style-type: none"> <li>Hand tools kept clean, sharp and in good condition</li> <li>Hand tools visually checked before each use</li> <li>Defects reported and faulty tools taken out of use</li> <li>First-aid kit provided</li> <li>Mandatory training for staff in one day Emergency First-Aid course</li> <li>Information and training provided in safe use of hand tools</li> <li>Inspection and maintenance programme for hand tools</li> <li>Supervision of students by staff</li> <li>Adequate lighting to ensure good visibility for work tasks</li> <li>PPE provided and worn as required</li> <li>Edges of sharp hand tools protected/sheathed when not in use and when being carried</li> <li>Hand tools stored safely when not in use</li> <li>Safety tool box talk available from the Health &amp; Safety Office on request</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	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			
005	<b>Power Tools</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Burns</li> <li>• Entanglement</li> <li>• Eye injuries</li> <li>• Cuts</li> <li>• Amputation</li> <li>• Trauma from ejected materials/flying particles</li> <li>• Vibration</li> <li>• Noise</li> <li>• Contact with moving parts</li> <li>• See specific equipment risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>• All dangerous parts of equipment suitably and adequately guarded</li> <li>• Power tools used and maintained in accordance with manufacturer's instructions</li> <li>• Operators manual available</li> <li>• SOP/ operators manual followed when using equipment</li> <li>• Equipment is CE marked and comes with CE certificate of conformity</li> <li>• Power tools visually checked before each use</li> <li>• Defects reported to line manager/ School staff and faulty/damaged tools taken out of use</li> <li>• Safety guards provided and used</li> <li>• First-aid kit provided</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Implement a preventative maintenance schedule. Portable Appliance Testing (PAT testing) of portable electrical appliances subject to wear and tear</li> <li>• Complete Standard Operating Procedure (SOP) for each piece of equipment</li> </ul>	With current controls: <b>M</b>	Head of School, all staff and students	On going
					With Actions applied: <b>L</b>	Head of School	September 2014

			<ul style="list-style-type: none"> <li>• Mandatory training for staff in one day Emergency First-Aid course</li> <li>• Information and training provided in safe use of power tools</li> <li>• Inspection and maintenance programme for power tools</li> <li>• Supervision of students by staff</li> <li>• Adequate lighting to ensure good visibility for work tasks</li> <li>• PPE provided and worn as required</li> <li>• Vice/clamps provided and used as required to secure work pieces</li> <li>• loose or dangling clothing/personal effects when operating power tools with moving/rotating parts</li> <li>• Isolate power before making adjustments or changing accessories</li> <li>• Mandatory safety signage in place: PPE/hearing protection/safety glasses</li> <li>• Ensure no Power tools</li> </ul>				
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			<p>greater than 110 volts are not used in external or damp locations</p> <ul style="list-style-type: none"><li>• Daily checks of equipment guards before use</li><li>• Emergency stops buttons located in workshops</li><li>• Shut down after use and end of day</li><li>• Students are not permitted to use power tools unsupervised</li></ul>				
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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			
006	<b>Noise</b> <ul style="list-style-type: none"> <li>Power tools</li> <li>Bandsaw</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Hearing loss / damage</li> <li>Disruption/ distraction</li> <li>Interference with communications and warning signals</li> <li>Fatigue</li> <li>Tinnitus</li> </ul>	<ul style="list-style-type: none"> <li>Assessment of noise levels carried out</li> <li>Health surveillance provided to relevant staff</li> <li>Provision of hearing protection</li> <li>Supervision to ensure wearing of hearing protection</li> <li>Information and training with regard to noise and use of hearing protection</li> <li>Signs in place re: noise levels and use of hearing protection</li> <li>Wear PPE: hearing protections</li> <li>Engineering controls</li> <li>Follow manufacturer's instructions when using equipment</li> <li>Refer to detailed risk assessment completed by OHSS available from Head of School and Health &amp; Safety Office</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Introduce engineering and administrative controls to control noise or reduce exposure e.g. enclose the source of noise, minimise time spent in noisy areas, job rotation etc.</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<b>Head of School, all staff and students</b>  <b>Head of School</b>	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			
007	<b>Structural:</b>  Floors Walls Ceilings Doors Fixtures and fittings <ul style="list-style-type: none"> <li>Shelving</li> <li>Furniture</li> <li>Partitions</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with</li> </ul>	<ul style="list-style-type: none"> <li>Personal Injury</li> <li>Slips, Trips and Falls</li> <li>Collapse</li> <li>Trapping</li> </ul>	<ul style="list-style-type: none"> <li>Building and associated fixtures and fittings appear to be stable and structurally sound</li> <li>Defects and hazards are reported to the Building Maintenance Manager or through online hazard reporting</li> <li>Opening / closing safely</li> <li>Vision panel in place</li> </ul>	<ul style="list-style-type: none"> <li>Contact Buildings Office if problems arise</li> <li>Ensure where vision panels on fitted on doors they are not obstructed</li> <li>Maintenance and inspection programme to be implemented</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<b>Head of School and all staff</b>  <b>All staff and students</b>  <b>Buildings Office</b>	<b>As necessary</b>  <b>On going</b>

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	<b>Slips, Trips &amp; Falls</b> <ul style="list-style-type: none"> <li>Flooring: tiles, carpet/concrete</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Slips, trips and falls</li> <li>Uneven surfaces</li> <li>Wet floor conditions</li> <li>Raised obstacles</li> </ul>	<ul style="list-style-type: none"> <li>Buildings Office to ensure upkeep and ensure floors are maintained</li> <li>All routes kept clear and unobstructed</li> <li>SOP for cleaning – floors generally cleaned early morning when most personnel are off site</li> <li>Use of warning signage where appropriate</li> <li>Report hazards</li> <li>Good cable management</li> <li>Pedestrian routes marked where required</li> <li>Changes in floor levels identified and marked</li> <li>Door mats provided at entrance (main entrance)</li> <li>SOP for slippages (see Noonan risk assessments)</li> <li>Safety foot wear wore where required (i.e. workshops)</li> <li>Hand-rail on steps/stairs</li> <li>Stair nosing fitted with anti-slip finish</li> <li>Adequate lighting</li> <li>Good housekeeping maintained</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>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.</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<b>All staff and students</b>  <b>DIT Buildings Office</b>	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	<p><b>Access and Egress</b></p> <p>Opening Times: Opening times are on the <a href="#">DIT website</a></p> <p><b>Who is harmed:</b></p> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Security threats</li> <li>• Threats from public</li> <li>• Violence / Assault</li> <li>• Unwanted visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Front desk/Reception is manned at all times by a Porter</li> <li>• Sign in key system in place</li> <li>• Security camera in common areas</li> <li>• Suspicious activity reported to porters</li> <li>• Rooms, studios and workshops locked when not in use</li> <li>• Students and staff have DIT I.D. card</li> <li>• Vision panels on doors</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Report suspicious activity to porters</li> <li>• Secure personal property</li> <li>• Ensure vision panels on doors are not obscured</li> <li>• Carry out spot-checks of student I.D. cards</li> </ul>	<p><b>With current controls:</b> <b>L</b></p> <p><b>With Actions applied:</b> <b>L</b></p>	<p><b>Building Office</b></p> <p><b>All staff and students</b></p> <p><b>Porter on duty</b></p>	<b>On going</b>

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	<b>Office Equipment</b> <ul style="list-style-type: none"> <li>Desktop PCs</li> <li>Photocopiers</li> <li>Printers</li> <li>Shredders</li> <li>Guillotines</li> <li>Filing Cabinets</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Personal injury due to:</li> <li>Chemical contact when changing toner</li> <li>Burns from clearing jams</li> <li>Electrical shock/contact with live parts</li> <li>Entanglement in moving parts</li> <li>Incorrect disposal</li> <li>Lack of information / training</li> </ul>	<ul style="list-style-type: none"> <li>Gloves worn when changing cartridges/toner and wash hands after use</li> <li>Power turned off before clearing jams or making adjustments to office equipment</li> <li>Manufacturer's instructions followed</li> <li>PCs supported and maintained by DIT Information Services</li> <li>Correct disposal of waste cartridges</li> <li>Ensure no loose or dangling clothing/personal effects when operating equipment with moving/rotating parts e.g. shredder</li> <li>Do not overload electrical sockets</li> <li>Guard in place on guillotine</li> <li>Filing cabinets fitted with anti-tilt mechanism</li> <li>Label defective equipment and report to line manager</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Staff to be provided with training in safe operation and daily routine maintenance of the equipment by Service Engineers</li> <li>Where refurbishment is being carried out, consideration should be given to the types of chairs provided for the task, foot rests, lighting/noise levels in the area, the types of screens/monitors provided, temperature/humidity levels in the</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<b>All staff and students</b>  <b>Head of School and all staff</b>  <b>Head of School</b>	On going

				<p>area, access and egress and general space requirements</p> <ul style="list-style-type: none"><li>• All chairs to be checked annually by a designated person. Defective to be removed and labelled until repair/disposal</li></ul>			
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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			
011	<b>Office / Workstation Ergonomics</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• MSD's</li> <li>• Upper limb disorders</li> <li>• Poor posture</li> <li>• Back problems</li> <li>• Fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• Online eLearning programme available</li> <li>• Workstation risk assessments and information and training available from the Health &amp; Safety Office on request</li> <li>• Contact DIT Health and Safety Office if risk assessments are required</li> <li>• Eye tests available for staff at the DIT National Optometry Centre (NOC)</li> <li>• Adjustable chairs</li> <li>• Window blinds in place</li> <li>• Adequate space</li> <li>• Adequate storage</li> <li>• Good housekeeping</li> <li>• Good cable management</li> <li>• Adequate building services (heating, lighting ventilation)</li> <li>• Follow manufacturer's instructions for use of equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Contact DIT Health and Safety Office for assessment of individual workstations</li> <li>• Contact NOC for eye test</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	All staff	<b>On going</b>  <b>As necessary</b>

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	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			
013	<b>Vehicles/ deliveries on site</b> <ul style="list-style-type: none"> <li>Delivery vehicles and forklift truck operations</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Injury to person/ struck by vehicle</li> <li>Poor access and egress</li> <li>Slip, trip, fall</li> </ul>	<ul style="list-style-type: none"> <li>Deliveries to be coordinated with suppliers</li> <li>Vehicles are parked to prevent movement during loading/unloading</li> <li>Obey Speed limit</li> <li>Designated area for loading and unloading goods – good inwards area</li> <li>Car park is authorised access only</li> <li>Physicals barrier in place in Bolton Street, Mountjoy Square and Portland Row. Barriers and gates controlled by porter on duty</li> <li>CCTV in place in car park(s)</li> <li>Safe access and egress maintained</li> <li>Car park spaces marked out clearly</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Care with vehicle collision in the event of evacuation from DIT buildings</li> <li>A marshal must be appointed to supervise evacuations and wear a high visibility jacket when directing people</li> <li>Extra vigilance required when</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<b>DIT Buildings Office, all staff (Technician trained in the use of the forklift) and students</b>  <b>All staff and students</b>  <b>Head of School and all staff</b>  <b>All staff and</b>	<b>On going</b>  <b>As necessary</b>



			<ul style="list-style-type: none"> <li>• Adequate lighting</li> <li>• Hi-Vis clothing worn</li> <li>• Walk way for pedestrians</li> <li>• Defects reported to DIT Buildings Office</li> <li>• Forklift: only trained staff member authorized to operate forklift</li> <li>• Car park surface and other external areas are checked and maintained by Buildings Office</li> <li>• Buildings Office: SOP Snow and Ice Clearance</li> <li>• Grangeegorman: Construction traffic use a designated entrance. Designated pedestrian entrance</li> <li>• Hoarding separating construction site and DIT pedestrian/ vehicle entrance</li> <li>• Adequate lighting provided</li> <li>• Vehicle reversing is avoided where possible</li> <li>• Refuse skips are located away from overhead electrical power lines</li> <li>• Forklift truck fitted with lights, flashing beacon,</li> </ul>	<p>crossing roads</p> <ul style="list-style-type: none"> <li>• Garda assistance to be sought if traffic calming measures are required in the event of an emergency evacuation</li> </ul>		<b>students</b>	
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			<p>reversing signal and seat belt</p> <ul style="list-style-type: none"><li>• Forklift truck operated by trained staff only</li><li>• Forklift driver wears hi-vis vest</li><li>• Warning signage in place re: forklift truck operations</li><li>• Forklift truck is operated within the workshop for short duration only</li><li>• Forklift truck is secured and keys removed when not in use</li><li>• Adequate ventilation during forklift operations indoors</li><li>• Forklift training provided to staff</li><li>• Loads are adequately secured for safe transportation</li></ul>				
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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			
014	<b>Hot Surfaces / Liquids / Solids</b> <ul style="list-style-type: none"> <li>Catering appliances in staff common room or canteen kettle/ toaster/ microwave/ burco boiler</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Contact burns</li> <li>Scalds</li> <li>Spillage</li> </ul>	<ul style="list-style-type: none"> <li>Training of Noonan cleaners</li> <li>PPE available</li> <li>Warning signage – hot surface</li> <li>Spill kit – cloths available</li> <li>Safe storage for material and equipment</li> <li>Heat shielding of hot surfaces</li> <li>Equipment well maintained</li> <li>Use of lids/covers to prevent spillages</li> <li>Procedure for dealing with spillages (see Noonan risk assessment)</li> <li>It is DIT Policy that use of domestic appliances by students or staff in classrooms and offices is prohibited</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Report defects to Buildings Office</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>All staff, students and Noonan Cleaners</b>	<b>Ongoing</b>  <b>As necessary</b>

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	Pressure Systems Examples	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	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			
017	<b>Vibration</b> <ul style="list-style-type: none"> <li>Power tools</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Vibration white finger</li> <li>Hand arm and /or whole body vibration</li> <li>Carpel tunnel syndrome</li> <li>Tingling numbness</li> <li>Motion sickness</li> <li>Loss of strength</li> <li>Pain weakness in hands</li> </ul>	<ul style="list-style-type: none"> <li>Instruction training and supervision of staff and students</li> <li>Compliance with statutory regulations</li> <li>Service and maintenance of equipment and hand tools</li> <li>SOP on use and handling of equipment</li> <li>Report defects to line manager</li> <li>Time of use kept to a minimum</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	Head of School, 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			
018	<b>Services: Heating</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Environment too hot or cold</li> <li>• Electrical hazards</li> <li>• Misuse of portable heaters</li> <li>• Leaks</li> <li>• Fire</li> <li>• Burns</li> <li>• Carbon monoxide poisoning</li> </ul>	<ul style="list-style-type: none"> <li>• Heating in working order</li> <li>• Room users can adjust heating levels</li> <li>• Electricians appear to be up to standard/or not</li> <li>• Cables neatly positioned</li> <li>• Contact Buildings Office if problems or defects arise</li> <li>• Service and maintenance by competent person</li> <li>• Combustible material kept away from heat source</li> <li>• Heat source kept clear and free from obstruction</li> <li>• Environmental monitoring from the Health &amp; Safety Office on request</li> <li>• Adequate ventilation</li> <li>• Fire detection systems in place</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Contact Buildings Office if problems or defects arise</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>DIT Buildings Office</b>  <b>Head of School and all staff</b>	<b>On going</b>

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	<b>Lighting</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Inadequate lighting</li> <li>• Glare</li> <li>• Slips, trips , falls</li> </ul>	<ul style="list-style-type: none"> <li>• Light switches easily accessible (height)</li> <li>• Adequate lighting level for nature of work</li> <li>• Report defects</li> <li>• Protective coverings</li> <li>• Environmental monitoring from the Health &amp; Safety Office on request</li> <li>• Service and maintenance by competent person</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Contact Buildings Office if problems or defects arise</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<b>Buildings Office</b>  <b>All staff and students</b>	<b>On going</b>

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	<b>Ventilation and Temperature</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Environment too hot or cold</li> <li>• Inadequate ventilation</li> <li>• Falls from heights from windows</li> </ul>	<ul style="list-style-type: none"> <li>• Openable windows available for intake of fresh air</li> <li>• Blinds in place and in working order</li> <li>• Suitable equipment/ devices available for the opening and closing of high level windows</li> <li>• Report defects</li> <li>• Service and maintenance of ventilation system by competent person</li> <li>• Office temperature of at least 17.5 degrees (after one hour of work)</li> <li>• Environmental monitoring from the Health &amp; Safety Office on request</li> <li>• Ventilation filter units are cleaned as part of general maintenance in accordance with the manufacturer's instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Contact Buildings Office if problems or defects arise</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>Buildings Office and all staff</b>  <b>All staff</b>	<b>On going</b>





			<ul style="list-style-type: none"> <li>• Good housekeeping maintained</li> <li>• Suitable fire extinguishers provided</li> <li>• Switch off equipment before cleaning or making adjustments</li> <li>• Testing, certifying and repairs are carried out in accordance with appropriate E.T.C.I. standards</li> <li>• Enclosures/covers are in place to prevent contact with live electrical equipment/parts</li> <li>• Damaged extension leads are repaired or removed from use</li> <li>• Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations</li> <li>• Work on live electrical equipment is avoided where reasonably practicable</li> <li>• All circuits supplying</li> </ul>				
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			<p>socket outlets are protected by an Residual Current Devices (RCD)</p> <ul style="list-style-type: none"><li>• Operation of the RCD is tested regularly in accordance with the manufacturer's instructions</li><li>• Electrical equipment and fittings are suitable for the work environment</li><li>• Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person</li></ul>				
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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			
022	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			
023	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			
024	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			
025	<b>Construction / Maintenance Work</b>  <b>Example:</b> <ul style="list-style-type: none"> <li>Noonan Cleaners</li> <li>Building contractors</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Unfamiliar with DIT buildings and safety procedures</li> <li>Injury to contractors, staff, students, members of the public</li> <li>DIT Grangegorman – live construction site until 2017</li> </ul>	<ul style="list-style-type: none"> <li>Buildings Office control all contractors</li> <li>Permit to work system for hot works, work at height, confined spaces</li> <li>Front desk/Reception is manned at all times by a Porter</li> <li>Warning signage (if required)</li> <li>Compliance with DIT code of practice for contractors</li> <li>eLearning programme in place for contractors</li> <li>DIT Contractor safety badge</li> <li>Risk assessment and method statements completed and submitted to the Buildings Office</li> <li>Good housekeeping maintained</li> <li>Areas of works cordoned off as required</li> <li>See GDA method statements</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Grangegorman: Hoarding separating construction site and DIT – abide hoarding rules</li> <li>DIT students and staff not permitted on construction site grounds</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>Head of School conjunction with Building Maintenance Manager</b>  <b>DIT staff and students</b>	<b>Ongoing</b>

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	<b>Work Activities / Processes</b> <ul style="list-style-type: none"> <li>Office work: use of computer, filing etc.</li> <li>Class based activities: teaching students, use of computer/workshop equipment</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> </ul>	<ul style="list-style-type: none"> <li>Slip, fall, trip</li> <li>Injury to body part</li> <li>Laceration</li> <li>Electrocution</li> <li>See specific equipment risk assessments:                             <ul style="list-style-type: none"> <li>004 Manually Operated Hand Tools</li> <li>005 Power Tools</li> <li>010 Office Equipment</li> <li>011 Office / Workstation Ergonomics</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Students trained in the risks involved with using hand tools, electric equipment etc.</li> <li>Students are supervised when working (carrying out activities) in workshops and studios</li> <li>Safety model in student courses: Includes information and training of all equipment used</li> <li>Students only use high risk workshops equipment under direct supervision</li> <li>Wear PPE as required; safety shoes, gloves, glasses, face mask and hearing protection</li> <li>Mandatory signage in place e.g. PPE</li> <li>Defects reported to line manager</li> <li>Maintenance &amp; servicing of all equipment (records maintained)</li> <li>Calibration and certification</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	Head of School, all staff and students	On going

	<ul style="list-style-type: none"> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>		<ul style="list-style-type: none"> <li>• Equipment CE marked</li> <li>• Training records maintained</li> <li>• Appropriate ventilation</li> <li>• Safe systems of work: SOP for all equipment</li> <li>• Good housekeeping standards maintained - material stored in suitably location etc.</li> <li>• Ensure loose clothing is removed prior to commencing work. And clothing is not near moving parts of equipment. Tie long hair back.</li> </ul>				
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
027	<b>Housekeeping</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Slips, trips and falls</li> <li>• Increased fire load</li> <li>• Falling objects</li> <li>• Collisions</li> </ul>	<ul style="list-style-type: none"> <li>• Fire load kept to a minimum</li> <li>• All escape routes and emergency exits kept clear and unobstructed</li> <li>• Wet floor signs where required</li> <li>• Spillages cleaned immediately (see Noonan risk assessments)</li> <li>• Adequate lighting</li> <li>• Adequate waste disposal</li> <li>• Designated storage/ Lockers available for storage of personal belongings</li> <li>• Refuse and recycling bins are provided in offices, class rooms, studios and workshops</li> <li>• Waste removed on a regular bases</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	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			
028	<b>Cleaning</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of cleanliness or hygiene</li> <li>• Manual handling injury</li> <li>• Exposure to hazardous substances</li> <li>• Spillages: slips, trips and falls</li> <li>• Lack of/inappropriate PPE</li> </ul>	<ul style="list-style-type: none"> <li>• Daily cleaning schedule</li> <li>• Signage (e.g. wet floor signs) available and used</li> <li>• Proper storage of cleaning equipment and cleaning substances</li> <li>• Proper labeling of cleaning agents</li> <li>• Use of appropriate cleaning equipment</li> <li>• Report defects and hazards</li> <li>• Information and training for cleaning staff</li> <li>• SOPs in place for cleaning</li> <li>• PPE for cleaning staff</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	Cleaning staff, general operatives and Noonan contractors	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	<b>Waste Disposal &amp; Removal</b> <ul style="list-style-type: none"> <li>Hazardous waste: chemicals/ flammable liquids/ paints/ workshop waste (metal/ wood)</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> </ul>	<ul style="list-style-type: none"> <li>Waste accumulation</li> <li>Fire</li> <li>Sharps injuries</li> <li>Exposure to bodily fluids</li> <li>Manual handling injury</li> <li>Exposure to hazardous substances</li> <li>Spillages: slips, trips and falls</li> <li>Lack of/inappropriate PPE</li> </ul>	<ul style="list-style-type: none"> <li>Shredding facility present</li> <li>General waste bins and recycling bins present</li> <li>Segregate waste as appropriate and dispose of waste in appropriately in bins provided</li> <li>Waste removed on a regular bases by waste contractors/ Building Office</li> <li>Sharps bin present</li> <li>Clinical waste arrangements</li> <li>PPE worn/used by persons removing./ handling waste</li> <li>Instruction and training given to operators</li> <li>SOP for storage and removal of waste</li> <li>Labelling of waste where necessary</li> <li>If required: log kept of waste</li> <li>Designate waste storage</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<p><b>With current controls: L</b></p> <p><b>With Actions applied: L</b></p>	<b>Head of School and all staff, Noonan cleaning, waste removal contractors</b>	<b>On going</b>

	<ul style="list-style-type: none"> <li>• people with disabilities</li> </ul>		<p>area present</p> <ul style="list-style-type: none"> <li>• Equipment for transport of waste e.g. trolleys</li> <li>• Manual handling training completed and implemented</li> <li>• Keep waste away from sources of ignition e.g. heaters, electrical appliances</li> <li>• See Chemical waste (from workshops)</li> <li>• See Noonan and waste removal contractors SOP &amp; risk assessment</li> <li>• BOC contacted to remove gas cylinders</li> </ul>				
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OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
030	<b>Signage and Documentation</b> <ul style="list-style-type: none"> <li>Corridor and classroom signage provided by buildings office</li> <li>PPE signage in workshops</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Lack of knowledge regarding safety procedures</li> <li>Requirement to wear PPE</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Exit signage in place</li> <li>Emergency first-aid Procedures in place</li> <li>Evacuation plan posted throughout</li> <li>List of trained first-aiders posted</li> <li>Safety Notice points posted throughout</li> <li>Fire Action Notice Point posted throughout</li> <li>No Smoking signage in place</li> <li>PPE signage in place: Hearing protection, safety glasses etc.</li> <li>Emergency contact numbers</li> <li>Refuge point signage</li> <li>Particular signage: Gas storage, flammable material, PPE (hearing protection and safety glasses)</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Observe signage</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>Head of School and Building Office</b>  <b>All staff and students</b>	<b>On going</b>

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	<b>Incidents</b>  <b>Hazard Reporting</b>  <b>First-aid</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of first-aid supplies</li> <li>• Lack of trained first-aiders</li> <li>• Lack of knowledge of procedure in the event of an incident</li> <li>• No reporting of incident(s)</li> <li>• No reporting of hazards</li> </ul>	<ul style="list-style-type: none"> <li>• First-aid kits available at the Front desk and in each workshops</li> <li>• Incident report book available</li> <li>• All incidents to be reported immediately and an incident report form completed</li> <li>• Additional supplies available from Health &amp; Safety Office on request</li> <li>• List of trained first-aiders posted <a href="http://www.dit.ie/safework">www.dit.ie/safework</a></li> <li>• Emergency first-aid procedure posted</li> <li>• AED available</li> <li>• Individuals trained in first-aid and the use of the AED</li> <li>• Online hazard reporting facility available</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Ensure adequate number of staff trained in first-aid</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>All staff and students</b>  <b>Head of School and all staff</b>	<b>On going</b>

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	<b>Use of Ladders / Working at Height</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Falls from height</li> <li>• Falling objects</li> <li>• Falls through fragile roofs</li> <li>• Slips, trips and falls</li> <li>• Manual handling injuries</li> <li>• Inclement weather</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid working at heights if possible</li> <li>• Staff and students are not permitted to use ladders or work at heights unless trained to do so safely</li> <li>• Permit to work system</li> <li>• Ladders are inspected regularly (and before use) and any defects found are reported and repaired</li> <li>• Records kept of inspection</li> <li>• PPE worn</li> <li>• Follow manufacturer's instructions</li> <li>• Seek assistance from the Buildings Office if required</li> <li>• Storage arrangements for material and equipment – below shoulder height</li> <li>• Manual handling training</li> <li>• Adhere to HSA Codes of Practice for Safe Use of Ladders, Scaffolding and Working on Roofs</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• SOP required for the safe use of ladder(s)</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>Head of School, all staff and students</b>  <b>Head of School</b>	<b>On going</b>  <b>September 2014</b>

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	<b>Out of Hours Access / Lone Working</b> <ul style="list-style-type: none"> <li>No out of hours access/ lone working takes place</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Violence</li> <li>Inability to make contact in the event of an emergency etc.</li> <li>Unauthorised access</li> </ul>	<ul style="list-style-type: none"> <li>DIT Policy in place</li> <li>Risk assessment carried out and control measures implemented</li> <li>Buddy system in place</li> <li>Structural and security controls for safe access and egress</li> <li>Mandatory training</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	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	<b>Trip/ Travel</b> <ul style="list-style-type: none"> <li>E.g. Day trips: museums, exhibitions</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Injuries</li> <li>Medical emergencies</li> <li>Accidents and incidents</li> <li>Missing persons</li> <li>Substance abuse</li> <li>Road Traffic Accidents</li> <li>Inclement weather</li> <li>Site terrain</li> <li>Chemical</li> <li>Biological</li> <li>Human Factor</li> </ul>	<ul style="list-style-type: none"> <li>DIT Trip/ Travel Guidelines in place</li> <li>Separate trip/ travel risk assessment template completed for each trip and control measures implemented</li> <li>Health and safety information provided to trip participants</li> <li>eLearning programme available from Health and safety office to participants</li> <li>Adequate supervision of students</li> <li>Provision of PPE where appropriate</li> <li>Adherence to local/site rules (e.g. evacuation procedures)</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<p><b>With current controls: L</b></p> <p><b>With Actions applied: L</b></p>	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	<b>Work Placement</b> <ul style="list-style-type: none"> <li>Art studios, exhibition galleries</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Injuries</li> <li>Accidents and incidents</li> <li>Lack of familiarity with work environment and work practices</li> </ul>	<ul style="list-style-type: none"> <li>Specific risk assessment carried out and control measures implemented</li> <li>Work placement factsheets provided to host organisation, students and mentors (DIT staff)</li> <li>Pre-placement induction safety talks available from the Health &amp; Safety Office</li> <li>Work placement factsheets provided to participants</li> <li>Pre-placement induction safety talks available from the Health &amp; Safety Office on request</li> <li>DIT work placement mentor appointed</li> <li>DIT guidance notes on work placements</li> <li>Report all incidents and accidents to DIT</li> <li>Insurance cover in place</li> <li>Training and supervision of students by host organization</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	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			
036	<b>Events Hosting</b> <ul style="list-style-type: none"> <li>Exhibitions, Open day</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Injuries</li> <li>Accidents and incidents</li> <li>Unfamiliar with DIT premises and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>Specific risk assessment carried out for each event and control measures implemented</li> <li>Emergency plans in place with regard to evacuation and first-aid</li> <li>Report all incidents and accidents to DIT</li> <li>Provide relevant health and safety information to event participants</li> <li>Co-ordinate with DIT Insurance Office</li> <li>Maintain good housekeeping</li> <li>Access and egress free from obstruction</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	Head of School, all staff, students and visitors	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	<b>Conferences / Seminars</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Travel to and from</li> <li>• Road traffic accidents</li> <li>• Unfamiliar with venue</li> <li>• Medical emergency</li> <li>• Missing persons</li> </ul>	<ul style="list-style-type: none"> <li>• Taxi vouchers available to staff</li> <li>• Staff obey rules of the road if driving or cycling</li> <li>• Adequate insurance, tax and NCT on vehicles used for transport</li> <li>• Familiarise yourself with local emergency procedures and first-aid arrangements</li> <li>• Report defects and incidents to venue management</li> <li>• Approval sought from Line Manager as per DIT procedures</li> <li>• Report incident/ accidents to DIT</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	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			
038	<b>Storage</b> <ul style="list-style-type: none"> <li>Chemical storage, storage of workshop/studio material</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Inadequate storage</li> <li>Improper storage</li> <li>Inadequate space for safe manual handling</li> <li>Poor housekeeping</li> <li>Slips, trips and falls</li> <li>Unsafe access and egress</li> <li>Inadequate lighting and/or ventilation</li> </ul>	<ul style="list-style-type: none"> <li>Safe access and egress</li> <li>Storage avoided above shoulder height where possible</li> <li>Items stored appropriately</li> <li>Items segregated where necessary; chemicals and gases (note instructions on MSDS)</li> <li>Storage units secure and fit for purpose</li> <li>All chemicals labeled</li> <li>Locking system in place</li> <li>Store material below shoulder height</li> <li>Step ladder available for accessing higher shelving units – trained staff only authorized to use ladders</li> <li>Staff trained in manual handling</li> <li>Appropriate signage in place</li> <li>Items not stored in walkways</li> <li>Defects reported to line manager</li> <li>Adequate lighting and ventilation</li> <li>Lockers available to staff and students for personal belongings</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	Head of School and all staff	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	<b>Sensitive Work Groups:</b>  <b>Pregnant Employees /Students &amp; Nursing Mothers</b>	<ul style="list-style-type: none"> <li>• Harm to Mother, unborn child or breastfeeding baby</li> <li>• Physical risks</li> <li>• Chemical risks</li> <li>• Biological risks</li> </ul>	<ul style="list-style-type: none"> <li>• Specific risk assessment carried out for individual pregnant employees/students and control measures implemented as identified and necessary by Health &amp; Safety Office</li> <li>• Sanitary facilities available -designated first-aid room</li> <li>• Room available for expressing milk</li> <li>• Follow medical advice</li> </ul>	<ul style="list-style-type: none"> <li>• Pregnant employees/students and nursing mothers to contact Occupational Health Officer Orlaith Waters to ensure a risk assessment is carried out</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	<b>All staff and students</b>	<b>On going</b>

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	<b>Sensitive Work Groups:</b>  <b>Young Persons</b>	<ul style="list-style-type: none"> <li>• Injuries</li> <li>• Accidents and incidents</li> <li>• Lack of training and experience</li> <li>• Lack of familiarity with DIT work environment, work practices and emergency plans</li> <li>• Physical risks</li> <li>• Chemical risks</li> <li>• Biological risks</li> <li>• Hours of work</li> </ul>	<ul style="list-style-type: none"> <li>• Induction process</li> <li>• Training and supervision</li> <li>• DIT Child Protection Policy</li> <li>• DIT emergency plans in place</li> <li>• Report all incidents and accidents to DIT</li> <li>• Student support services available</li> <li>• Garda vetting in place</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<p><b>With current controls: L</b></p> <p><b>With Actions applied: L</b></p>	<b>Head of School, all staff and students</b>	<b>On going</b>

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	<b>Sensitive Work Groups:</b>  <b>People with Disabilities</b>	<ul style="list-style-type: none"> <li>• Lack of access/egress</li> <li>• Difficulty with evacuation</li> <li>• No risk assessment (RA) completed</li> </ul>	<ul style="list-style-type: none"> <li>• Specific Risk Assessment carried out by Health &amp; Safety Office</li> <li>• Personal Emergency Egress Plan (PEEP) completed where necessary</li> <li>• Reasonable accommodation identified in risk assessment</li> <li>• Lift present and in working order</li> <li>• Disability Support Service available</li> <li>• Disabled toilets located in DIT buildings</li> <li>• Health &amp; Safety Induction available to staff and students</li> </ul>	<ul style="list-style-type: none"> <li>• Staff/students with disabilities to contact Occupational Health Officer Orlaith Waters to ensure a risk assessment is carried out</li> <li>• Advise visitors to the School to notify DIT host in advance of any special needs</li> </ul>	<p><b>With current controls: L</b></p> <p><b>With Actions applied: L</b></p>	<p><b>Head of School, all staff and students</b></p> <p><b>Head of School</b></p>	<b>On going</b>

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	<b>Sensitive Work Groups:</b>  <b>New Recruits</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Sensitive risk groups</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of experience</li> <li>• Lack of training</li> <li>• Injuries</li> <li>• Accidents and incidents</li> <li>• Lack of training and experience</li> <li>• Lack of familiarity with DIT work environment, work practices and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>• Induction available (in person or online)</li> <li>• Line Manager gives induction for School department</li> <li>• Mandatory training to be completed as soon as possible after recruitment</li> <li>• Supervision of new staff</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Consider assigning a buddy to new recruits</li> </ul>	<b>With current controls:</b> <b>L</b>  <b>With Actions applied:</b> <b>L</b>	Head of School and staff	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	<b>Sensitive Work Groups:</b>  <b>Undergraduates and Apprentices</b>	<ul style="list-style-type: none"> <li>• Lack of experience</li> <li>• Lack of training</li> <li>• Injuries</li> <li>• Accidents and incidents</li> <li>• Lack of familiarity with DIT work environment, work practices and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>• Induction programme for new students</li> <li>• Trained by School staff in the safe use of equipment, material and chemicals</li> <li>• Supervision by staff in practical environments e.g. workshop classes, trips etc.</li> <li>• Emergency procedures in place</li> <li>• First-aid facilities available</li> <li>• Safety induction given by lecturers</li> <li>• Task-specific instructions/ demonstrations provided by staff</li> <li>• Student support services available</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<p><b>With current controls: L</b></p> <p><b>With Actions applied: L</b></p>	<b>Head of School, all staff and students</b>	<b>On going</b>

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	<b>Sensitive Work Groups:</b>  <b>Postgraduates</b>	<ul style="list-style-type: none"> <li>• Lack of experience</li> <li>• Lack of training</li> <li>• Injuries</li> <li>• Accidents and incidents</li> <li>• Lack of familiarity with DIT work environment, work practices and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>• Induction available (in person or online)</li> <li>• Supervisor gives induction for School of Art Design &amp; Printing</li> <li>• Mandatory training to be completed as soon as possible after recruitment</li> <li>• Supervision of postgraduates</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current control</li> </ul>	<p><b>With current controls: L</b></p> <p><b>With Actions applied: L</b></p>	<b>Head of School, all staff and students</b>	<b>On going</b>

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	<b>Stress</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Physical health effects</li> <li>• Mental health effects</li> <li>• Behavioural effects</li> <li>• Cognitive effects</li> <li>• Workload</li> </ul>	<ul style="list-style-type: none"> <li>• Communication between staff, students and management</li> <li>• Employee Assistance Programme (EAP) in place</li> <li>• Occupational Stress Management Policy &amp; Procedures in place</li> <li>• Risk Assessment carried out by management</li> <li>• Training courses available on Stress Management, Time Management personal skills etc.</li> <li>• Student health centre and counselling service available</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	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			
046	<b>Violence</b> <ul style="list-style-type: none"> <li>Normal risks associated with the teaching activities of the School</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Theft</li> <li>Attacks/assault</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Response Training (ERT) mandatory for staff</li> <li>SOP for handling, storage and transport of cash</li> <li>Porter on duty at front desks</li> <li>DIT staff and students report suspect individuals to DIT Buildings Office</li> <li>Adequate lighting</li> <li>Physical barriers e.g. partitions</li> <li>Lone working policy in place</li> <li>Rooms locked when not in use</li> <li>CCTV in common areas</li> <li>Vision panels fitted on doors</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<p><b>With current controls: L</b></p> <p><b>With Actions applied: L</b></p>	<b>Building Office, Head of School, all staff and students</b>	<b>On going</b>

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	<b>Bullying &amp; Harassment</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Effects on physical and mental well-being</li> </ul>	<ul style="list-style-type: none"> <li>• DIT Dignity at Work: Anti Bullying &amp; Harassment Policy in place</li> <li>• Dignity at Work training programme for staff</li> <li>• Dignity at Work contact persons available</li> <li>• Employee Assistance Programme (EAP) in place</li> <li>• DIT Procedure for complaints and investigations</li> <li>• Student support services available</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	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			
048	<p><b><u>Welfare Facilities:</u></b></p> <ul style="list-style-type: none"> <li>Sanitary Facilities,</li> <li>Staffroom/ Canteen available in DIT buildings</li> </ul> <p><b>Who is harmed:</b></p> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Inadequate facilities</li> <li>No potable water</li> <li>No means for boiling water / heating food</li> <li>No seating / resting area</li> <li>No hand-washing facilities</li> </ul>	<ul style="list-style-type: none"> <li>Staffroom/canteen present with seating facilities</li> <li>Drinking water available</li> <li>Hot and cold water available in sanitary facilities</li> <li>Disabled toilet available</li> <li>Adequate sanitary facilities available</li> <li>Hand washing facilities adequate</li> </ul>	<ul style="list-style-type: none"> <li>Care to be taken with hot surfaces, hot drinks and boiling water</li> </ul>	<p><b>With current controls: L</b></p> <p><b>With Actions applied: L</b></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			
049	<b>Visitors</b> <ul style="list-style-type: none"> <li>E.g. persons viewing exhibitions</li> <li>External examiners</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Lack of experience</li> <li>Lack of training</li> <li>Injuries</li> <li>Accidents and incidents</li> <li>Lack of familiarity with DIT work environment, work practices and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>Front desk manned at all times by a Porter on duty</li> <li>Visitors report to Front desk/Reception</li> <li>Safety booklets and safety wallet cards available</li> <li>Signage (direction and emergency signage)</li> <li>Risk assessments completed for specific events where groups of visitors are expected</li> <li>Swipe card system in place in DIT Bolton St.</li> <li>CCTV in DIT buildings</li> <li>Deliveries handled by Goods Inwards/ Buildings Office staff</li> <li>Visitors briefed on emergency procedures by the person they are visiting</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	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			
050	<b>Contractors / Service Providers</b> <ul style="list-style-type: none"> <li>E.g. Building Contractors</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Unfamiliar with DIT buildings and safety procedures</li> <li>Injury to contractors, staff, students, members of the public</li> </ul>	<ul style="list-style-type: none"> <li>Buildings Office control all contractors</li> <li>Reception is manned at all times by a porter</li> <li>Sign in required</li> <li>Compliance with DIT Code of Practice for Contractors</li> <li>Signage erected for works if required</li> <li>elearning course available for contractors/ service providers</li> <li>DIT Contractor safety badge</li> <li>Risk assessment and method statements completed and submitted to the Buildings Office</li> <li>Good housekeeping maintained</li> <li>Areas of works cordoned off</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>DIT Buildings Office, Head of School, Contractors / Service Providers</b>	<b>On going</b>



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	<b>Behaviour</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/ Service providers</li> <li>• Sensitive risk groups</li> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Aggression</li> <li>• Violence</li> <li>• Stress</li> <li>• Bullying</li> <li>• Harassment</li> </ul>	<ul style="list-style-type: none"> <li>• DIT Dignity at Work: Anti Bullying &amp; Harassment Policy in place</li> <li>• Employee Assistance Programme (EAP) in place</li> <li>• Occupational Stress Management Policy &amp; Procedures in place</li> <li>• Training courses available on Stress Management, personal skills etc. to staff</li> <li>• All incidents are reported immediately</li> <li>• DIT Disciplinary procedures in place</li> <li>• DIT Procedure for the Resolution of Disputes/Grievances in place</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Follow procedures in DIT's Dignity at Work: Anti Bullying &amp; Harassment Policy</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<b>All staff and students</b>  <b>Head of School and staff</b>	<b>On going</b>

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			
052	<b>Personal Protective Equipment (PPE)</b> <ul style="list-style-type: none"> <li>E.g. safety shoes, safety glasses, hearing protection, face masks</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Improper fit and use</li> <li>Incorrect type</li> <li>Poor maintenance</li> <li>Lack of training</li> <li>Exposure to physical or hazardous substances</li> <li>Slips, trips and falls</li> <li>Lack of awareness of PPE requirements</li> <li>Contamination</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate selection of PPE</li> <li>Consultation with staff</li> <li>Inspection and maintenance</li> <li>Wear PPE when working in workshops</li> <li>Defects reported</li> <li>Stored appropriately: staff and student lockers</li> <li>Training, information and supervision provided to staff and students</li> <li>Signage – identify locations where PPE must be worn</li> <li>Follow manufacturer's instructions</li> <li>Personal use only</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>SOP required for use and maintenance of PPE (include cleaning arrangements)</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<b>Head of School and all staff</b>  <b>Head of School and all staff</b>	<b>On going</b>  <b>September 2014</b>

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	<b>Chemicals in use</b> <ul style="list-style-type: none"> <li>E.g. Liquids, solids, powders; white spirits, paints, fabric printing and stray painting material, potassium dichromate and ammonium dichromate</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Skin contact</li> <li>Ingestion</li> <li>Inhalation</li> <li>Environmental damage</li> <li>Contamination</li> <li>Spillage</li> </ul>	<ul style="list-style-type: none"> <li>Substitute with less hazardous chemicals where possible</li> <li>Specific chemical risk assessments carried out</li> <li>SOP for use, handling, storage and disposal</li> <li>Wear PPE</li> <li>MSDS available and maintained by School</li> <li>Signage in place i.e. segregated storage</li> <li>Spill Kit available</li> <li>Emergency plans in place</li> <li>First-aid arrangements</li> <li>Adequate ventilation</li> <li>Training, information and supervision provided to staff and students</li> <li>Restricted access to workshops and chemical storage area</li> <li>Minimum quantities on site</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	Head of School, all staff and students	On going

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			
054	<b>Gas</b> <ul style="list-style-type: none"> <li>E.g. Liquefied Petroleum Gas (LPG)</li> <li>Propane, Oxygen, Argon</li> <li>Acetylene</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/ Service providers</li> <li>Sensitive risk groups</li> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Leak</li> <li>Fire</li> <li>Suffocation</li> <li>Carbon monoxide</li> <li>Explosion</li> <li><b>Refer to BOC Survey Report 2012</b></li> </ul>	<ul style="list-style-type: none"> <li>Inspection, testing and maintenance/servicing of all gas cylinders and pipe work</li> <li>Training, information and supervision on gases / gas cylinder use and handling for staff (and student where required)</li> <li>Detection and monitoring systems in place</li> <li>Adequate ventilation</li> <li>SOP on the handling, use and disposal of gas cylinders</li> <li>Adhere to and follow the DIT procurement procedure</li> <li>Registered installer</li> <li>Restricted access to gas storage area (manifolds locked at all times, technicians are key holders)</li> <li>Minimum quantities on site</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>See BOC Survey Report 2012 for further actions</li> <li>Head of School</li> </ul>	<b>With current controls: M</b>  <b>With Actions applied: L</b>	Head of School and all staff	On going

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			
055	Biological Agents	N/A	N/A	N/A	N/A	N/A	N/A

## **Appendix**



## Appendix 1

*from the Head of Art, Design & Printing @ DIT* – Kieran Corcoran  
Dublin Institute of Technology, 41 Mountjoy Square, Dublin 1, Ireland  
t: 402-4138/4181, f: 402-4297, e: [ArtDesignPrinting@dit.ie](mailto:ArtDesignPrinting@dit.ie)

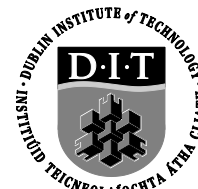
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- > **Procedure:**  
Staff requirement to wear Personal Protective Equipment (PPE)
  - > **School Executive approval date:**  
6<sup>th</sup> December 2011
- 

- 1) All staff members are reminded they must wear PPE issued to them when entering workshops, laboratories etc.
- 2) The statutory requirement to wear PPE is the responsibility of each individual. Staff members must also ensure students/apprentices are fully aware of their responsibility to wear PPE.
- 3) At the beginning of each semester staff members who work in workshops and/or laboratories etc. and require PPE should email the School Office with their requirements. Staff will be required to collect the equipment from the School Office and will also be required to sign for it.
- 4) At the beginning of each semester staff members must notify students/apprentices of the required PPE, how to wear it and how to use it.
- 5) All issued PPE must be worn as per manufacturer's instructions within all workshops, laboratories etc.
- 6) The correct PPE as outlined in the Risk Assessment document must be used for any task being undertaken as per the DIT Safety statement.

To access the DIT policy on Personal Protective Clothing and Equipment please click on the following link:

[http://www.dit.ie/media/documents/healthsafety/Policy%20for%20Personal%20Protective%20Clothing%20and%20Equipment%20 PPE .pdf](http://www.dit.ie/media/documents/healthsafety/Policy%20for%20Personal%20Protective%20Clothing%20and%20Equipment%20PPE.pdf)



*from the Head of Art, Design & Printing @ DIT* – Kieran Corcoran  
Dublin Institute of Technology, 41 Mountjoy Square, Dublin 1, Ireland  
t: 402-4138/4181, f: 402-4297, e: [ArtDesignPrinting@dit.ie](mailto:ArtDesignPrinting@dit.ie)

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> **Procedure:**

Staff responsibility for students entering workshops, laboratories etc

> **School Executive approval date:**

6<sup>th</sup> December 2011

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- 1) At the beginning of each semester staff members must notify students/apprentices of the PPE required, how to wear it and how to use it (please see Requirement to wear PPE procedure)
- 2) On their first day within a workshop or laboratory the following must be also be explained/demonstrated to students/apprentices:
  - Safety Data Sheets (SDS / MSDS) and how to reference them
  - The hazards involved with using chemicals or chemicals unique to that area.
  - How to use emergency eye wash and how to summon help if required
  - Machine emergency stops, protective guards and trips, and informed of any hazard associated with the machinery in question
  - Correct emergency exits (staff members must ensure they familiarise themselves with the correct exit)
- 3) The above must be signed off by each student and lecturer who will be in the workshop. This will remind staff of the risks and hazards along with educating the students/apprentices in relation to Health and Safety.
- 4) Staff and students must ensure they are in compliance with Health & Safety legislation when ENTERING workshops and/or laboratories etc.
- 5) Should an accident occur, the Institute and/or the Health & Safety Authority will possibly launch an investigation so all relevant documents (e.g. Incident Report Forms) must be completed immediately.
- 6) It is also noted that all staff members, students, apprentices, contractors or their agents have a legal responsibility to ensure that Institutes policy of Health & Safety is being followed at all times.
- 7) First-aid steps to follow in the result of an accident are set out below however all staff working in workshops and/or laboratories are reminded they must comply with DIT Health and Safety regulations and complete the First-aid training (please see procedure to follow when attending Staff Training and Development courses).



**First-aid Procedures**  
**DIT Mountjoy Square/Portland Row/ Bolton Street**

1. Safeguard your own safety, then assess the nature of the incident:

**Slight**

**For straight-forward injuries that can be dealt with immediately:**

- Contact Departmental **First-Aider**
- First-aid kit is available at each porter's desk
- Contact **Occupational Health Officer (OHO)** Tel: **(01) 402 4317** or **087 9809131** (Mon to Fri, 9am – 5pm)

**Worrying**

**If the incident required immediate medical attention:**

- Arrange transport for the staff / student to their local **GP or A&E Department**
- Nearest A&E is **The Mater Hospital** – Tel **(01) 803 2000**
- Unwell/ injured student can attend the **DIT Student Health Centre**. (Student Only)  
**Linenhall Lodge** – Tel: (01) 402 3614 / **Aungier St.** – Tel: (01) 402 3051 (Mon to Fri, 9am – 5pm)
- For urgent out of hours GP service in the North Dublin area
- **D-Doc** – Tel: **1850 22 44 77** (Mon to Fri, 6pm – 8am, Sat/ Sun 24 hours)
- If there is any doubt about the severity of the injury/ illness  
**Contact Emergency Services on 112 or 999**
- A friend / responsible person should accompany staff member / student to hospital

**Serious**

- Contact **Emergency Services** immediately at **112 or 999**
- Perform the necessary first-aid if trained to do so or send for help
- An **Automated External Defibrillator (AED)** is available at Front desk
- Stay with the person and keep them comfortable until the ambulance arrives
- A friend/ responsible person should accompany staff member/student to hospital

2. If there is any doubt regarding the severity of an injury/illness, contact emergency services 112 or 999
3. Once immediate first-aid treatment has been given, and an ambulance may not be necessary, but a visit to A&E/Doctor is advisable, send the injured person in a taxi accompanied by a friend/responsible person
4. The first-aid/person attending the incident should immediately inform the person's supervisor and the local Occupational Health Officer of the incident and the action taken

**School of Art, Design and Printing - Student / Apprentice safety sign-off log** Department of \_\_\_\_\_

Please list on the line below, the area & machinery which safety induction training was provided, e.g. Printing – MO & R200, etc.

**(PLEASE PRINT – Continue on additional sheets if so required)**

Student / Apprentice Name: <b>(PLEASE PRINT)</b>	Student / Apprentice Name: <b>(SIGNATURE) *</b>	Student No.	Date:	Lecturer: <b>(Signature)</b>

\* As a student / apprentice I acknowledge that the following areas were covered during safety induction training (explanation and or demonstration).

- 1) Safety Data Sheets (SDS/MSDS) and how to reference them, 2) The hazards involved with using chemicals or chemicals unique to that area.
- 3) How to use emergency eye wash and how to summon help if required, 4) Machine emergency stops, protective guards and trips, and informed of any hazard associated with the machinery or area in question, 5) Correct emergency exits and assembly point, 6) The correct use of PPE (Personal protective equipment) and the requirements to wear it.

**Please note this safety statement and risk assessments will be reviewed and updated following the move of the School of Art, Design & Printing to Grangegorman in September 2014.**