



SCHOOL OF HOSPITALITY MANAGEMENT & TOURISM

SAFETY STATEMENT

2017



Version	Date	Name
1.0	30.06.2015	Dr. Dominic Dillane
2.0	19.09.2017	Dr. Dominic Dillane

Safety Statement, School of Hospitality Management & Tourism

IMPORTANT NOTE:

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

Edel Niland

Edel Niland
Health and Safety Officer

Orlaith Waters

Orlaith Waters
Occupational Health Officer

Date: 27/9/2017

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SCHOOL OF HOSPITALITY MANAGEMENT & TOURISM CONTACT DETAILS

Role	Name	Location	Email	Telephone Number
Head of School	Dominic Dillane	Cathal Brugha Street	Dominic.dillane@dit.ie	(01)402 4391
Assistant Head of School Hospitality	Ralf Burbach	Cathal Brugha Street	Ralf.burbach@dit.ie	(01)402 4372
Assistant Head of School Tourism	Alex Gibson	Cathal Brugha Street	Alex.gibson@dit.ie	(01)402 4461
School Administrator	Mary Dineen	Cathal Brugha Street	Mary.dineen@dit.ie	(01)402 4352
	Fiona Greagsbey	Cathal Brugha Street	Fiona.greagsbey@dit.ie	(01)402 4519
Nominees to Health and Safety Team	Dominic Dillane	Cathal Brugha Street	Dominic.dillane@dit.ie	(01)402 4391
School First-Aider	See list on web site			
Elected Staff Safety Representative for the College of Arts & Tourism	Kate Doherty	Cathal Brugha Street	Kate.doherty@dit.ie	4319

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

EMERGENCY CONTACT NUMBERS



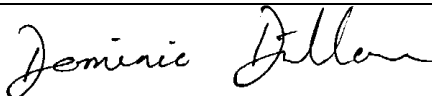
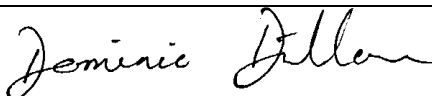
Emergency Services	112/999 (You may need to dial “0” for an outside line)
Hospital	Mater Hospital 01 803 2000
Dublin City Council	(01) 222 22 22
Garda Síochána	Mountjoy Garda Station Nth Circular Rd 01 6668600
Bord Gais 24 hour emergency line	1850 20 50 50
ESB 24 hour emergency line	1850 372 999
Health and Safety Authority	1890 289 389
Samaritans	1850 60 90 90
Environmental Protection Agency	1890 33 55 99

CAMPUS CONTACT DETAILS

Front Desk/ Reception	Cathal Brugha Street entrance	(01) 402 4302
Front Desk/ Reception	Marlborough Street entrance	(01) 402 4500
Incident Controller	Porter on Duty	(01) 402 4302
Estates Manager	Darragh Power	(01) 4024523 / 0831666477

Estates Service Supervisor	Pat Healy	(01) 402 4381 / 087 7675770
Occupational Health Officer	Orlaith Waters	(01) 402 4317 / 087 9809131
Health and Safety Officer	Edel Niland	(01)402 4192/086 3891080
	Linenhall Lodge Henrietta Place D1	(01)402 3614
	DIT Augier Street	(01)402 3051
Chaplain	Finbarr O'Leary	087 4169517
Employee Assistance Programme (EAP) Contact	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours / 7 days a week / 365 days a year)
Student Counsellor	Secretary	(01) 402 3352 / 086 0850543

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

TASKS	RESPONSIBLE PERSON	SIGNATURE
Coordinating and ensuring records are maintained for training and provision of Personal Protective Equipment	Dominic Dillane	
Ensuring safety statement, risk assessments are carried out, updated and communicated	Dominic Dillane	
Ensuring the upkeep of first-aid box and ordering first-aid supplies from Occupational Health Officer	First-aiders listed on website	
Co-ordinating contractors activities and dealing with Estates Office for Work Permits	Dominic Dillane	
Updating the statutory registers and Safety Data Sheets	Not applicable	
Ensuring adequate personnel designated as evacuation marshals and first-aiders	Dominic Dillane	

INTRODUCTION

DIT is required under the provisions of the *Safety, Health and Welfare at Work Act 2005* (“the Act”), to have and bring to the attention of all employees, a statement of its policy, organisation and arrangements with respect to safety, health, and welfare at work. The purpose of the statement is to specify the manner in which 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 School of Hospitality Management & Tourism 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, insert others if relevant. It will be updated as necessary in the light of new legislation, staff feedback, changes and practical experience. In addition it will be reviewed annually. This safety statement is made publically available to allow all staff, students, visitors, contractors/service providers and campus users the opportunity to review and consult on a regular basis

SAFETY POLICY & OBJECTIVE FOR SCHOOL OF HOSPITALITY MANAGEMENT & TOURISM

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

- Work activities are managed and conducted in a manner that ensures the safety, health and welfare of 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;
- Protective and preventative measures are put in place where necessary and implemented and maintained;
- Improper conduct likely to put an employee, student, visitor or contractor/service provider or other campus user’s safety and health at risk is prevented;
- A safe place of work is provided that is adequately designed and maintained;
- A safe means of access and egress to all places of work is provided;
- Safe plant and equipment are provided;
- Safe systems of work are provided;
- Risks to health from any article or substance are identified, amended and prevented;
- Appropriate information, instruction, training and supervision are provided;
- Where hazards cannot be eliminated suitable protective clothing and equipment are provided;
- Emergency plans are prepared and revised;
- Welfare facilities are provided and adequately maintained; and

SCOPE OF SAFETY STATEMENT

The School of Hospitality Management & Tourism consists of the following programmes:

- **Short term programmes**
- **Undergraduate**
- **Postgraduate**
- **Part-time (undergraduate and Postgraduate Programmes)**

A number of the programmes include work Placement, which is defined as a period of work-based learning related to an academic course, is an integral part of all undergraduate programmes in the School of Hospitality Management and Tourism. This practical aspect of our courses provides the opportunity for students to put theory into practice and to develop key skills which will better equip them for employment. Employers who offer a work placement will benefit from the extra resource of new ideas and a fresh approach while investing in the workforce of the future. The third partner in our work placements is our School which has a duty of care to students while on work placement. Through our Placement Office, we seek to maximize learning opportunities and offer support and mentoring to both student and employer. During the course of some programmes students are brought on field trips, both day trips and over night.

The School of Hospitality Management & Tourism has over the years recognised the contribution that research can make to the quality and success of its curricula. The School recognises research as a fundamental aspect of its development and currently the School is engaged in specific research projects identified by focusing on national needs, on core strengths and unique knowledge domains within the School and College. The general approach has been to identify two Research Themes per School with two generic areas per theme and two specific areas within each generic area.

HISTORY OF LOCATION

DIT is both a very modern institution and one with a long history. Its origins lie in the development of technical education in Dublin in the late 19th century and in 2007 DIT celebrates 120 years of education in the city. Over that time it has gained an excellent reputation as one of Ireland's leading institutions of higher education, with particular strengths in disciplines such as science and technology, engineering and the built environment, performing arts and media, business and finance, law, languages & society, tourism and food.

DIT Cathal Brugha Street is located in Dublin 1, and was built in 1941 as St. Mary's College of Domestic Science and includes, classrooms, language laboratory, library, offices, canteen, teaching kitchens and restaurants.

The School of Hospitality Management & Tourism is one of the seven Schools within the College of Art and Tourism in the DIT. It operates over three sites DIT Cathal Brugha St. and Sackville Place.

The School has a full time lecturing staff of 38 in addition, the School has a number of part-time and pro rata staff teaching across the programmes. From time to time the School is host to guest lecturers from industry or the professions.

The student body numbers is approximately 1,500 the majority being full time students.

SAFETY RESPONSIBILITIES

In accordance with the DIT Framework Safety Statement, the Head of School of Hospitality Management & Tourism, Dominic Dillane as part of his management function, is responsible for ensuring, so far as is reasonably practicable, the safety health and welfare 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 Act.
2. To ensure that the safety statement is reviewed at least annually and that the DIT Senior Leadership Team (SLT) Health and Safety Sub-committee is notified that the review has been completed and is provided with any updated document which may result from such a review.
3. To ensure that all hazards are identified and risks controlled.
4. To ensure that regular safety inspections/audits are carried out by the School to monitor compliance with the safety statement and legal requirements and to ensure appropriate follow-up action is taken.
5. To ensure that local emergency plans and first-aid procedures are implemented and that sufficient evacuation marshals/first-aid personnel are available.
6. 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.
7. Based on risk assessment, to arrange for the provision of adequate and appropriate personal protective equipment for employees.
8. To ensure that all contractors/service providers carrying out work in the area operate under the Estates 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 Act 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:

- Participate in and put into practice all training provided by DIT, to ensure compliance with best practice and health and safety legislation;
- Co-operate with those responsible for health and safety;
- Familiarise themselves with the contents of safety statement, safety policies and procedures and Codes of Practice;
- Assist and co-operate with periodic safety inspections/audits;
- Assist in the completion of standard hazard identification control sheets and co-operate with the reporting and investigation of incidents;
- Ensure that all equipment is operated in a safe manner and good housekeeping standards are maintained at all times;
- Promote safe work practices;
- Use equipment only if authorised and trained;
- Lecturing staff that have responsibility for undergraduates/postgraduates/post doctorates and apprentice students, must ensure that those under their supervision receive safety information and training appropriate to the hazards and risks that they may be exposed to;
- Ensure that any safety concerns associated with new equipment/machinery is brought to the attention of the Head of School of Hospitality Management & Tourism, implemented, documented in the safety statement and communicated effectively;
- Staff should 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;
- All staff, visitors, and contractors/service providers must wear appropriate personal protective equipment where required;
- Report to the Head of School of Hospitality Management & Tourism any person abusing facilities or equipment;
- Select and appoint a safety representative; and

- Notify the Health & Safety Officer of any perceived shortcomings in the safety arrangements.

Undergraduate/Postgraduate

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

- Take reasonable care of their own safety and the safety of others;
- Co-operate fully with all safety rules and regulations issued by DIT e.g. smoking etc.;
- Co-operate with those with responsibility for health and safety;
- Not interfere or misuse any specified items of safety equipment or any safety device;
- Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained;
- Use personal protective equipment (PPE) as necessary. (Students attending practical classes in the kitchens are required to wear PPE. Students are required to provide their own PPE – chef uniform, safety shoes, hat/ hair net and apron). Students will be advised by School staff on the commencement of their academic course of study, what, if any, PPE is required;
- Not access or use kitchen/ laboratory 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 Hospitality Management & Tourism; and
- To participate in any safety training programmes facilitated by the Health and Safety Office.

Contractors/Service Providers

The following responsibilities are allocated to contractors/service providers:

- All contractors/service providers will be expected to comply with the DIT'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 DIT's policy that all contractor/service providers have a safety statement in accordance with the Act;
- 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 (they are available from the Estates 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 Estates Manager and obtain work permits as required;
- 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;
- Scaffolding and other access equipment used by contractor's/service provider's employees must be erected and maintained in accordance with current legislation and Codes of Practice;

- All plant and equipment brought onto the site by contractors/service providers must be safe and in good working order, fitted with any necessary guards and safety devices and have all necessary certificates available for inspection;
- All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. No power tools or electrical equipment of greater than 110 volts should be used outdoors. If it is necessary to use equipment operating from a 220-volt supply, a residual current device with a rated tripping current of 30mA and operation of 30m sec must be used;
- Any injury sustained by a contractor's/service provider's employee must be reported immediately to the local Estates Manager;
- Contractors/service providers must comply with any safety instructions given by DIT;
- DIT Health & Safety Office 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; and
- Contractors/service providers are not allowed to use equipment owned by the DIT unless written permission is received from the Head of School and a competent person passes it as being safe;
- Contractors should report any incidents on site in compliance with the instructions provided on their induction.

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 DIT'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;
- Where necessary, visitors will wear safety shoes, safety glasses or other appropriate personal protective equipment (PPE), particularly in the laboratories/workshops/kitchens etc. Such information should be given to the visitor prior to the visit if possible;
- Visitors must not enter any area where they do not have the authority to do so. Hazardous areas will be restricted;
- Visitors 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;
- Visitors must not remain on the premises any longer than necessary and should return PPE on leaving;
- In the event of an evacuation, visitors will be led to the Assembly Point by their DIT host
- A safety booklet and wallet card is available at reception areas and on request
- The DIT Framework Safety Statement is available on the safety website www.dit.ie/safework; and
- 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 health and safety legislation, the DIT Framework Safety Statement and codes of practice may be subject to relevant DIT disciplinary procedures. The Estates Officer will address any contraventions by contractors/service providers.

HEALTH AND SAFETY CONSULTATION

Employers are obliged under the Act, to consult with and take account of any representations made by employees regarding safety, health and welfare. The School of Hospitality Management & Tourism 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 Hospitality Management & Tourism, Dominic Dillane sits on the Health and Safety Team for the College of Arts & Tourism. This team meets periodically throughout the year every two months.

It is the nominees responsibility to bring to the attention of the Health & Safety Team for consultation change, updates 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)

PROVISION OF INFORMATION

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

- Agenda item at team/ school meeting;
- Desktop emergency response flip charts;
- Health & Safety notice boards;
- Health & safety newsletters;
- Toolbox talks;
- Health & safety induction;
- Health & safety training courses;
- Signage:
 - Safety notice points;
 - Emergency first-aid procedure signs;
 - Emergency floor plans;
 - Assembly point maps;
 - Fire actions notices;
- Emergency response posters;
- Safety booklets;
- Safety wallet cards;
- Website www.dit.ie/safework;
- Posters;
- Emails;
- Inductions are prepared and delivered by Occupational Health Officers where requested.

HEALTH AND SAFETY RESOURCES

The School of Hospitality Management & Tourism codes all budgetary spend on activities/spend pertaining to safety, health and welfare. Considerable resources are expended by the School of Hospitality Management & Tourism 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 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 by the School of School.

INSPECTION PROCEDURES

Following any inspection the Head of School of Hospitality Management & Tourism will ensure non-conformances identified are rectified and a log maintained.

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

Item	Location	Test Frequency	Test Company Details
<i>PCs</i>	<i>All offices</i>	<i>As required</i>	<i>DIT, IS</i>
<i>Printers</i>	<i>All offices</i>	<i>As required</i>	<i>DIT, IS</i>

TRAINING

Health and Safety training is a legal requirement specified by the Act. It is also DIT's Policy that all employees attend such health and safety training and assessment. Please see Health and [Safety Training Policy for Staff](#).

In accordance with Section 11 of the Act, each employee will be made aware of emergency action plans and arrangements pertinent to their workplace at induction by completing the online Emergency Response Training (ERT) programme.

In addition to DIT's statutory duty to employees, it 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 Hospitality Management & Tourism (staff only) includes:

Mandatory Training:

- Emergency Response Training (ERT);
- Manual Handling;
- Legal Update for Managers;
- Dignity at Work;

Specialist Training:

- Occupational first-aid;
- Emergency first-aid.

EMERGENCY PLANNING AND RESPONSE
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SERIOUS INCIDENT/EMERGENCY

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

REQUIRES FIRST-AID

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

Occupational Health Office: 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 Estates Manager
- Operational safety matters – Should be documented on a Hazard Report Form and sent to the Health and Safety Office (www.dit.ie/safework)

FIRE & EVACUATION
SCHOOL OF HOSPITALITY MANAGEMENT & TOURISM 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 School of Hospitality Management & Tourism staff in the event of an alarm activation

Duties:

On hearing an alarm activation or other warning:

- Each office should instruct students and staff to evacuate the building using the nearest available exit, ensuring the safety shutdown of equipment/electricity/gas;
- Instruct students and staff to leave classrooms, offices, lecture theatres, computer rooms, staff room, canteen, student unions area and common areas;
- All students in classrooms should be led by lecturers;
- All visitors should be escorted to safety by the person they are visiting;
- Anyone in common areas or moving between areas, should immediately join the lines of people exiting;
- Shut down equipment if safe to do so and time permits;
- Close windows and doors to confine smoke/fire;
- “Sweep search” the area (classrooms, offices, lecture theatres, computer rooms, sanitary facilities, staff room, canteen, student unions area and common areas), evacuate the building* immediately by the nearest available exit. Marshals should then leave immediately via the nearest escape route;
- If required, assist any individuals to evacuate the area;
- Form a single file on both sides of the corridor or stairway, leaving the centre passageway clear;
- Do not delay or stop to collect personal belongings;
- Do not use the lift;
- If heavy smoke present, try to find another exit or crouch low to the floor;
- All doors should be closed (not locked) by the last person in the line;
- Report to your Assembly Point: **Cathal Brugha Street Gresham Hotel**
Marlborough Street Pro Cathedral
- All evacuation marshals/sweepers, Estates Office staff, Head of School of Hospitality Management & Tourism, 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; and
- No one should/is permitted to re-enter the building until the all clear has been given by the Incident Controller.

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

Emergency Exit Plan

Follow the **green arrow signs** which direct persons to their emergency exits in Cathal Brugha Street.

Fire Evacuation Procedure from DIT Marlborough Street

In order to avoid overload on the front stairs:

- Persons on the 7th 6th 5th and 4th floors should go down the back stairs and out the front entrance to Marlborough Street
- Persons on the 3rd, 2nd and 1st floors should go down the front stairs and out the front entrance to Marlborough Street
- Persons in the basement can either use the exit – in the female changing room, at the lift lobby (to outside metal staircase), or come up the stairs to the front entrance to Marlborough Street

Fire Evacuation Procedure from DIT Sackville Place

- Persons on the 1st, 2nd, and 3rd floors exit on the staircase and out the front entrance to Sackville Place
- Persons on the ground floor in rooms 1, 2, 3, 4 and offices exit through the front entrance to Sackville Place
- Persons on the ground floor in rooms 5, 6, 7, 8 and staff canteen exit using side exit of the building
- Persons in the basement can either use the exit at the rear of the room which leads up to the side exit of the building. Or use the exit at the front of the room which leads up to the porter's desk and out the front entrance to Sackville Place

YOU SHOULD FAMILIARISE YOURSELF WITH THE LOCATIONS OF THE FOLLOWING:

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

The Assembly point for DIT, Cathal Brugha Street

- **GRESHAM HOTEL**



The Assembly point for DIT, Marlborough St.

- **PRO CATHEDRAL**



The Assembly point for DIT, Sackville Place

- **EARL PLACE**



Your Incident Controller is: **Porter on Duty**

EVACUATION MARSHALS

All Hospitality Management & Tourism School staff shall act as evacuation marshals.

Please see [School Contacts](#) for a full listing of staff who should act as evacuation

General Rule of Thumb – all staff should act as “sweepers marshals” in the event of an emergency, checking offices, meeting rooms, common areas, canteen, class rooms, lecture theatres, computer rooms 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 at Cathal Brugha Street, Marlborough Street and Sackville Place
- A list of Institute Staff who have completed training in first-aid/AED is available on the [health and safety website](#)

School First-aider:

There is currently no School staff members trained in first-aid.

First-aid kits are located at: at the Front Desk Cathal Brugha Street and Marlborough Street.

Please report any used items to the designated person in charge who is responsible for monitoring the contents and ensuring their replacement. See list of [first-aiders](#) on website.

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

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

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

HAZARD REPORTING

DIT recognises the part that its staff/students/visitors, contractors/service providers and campus users have to play in the reporting of hazards in the workplace. There is a report form to formally identify and report hazards. If the hazard is a structural issue, it should be reported immediately to the local Estates 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 Hospitality Management & Tourism must be carried out under a Estates 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 Hospitality Management & Tourism (or by students at the request of the School) 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 by the Head of School 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 of Hospitality Management & Tourism includes: Chef uniform, hat (hair net), apron, and safety shoes.

ERGONOMICS

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

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

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

WELFARE PROVISIONS

In accordance with legislation, DIT 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 Estates 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 - staff room (room 15) located on the 1st floor. ARAMARK Canteen located on the ground floor DIT Cathal Brugha Street. Students Union Shop located on the ground floor DIT Marlborough Street and staff room located on the ground floor DIT Sackville Place.
 - ✓ 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.
 - ✓ 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 Estates Manager. Arrangements for cleaning and waste disposal is outlined in the risk assessments below.
 - Drinking water is available to all staff via water dispensers, located throughout the building.;

SENSITIVE WORK GROUPS

Protection of Children and Young Persons

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

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

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.

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

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

LONE/OUT OF HOURS ACCESS

No lone/ out of hours working takes place in the School of Hospitality Management & Tourism.

WORK PLACEMENT

The Work Placement, defined as a period of work-based learning related to an academic course, is an integral part of all undergraduate programmes in the School of Hospitality Management and Tourism. This practical aspect of our courses provides the opportunity for students to put theory into practice and to develop key skills which will better equip them for employment. Employers who offer a work placement will benefit from the extra resource of new ideas and a fresh approach while investing in the workforce of the future. The third partner in our work placements is our School which has a duty of care to students while on work placement. Through our Placement Office, we seek to maximize learning opportunities and offer support and mentoring to both student and employer.

The Placement process

Students set learning objectives, prepare curriculum vitae and undertake research to identify potential employers. The Placement Office oversees this process and acts as a facilitator for employers and students. A work placement offer is formalised through an Agreement Form, signed by the employer, the student and the Placement Officer. Prior to commencement, employers will receive a set of Guidelines (including health and safety), together with information on mentoring, contact with the School, visits, assessment and appraisal.

Work placement fact sheets are available and distributed by the Placement Officer to host employers/organisations, DIT students and DIT Mentors. The Health and Safety Office provide Placement Safety Inductions on request through the Placement Officer, an eLearning is also available on request.

TRIPS/TRAVEL

Staff take students on educational trips throughout the year. Staff must complete a risk assessment prior to going on a trip(s). All trip and travel proposals must have a risk assessment completed prior to the event, the risk assessment must be submitted to the Health & Safety Office. Please see risk assessment section.

STAFF/STUDENTS WITH DISABILITIES

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

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

HEALTH SURVEILLANCE

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

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

WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL

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 Hospitality Management & Tourism 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 Hospitality Management & Tourism 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 Hospitality Management & Tourism will issue new documents after appropriate consultation and agreement with relevant parties.

HAZARD IDENTIFICATION AND CONTROL MEASURES

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

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

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

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

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

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

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

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

Risks may be classified as:

- High;
- Medium;

- Low.

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

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

Risk control measures are a combination of:

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

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Risk Assessments for the School of Hospitality Management & Tourism

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

			<p>visitors out</p> <ul style="list-style-type: none"> • Emergency exits are clearly marked and free from obstructions • Emergency lighting in place • Staff members act as evacuation marshals • No smoking policy in place • Proper storage of flammable liquids and gas cylinders • Scheduled maintenance of buildings services (heating, electricity, ventilation etc.) • Hot work permit system in place • Compliance with building regulations • Site specific Emergency Manual for the Cathal Brugha Street campus available on the website www.dit.ie/safework 	<p>position of emergency exits and Assembly Point(s) at the commencement of meeting/seminar with visitors, and classes/ lectures with students</p>			
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PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
002	Manual Handling <i>(lifting, putting down, pushing, pulling, carrying or moving of a load)</i> <ul style="list-style-type: none"> Office supplies Paper work/ class material/ exam scripts/ books Files Laptops Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Manual Handling-related injuries, e.g. back injury Slips, trips, falls 	<ul style="list-style-type: none"> All staff compliant with and adhere to mandatory manual handling training Trolleys available for staff for transporting Manual handling risk assessments available to all staff, contact local Occupational Health Officer Good housekeeping maintained Suitable environment Implement team lifting were required Adequate lighting maintained Assistance from colleagues – implement team lifting Report issues to Line Manager Items not stored above shoulder height Goods lift and passenger lifts in Cathal Brugha Street, Marlborough Street and Sackville Place Wear appropriate PPE where required Seek assistance from the Estates Office if required 	<ul style="list-style-type: none"> Maintain current controls Refresher training to be carried out where necessary Head of School must correct any staff member who may be lifting loads improperly Matrix of staff members who require training to be compiled Ensure racking/ shelving is maintained and checked for stability 	With current controls: L With Actions applied: L	Head of School and all staff All staff Head of School Head of School and all staff	Ongoing As necessary As necessary Ongoing

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
003	Work Equipment: <ul style="list-style-type: none"> IS equipment / computers in class rooms and lecture theatres Desktop PCs, Photocopiers, Shredders, Guillotine, Filing Cabinets Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Electrics 	<ul style="list-style-type: none"> Service and maintenance of equipment used by the School including IS equipment Visual check before use Report defects to Line Manager Follow manufacturer's instructions Shut down after use and end of day CE mark on equipment Damaged equipment marked and taken out of service Filing cabinets fitted with ant-tilt mechanism Label defective equipment and report to Line Manager 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	DIT Information Services, Head of School, all staff and students	Ongoing

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
004	Portable Appliances & Handheld Equipment	Electrical	<ul style="list-style-type: none"> It is DIT Policy that use of portable appliances/ equipment including domestic appliances is prohibited in offices/ class rooms 	<ul style="list-style-type: none"> Ensure monitoring of compliance with policy 	<p>With current controls: L</p> <p>With Actions applied: L</p>	Head of School	Ongoing

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
005	Noise	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
006	Structural: Floors Walls Ceilings Doors Fixtures and fittings Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Personal Injury • Slips, Trips and Falls • Collapse • Trapping 	<ul style="list-style-type: none"> • Building and associated fixtures and fittings appear to be stable and structurally sound • Defects and hazards are reported to the Estates Manager or through online hazard reporting • Opening / closing safely • Vision panel in place 	<ul style="list-style-type: none"> • Maintain current controls • Contact Estates Office if problems arise • Ensure where vision panels on fitted on doors they are not obstructed • Maintenance and inspection programme to be implemented 	With current controls: L With Actions applied: L	Head of School, all staff and students All staff Estates Office	As necessary Ongoing Ongoing

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
007	Slips, Trips & Falls <ul style="list-style-type: none"> Flooring type: carpet , tiling and marble Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Slips, trips and falls Uneven surfaces Wet floor conditions Raised obstacles Poor housekeeping 	<ul style="list-style-type: none"> Estates Office to ensure upkeep and maintenance of internal and external access and egress routes e.g. walkways, paths, driveways, floors, corridors, steps and stairs All routes kept clear and unobstructed SOP for cleaning – floors generally cleaned early morning when most personnel are off site (see Cathal Brugha St. Housekeeping Procedures) Use of warning signage where appropriate Report hazards to Line Manager Good cable management Pedestrian routes marked Changes in floor levels identified and marked Door mats provided at entrance (main entrance) SOP for spillages (Cathal Brugha St. Housekeeping) Hand-rail on steps/stairs Stair nosing fitted with anti slip finish Adequate lighting Good housekeeping 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	DIT Estates Office, Cathal Brugha St. Housekeeping all staff and students	Ongoing

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
008	Access and Egress Opening Times: Opening times are on the DIT website Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Security threats • Threats from public • Violence / Assault • Unwanted visitors 	<ul style="list-style-type: none"> • Front desk is manned at all times by a porter • Sign in key system in place • Security camera in common areas • Suspicious activity reported to porters • Rooms locked when not in use • Students have DIT I.D. card • Vision panels on doors • Contact the Estates Help Desk to report a fault or request a service 	<ul style="list-style-type: none"> • Maintain current controls • Do not allow suspect individuals access – inform porter on duty 	With current controls: L With Actions applied: L	DIT Estates Office and all staff All building occupants	Ongoing Ongoing

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
009	Office and Class Room Equipment: <ul style="list-style-type: none"> Desktop PCs Laptops Photocopiers Printers Shredders Guillotines Filing Cabinets AV Projectors Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Personal injury due to: <ul style="list-style-type: none"> chemical contact when changing toner burns from clearing jams electrical shock/contact with live parts entanglement in moving parts contact with sharp edges Incorrect disposal Lack of information / training 	<ul style="list-style-type: none"> Gloves worn when changing cartridges and wash hands after use Power turned off before clearing jams or making adjustments Manufacturer's instructions followed PCs supported and maintained by DIT Information Services Correct disposal of waste cartridges Ensure no loose or dangling clothing/personal effects when operating equipment with moving/rotating parts e.g. shredder Do not overload electrical sockets Ensure guard in place on guillotine Filing cabinets fitted with anti-tilt mechanism Label defective equipment and report to line manager 	<ul style="list-style-type: none"> Maintain current controls Staff to be provided with training in safe operation and daily routine maintenance of the equipment by Service Engineers Where necessary, competent Service Engineers will be called to carry out repairs and scheduled maintenance Equipment should be located in areas only where there is suitable ventilation to remove the dust and heat generated by the equipment 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>All staff and students</p> <p>Head of School and all staff</p>	<p>Ongoing</p> <p>Ongoing</p>

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

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
011	Mechanical Lifting Systems	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
012	Transport <ul style="list-style-type: none"> Delivery Vehicles (vehicles deliver goods to DIT Cathal Brugha Street on Thomas lane (this lane is open to the public)) Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Injury to person/ struck by vehicle Poor access and egress 	<ul style="list-style-type: none"> Deliveries to be coordinated with suppliers Access and egress is restricted to good inwards personnel Safe parking – delivery vehicles park on Thomas lane Obey Speed limit Designated area for loading and unloading goods Report defects Adequate lighting Hi Vis clothing 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	Goods inwards personnel and DIT Estates Office	Ongoing

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
013	Hot Surfaces / Liquids / Solids <ul style="list-style-type: none"> Catering appliances in staff common room or canteen: kettle/ toaster/ microwave/ burco boiler Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Contact burns Scalds Spillage 	<ul style="list-style-type: none"> Heat shielding of hot surfaces Equipment well maintained Use of lids/covers to prevent spillages Procedure for dealing with spillages It is DIT Policy that use of domestic appliances by students or staff in classrooms and offices is prohibited 	<ul style="list-style-type: none"> Maintain current controls Place correct & suitable covers on food in microwave Care with kitchen appliances Report defects to Estates Office 	With current controls: L With Actions applied: L	All staff and students	Ongoing

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
014	Pressure Systems	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
015	Radiation	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
016	Vibration	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
017	Services: Heating <ul style="list-style-type: none"> Source of heating: Oil/gas central heating Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/Service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Environment too hot or cold Electrical hazards Misuse of portable heaters Leaks Fire Burns Carbon monoxide poisoning 	<ul style="list-style-type: none"> Heating in working order Room users can adjust heating levels Service and maintenance by competent person Combustible materials kept away from heat source Heat source kept clear and free from obstructions Environmental monitoring from the Health and Safety Office on request Fire detection systems in place Cables neatly positioned 	<ul style="list-style-type: none"> Maintain current controls Contact DIT Estates Office if problems or defects arise 	With current controls: L With Actions applied: L	DIT Estates Office, all staff and students All staff and students	Ongoing As necessary

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
018	Lighting Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Inadequate lighting • Glare • Eyestrain • Slips, trips , falls 	<ul style="list-style-type: none"> • Light switches easily accessible • Adequate lighting level for nature of work • Environmental monitoring available from the Health and Safety Office on request • Service and maintenance by competent person • Report defects to Line Manager • Complete Estates Maintenance request (Estates helpdesk) 	<ul style="list-style-type: none"> • Maintain current controls • Contact DIT Estates Office if problems or defects arise 	With current controls: L With Actions applied: L	DIT Estates Office and all staff DIT Estates Office and all staff	Ongoing As necessary

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
019	Ventilation and Temperature <ul style="list-style-type: none"> Sash windows/ window opening in or out Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Environment too hot or cold Inadequate ventilation Falls from heights from windows 	<ul style="list-style-type: none"> Openable windows available for intake of fresh air Blinds in place and in working order Suitable equipment/devices available for the opening and closing of high level windows Service and maintenance of ventilation system by competent person Office temperature of at least 17.5 degrees Celsius (after one hour of work) Environmental monitoring from the Health and Safety Office on request 	<ul style="list-style-type: none"> Maintain current controls Contact DIT Estates Office if problems or defects arise 	With current controls: L With Actions applied: L	DIT Estates Office, all staff and students All staff and students	Ongoing As necessary

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
020	Electricity Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Electric shock • Electrocution • Ignition source • Fire • Explosion • Death • Electrical arcing • Damaged electrical equipment • Use of faulty equipment • Contact with live parts • Unmarked distribution boards • Inadequate electrical installations 	<ul style="list-style-type: none"> • Sufficient numbers of electrical sockets • Electric leads not trailing or worn • Competent person to carry out repairs / works • All works servicing and testing is carried out as per regulations • Shut equipment down when not in use and end of day • Contact Estates Office if problems arise • Adequate protection for circuit boards, distribution boards etc. • Report defects, take equipment out of use • Good housekeeping maintained • Adequate protection for circuit boards, distribution boards etc. • Suitable fire extinguishers provided • Switch off equipment before cleaning or making adjustments • Keep use of adaptors and extension leads to a minimum 	<ul style="list-style-type: none"> • Maintain current controls • Contact DIT Estates Office if problems arise • Do not overload sockets • PAT testing of portable electrical appliances subject to wear and tear 	With current controls: M With Actions applied: L	DIT Estates Office, Head of School all staff and students All staff and students Head of School	Ongoing Ongoing As necessary

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
021	Asbestos	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
022	Confined Spaces	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
023	Lasers	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
			Control Measures				
			Current Controls	Further Actions Required			
024	Construction / Maintenance Work Example: <ul style="list-style-type: none"> Noonan staff Building contractors Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Unfamiliar with DIT buildings and safety procedures Injury to contractors, staff, students, members of the public 	<ul style="list-style-type: none"> Only trained and authorised employees carry out maintenance work Maintenance employees and building contractors are made aware of all risks e.g. gas, water and electricity points and possible locations of asbestos Estates Office control all contractors Permit to work system for hot works, work at height, confined spaces etc. The front desk in the main building is manned at all times by a porter Sign-in required by contractors/service providers at the front desk Compliance with DIT code of practice for contractors eLearning induction programme for contractors Risk assessment and method statements completed by contractors and submitted to the Estates Office Good housekeeping maintained Areas of hazardous works cordoned off to prevent unauthorized access Appropriate PPE worn/used as required Tools and equipment in good working order Warning signage put in place as required 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	Head of School in conjunction with DIT Estates Office	Ongoing

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
025	Work Activities / Processes See Ref 009 & 010 for Office Work and Equipment	N/A	N/A	N/A	N/A	N/A	N/A

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
026	Housekeeping Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Slips, trips and falls • Increased fire load • Falling objects • Collisions 	<ul style="list-style-type: none"> • Fire load kept to a minimum • All escape routes and emergency exits kept clear and unobstructed • Wet floor signs where required • Spillages cleaned immediately • Adequate lighting • Adequate waste disposal • Refuse and recycling bins are provided in offices and class rooms • Lockers available for storage of personal belongings 	<ul style="list-style-type: none"> • Maintain current controls • Arrange weekly spot checks of areas to ensure escape routes and emergency exits are kept clear and unobstructed 	With current controls: L With Actions applied: L	Head of School all staff and students Head of School	Ongoing Ongoing

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
027	Cleaning <ul style="list-style-type: none"> Noonan clean Marlborough Street, and DIT Housekeeping clean Cathal Brugha Street and Sackville Place Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Lack of cleanliness or hygiene Manual handling injury Exposure to hazardous substances Spillages: slips, trips and falls Lack of/inappropriate PPE 	<ul style="list-style-type: none"> Daily cleaning schedule Signage (e.g. wet floor signs) available and used Proper storage of cleaning equipment and cleaning substances Proper labeling of cleaning agents Use of appropriate cleaning equipment Report defects and hazards to line manager Information and training for cleaning staff SOPs in place for cleaning (see Noonan risk assessments and Cathal Brugha Street Housekeeping) DIT Estates Office remove bins and waste as required PPE provided and used and worn by cleaning staff 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	Cleaning staff, General Operatives and Noonan staff	Ongoing

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
028	Waste Disposal & Removal <ul style="list-style-type: none"> No specialist or hazardous waste Bins in offices, class rooms and common areas are removed on a daily bases in Cathal Brugha St. by the DIT Estates Office and in Marlborough St by Noonan <p>Who is harmed:</p> <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Waste accumulation Fire Sharps injuries Exposure to bodily fluids Manual handling injury Exposure to hazardous substances Spillages: slips, trips and falls Lack of/inappropriate PPE 	<ul style="list-style-type: none"> Paper recycling bins present Shredding facility present General waste bins present Dispose of waste appropriately in bins provided Segregate waste as appropriate Waste removed on a regular basis by cleaning contractors Keep waste away from sources of ignition e.g. heaters, electrical appliances Food waste bins located in kitchens and canteen Trolleys used for collecting waste bins in the building DIT Estates Office remove bins and waste as required 	<ul style="list-style-type: none"> Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>DIT Estates Office, Noonan staff, Head of School and all staff</p>	<p>Ongoing</p>

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
029	Signage and Documentation Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of knowledge regarding safety procedures 	<ul style="list-style-type: none"> • Signage in place: • Emergency Exit signage • Emergency First-aid Procedures in place • Evacuation plan posted throughout • List of trained first-aiders posted • Safety Notice points posted throughout • Fire Action Notice Point posted throughout • No Smoking signage in place • Emergency contact numbers • Refuge point signage 	<ul style="list-style-type: none"> • Maintain current controls and update signage as required • Observe signage in place 	With current controls: L With Actions applied: L	Head of School and DIT Estates Office Staff, students, visitors, contractors/ service providers	Ongoing Ongoing

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
030	Incidents Hazard Reporting First-aid Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Lack of first-aid supplies • Lack of trained first-aiders • Lack of knowledge of procedure in the event of an incident • No reporting of incident(s) • No reporting of hazards 	<ul style="list-style-type: none"> • First-aid kit available at the Front desk • Incident report book available • All incidents to be reported immediately and an incident report form completed • Additional supplies available from Health & Safety Office on request • Staff trained in ERT • List of trained first-aiders available at www.dit.ie/safework • Emergency first-aid procedure posted • AED available • Individuals trained in first-aid and the use of the AED • Online hazard reporting facility available 	<ul style="list-style-type: none"> • Attend training for staff in ERT and First-aid as per DIT Policy • Ensure adequate number of staff trained in first-aid 	With current controls: L With Actions applied: L	All staff Head of School	Ongoing Ongoing

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
031	Use of Ladders / Working at Height <ul style="list-style-type: none"> Access to goods stored at a height Opening high level windows Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Falls from height Falling objects Falls through fragile roofs Slips, trips and falls Manual handling injuries Inclement weather 	<ul style="list-style-type: none"> Avoid working at heights if possible Store all items/ material below shoulder height Avoid storing material at a height Work at height activities are supervised Only trained staff are permitted to use ladders Ladders are only used for light work of short duration Where ladders are used, they must be in good condition, used on a firm level surface and tied at the top or stabilized at the bottom Use of chairs /tables for access to height is prohibited Suitable equipment/devices available for the opening and closing of high level windows Supervision of students by staff 	<ul style="list-style-type: none"> Maintain current controls Contact Estates Office for assistance if required Step stools may be used by staff but should be inspected frequently Items should not be thrown from a height 	With current controls: L With Actions applied: L	Head of School and all staff	Ongoing

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
032	Lone/ Out of Hours Access	N/A	N/A	N/A	N/A	N/A	N/A

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
033	Trip/ Travel <ul style="list-style-type: none"> Staff take students on trips during the academic year – e.g. museums, cultural / heritage attractions, hotels Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Injuries Medical emergencies Accidents and incidents Missing persons Substance abuse Road Traffic Accidents Inclement weather Site terrain Chemical Human Factor 	<ul style="list-style-type: none"> DIT trip/ travel Guidelines in place Separate trip/ travel risk assessment template completed for each trip and control measures implemented Health and safety information provided to trip participants eLearning programme available from Health and safety office to participants Adequate supervision of students Provision of PPE where appropriate Adherence to local/site rules 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	Head of School, all staff and students	Ongoing

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
034	Work Placement <ul style="list-style-type: none"> In the Hospitality sector, hotels, restaurants, leisure management sector, gyms, entertainment industry (concerts) Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Injuries Accidents and incidents Lack of familiarity with work environment and work practices 	<ul style="list-style-type: none"> Specific risk assessment carried out and control measures implemented Work placement factsheets provided to host organisation, students and mentors (DIT staff) Pre-placement induction safety talks available from the Health & Safety Office on request DIT work placement mentor appointed DIT guidance notes on work placements Report all incidents and accidents to DIT Insurance cover in place Training and supervision of students by host organisation 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	Head of School, all staff and students	Ongoing

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
035	Events Hosting <ul style="list-style-type: none"> Open day, get smart, conferences Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Injuries Accidents and incidents Unfamiliar with DIT premises and emergency plans 	<ul style="list-style-type: none"> Specific risk assessment carried out for each event and control measures implemented Emergency plans in place with regard to evacuation and first-aid Report all incidents and accidents to DIT Provide relevant health and safety information to event participants 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	Head of School, all staff and students	Ongoing

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
036	Conferences / Seminars Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Travel to and from • Road traffic accidents • Unfamiliar with venue • Medical emergency • Missing persons 	<ul style="list-style-type: none"> • Taxi vouchers available to staff • Staff obey rules of the road if driving or cycling • Adequate insurance, tax and NCT on vehicles used for transport • Familiarise yourself with local emergency procedures and first-aid arrangements • Report defects and incidents to venue management • Approval sought from Line Manager as per DIT procedures 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	Head of School and all staff	Ongoing

OPERATIONAL							
			Control Measures				
			Current Controls	Further Actions Required			
037	Storage Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Inadequate storage • Improper storage • Inadequate space for safe manual handling • Poor housekeeping • Slips, trips and falls • Unsafe access and egress • Inadequate lighting and/or ventilation 	<ul style="list-style-type: none"> • Safe access and egress • Storage avoided above shoulder height where possible • Items stored appropriately and securely • Items segregated where necessary • Storage units/shelves/racking secure and fit for purpose • Storage units/shelves/racking not overloaded • Step ladder/foot stool or other suitable equipment available for accessing higher shelving units • Staff trained in manual handling • Items not stored in walkways • Defects reported to Line Manager • Adequate lighting and ventilation • Lockers available to students for personal belongings 	<ul style="list-style-type: none"> • Maintain current controls • Inspection and maintenance programme for storage units/shelves/racking • Inspection and maintenance programme for safety ladders/foot stools 	With current controls: L With Actions applied: L	Head of School and all staff Head of School	Ongoing April 2014

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
038	Sensitive Work Groups: Pregnant Employees /Students & Nursing Mothers	<ul style="list-style-type: none"> • Harm to mother, unborn child or breastfeeding baby • Physical risks • Chemical risks • Biological risks 	<ul style="list-style-type: none"> • Specific risk assessment carried out for individual pregnant employees/students and control measures implemented as identified and necessary by Health & Safety Office • Sanitary facilities available -designated first-aid room/occupational health office in DIT Cathal Brugha Street • Follow medical advice 	<ul style="list-style-type: none"> • Pregnant employees/students and nursing mothers to contact Occupational Health Officer Orlaith Waters to ensure a risk assessment is carried out 	With current controls: L With Actions applied: L	All staff and students	Ongoing

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

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
040	Sensitive Work Groups: People with Disabilities	<ul style="list-style-type: none"> • Lack of access/egress • Difficulty with evacuation • No risk assessment (RA) completed 	<ul style="list-style-type: none"> • Specific Risk Assessment carried out by Health & Safety Office • Personal Emergency Egress Plan (PEEP) completed where necessary • Reasonable accommodation identified in risk assessment • Lift present and in working order • Disability Support Service available • Disabled toilet: note location • Health & Safety Induction available to staff and students 	<ul style="list-style-type: none"> • Staff/students with disabilities to contact Occupational Health Officer Orlaith Waters to ensure a risk assessment is carried out • Advise visitors to the School to notify DIT host in advance of any special needs 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>Head of School, All staff and students</p> <p>Head of School</p>	<p>Ongoing</p> <p>As necessary</p>

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
041	Sensitive Work Groups: New Recruits	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Injuries • Accidents and incidents • Lack of training and experience • Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> • Induction available (in person or online) • Line Manager gives induction for department • Mandatory training to be completed as soon as possible after recruitment • Supervision of new staff 	<ul style="list-style-type: none"> • Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	Head of School, all staff and students	Ongoing

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
042	Sensitive Work Groups: Undergraduates	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Injuries • Accidents and incidents • Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> • Induction programme for new students • Supervision by staff in practical environments e.g. workshop classes, field trips etc. • Emergency procedures in place • First-aid facilities available • Task-specific instructions/ demonstrations provided by staff • Student support services available 	<ul style="list-style-type: none"> • Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	Head of School all staff and students	Ongoing

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
043	Sensitive Work Groups: Postgraduates <ul style="list-style-type: none"> • Taught and research postgraduates 	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Injuries • Accidents and incidents • Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> • Induction available (in person or online) • Supervisor gives induction for department • Mandatory training to be completed as soon as possible after recruitment • Supervision of postgraduates 	<ul style="list-style-type: none"> • Maintain current control 	With current controls: L With Actions applied: L	Head of School, all staff and students	Ongoing

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

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
045	Violence <ul style="list-style-type: none"> Staff dealing with petty cash, difficult student/ staff Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Theft Attacks/assault 	<ul style="list-style-type: none"> Emergency Response Training (ERT) mandatory for staff Porter on duty at front desks DIT staff and students report suspect individuals to DIT Estates Office Adequate lighting Lone working policy in place Rooms locked when not in use CCTV in common areas Vision panels fitted on doors 	<ul style="list-style-type: none"> Maintain current controls Safe Operating Procedure required for the handling, storage and transport of cash 	With current controls: L With Actions applied: L	All staff, Head of School and DIT Estates Office Head of School	Ongoing May 2014

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
046	Bullying & Harassment Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Effects on physical and mental well-being 	<ul style="list-style-type: none"> • DIT Dignity at Work: Anti Bullying & Harassment Policy in place • Dignity at Work contact persons available • Dignity at Work training programme for staff • Employee Assistance Programme (EAP) in place • DIT Procedure for complaints and investigations • Student support services available 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	All staff and students	Ongoing

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
047	<p>Welfare Facilities; Sanitary Facilities; Staffroom / Canteen</p> <p>Note local arrangements: Staff room (room 15) located on the 1st floor, ARAMARK Canteen located on the ground floor DIT Cathal Brugha Street, Students Union Shop located on the ground floor DIT Marlborough Street, and staff room located on the ground floor DIT Sackville Place</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students 	<ul style="list-style-type: none"> • Inadequate facilities • No potable water • No means for boiling water / heating food • No seating / resting area • No hand-washing facilities 	<ul style="list-style-type: none"> • Staffroom/canteen present with seating facilities • Drinking water available • Hot and cold water available in sanitary facilities • Disabled toilet available Disabled toilets located on ground floor Marlborough Street and Sackville Place. Male and female toilets located throughout the building • Adequate sanitary facilities available • Hand washing facilities adequate. 	<ul style="list-style-type: none"> • Care to be taken with hot surfaces, hot drinks and boiling water 	<p>With current controls: L</p> <p>With Actions applied: L</p>	DIT Estates Office, all staff and students	Ongoing

	<ul style="list-style-type: none">• Visitors• Contractors/ Service providers• Sensitive risk groups:<ul style="list-style-type: none">• young persons• pregnant women• people with disabilities						
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HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
048	Visitors <ul style="list-style-type: none"> External examiners, public, people from visiting Universities/ Colleges Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/ Service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Lack of experience Lack of training Injuries Accidents and incidents Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> Front desk manned at all times by a Porters on duty Visitors report to Front desk/ Reception Safety booklets and safety wallet cards available Signage Risk assessments completed for specific events where groups of visitors are expected CCTV in building Deliveries handled by Goods Inwards Visitors briefed on emergency procedures by the person they are visiting 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	Head of School, all staff and students	Ongoing

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
049	Contractors / Service Providers Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Unfamiliar with DIT buildings and safety procedures • Injury to contractors, staff, students, members of the public 	<ul style="list-style-type: none"> • Estates Office control all contractors • Reception is manned at all times by a porter • Sign in required • Compliance with DIT Code of Practice for Contractors • eLearning programme completed by contractors/service providers • DIT Contractor safety badge • Risk assessment and method statements completed and submitted to the Estates Office • Good housekeeping maintained • Areas of works cordoned off if required 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	DIT Estates Office, Head of School, Contractors / Service Providers	Ongoing

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

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
051	Personal Protective Equipment (PPE) Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Improper fit and use • Incorrect type • Poor maintenance • Lack of training • Exposure to physical or hazardous substances • Slips, trips and falls • Lack of awareness of PPE requirements • Contamination 	<ul style="list-style-type: none"> • Appropriate selection of PPE • Consultation with staff • Wear PPE when working in kitchens: chef uniform, safety shoes, apron and hat/ hair net • Inspection and maintenance of PPE • Report defects • Store appropriately – in lockers • Provided with training, information and supervision • Signage at entrance to kitchens • Follow manufacturer's instructions • Personal use only • Use oven gloves and cloths when handling hot trays/ plates/ pot and pans 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	Head of School, all staff, student and visitors	Ongoing

CHEMICAL							
			Control Measures				
			Current Controls	Further Actions Required			
052	No chemicals in use	N/A	N/A	N/A	N/A	N/A	N/A

CHEMICAL							
			Control Measures				
			Current Controls	Further Actions Required			
053	Gas No industrial gas present	N/A	N/A	N/A	N/A	N/A	N/A

BIOLOGICAL							
			Control Measures				
			Current Controls	Further Actions Required			
054	Biological Agents	N/A	N/A	N/A	N/A	N/A	N/A

HUMAN FACTORS							
			Control Measures				
			Current Controls	Further Actions Required			
055	Food Allergens Examples; nuts, milk, crustaceans, molluscs, eggs, fish, celery, mustard etc. Students on specific course programmes attend kitchen practical classes as part their studies. Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/ Service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with 	<ul style="list-style-type: none"> • Allergic reaction • Itching • Hives • Abdominal cramps, nausea or vomiting • Swelling of the throat and tongue • Flushing of the skin • Anaphylaxis <p>Also see risk assessment on:</p> <ul style="list-style-type: none"> • Incidents • Hazard Reporting • First-Aid 	<ul style="list-style-type: none"> • Students are required to complete DIT online food allergy questionnaire during the registration process • Students are responsible for informing DIT of any food allergy during the registration process • Students identifying allergies must submit to the DIT Health & Safety Office medical supporting documentation completed by their treating Medical Practitioner • School Induction programme in place for new students • Students are advised and encouraged to disclose any food allergies or medical conditions to the School at induction and again at commencement of each 	<ul style="list-style-type: none"> • Maintain current controls • Provide food allergen awareness training (include in course programme) to students working and serving in Cathal Brugha St. restaurants, kitchens bakeries and training bar • School website to include information for all students and potential students - advising that participants on School courses maybe exposed to 	<p>With current controls: M</p> <p>With Actions applied: L</p>	<p>Head of School, all staff and students</p> <p>Head of School and all staff</p> <p>Head of School</p>	<p>Ongoing</p> <p>September 2016</p> <p>September 2016</p>

	disabilities		<p>semester. Staff advised at pre-employment medical by Doctor and at staff induction by Line Manager</p> <ul style="list-style-type: none"> • Notices posted in all kitchens, bakeries and areas where food/ food products containing food allergens are used • Students are required to carry any medication necessary at all times during college to treat an allergy e.g. epipen • Emergency first-aid procedures posted • Staff working in kitchens trained in 1 day emergency first-aid • AED's located at all the front desks • First-aid kits located in each kitchen, bakery and at each front desk • Student Health Centres – Doctor and nurses 	<p>food allergens and restriction may apply</p> <ul style="list-style-type: none"> • School to implement the recommended controls/ actions outlined by the students Medical Practitioner(s) as necessary • Student must follow and implement the recommended controls/ actions outlined by their Medical Practitioner(s) as necessary • Student must avoid contact or consumption of food(s) that cause an allergic reaction • Students must inform School staff of their food allergies 		Students	Ongoing
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			<p>available to students 9am- 5pm (located at DIT Linenhall & DIT Aungier)</p> <ul style="list-style-type: none"> • Student and staff advised to wear medic-alert bracelet/ necklace • Staff encouraged to inform line manager of any allergies • Induction available from the Health & Safety Office on request by the School • Members of the public attending teaching restaurant(s) must observe food allergen signage and carry on their person any medication necessary to treat an allergy e.g. epipen • Allergen sheets provided to all students for all modules 	<ul style="list-style-type: none"> • See DIT Draft Student Food Allergen Management Plan 2016 • Kitchens, bakeries, training bar and all equipment used in these areas must be cleaned before and after all practical classes as per opening and closing down procedures • Ensure all products used in practical classes are labelled as food management system • Students are required to observe the labelling on products • Provide gloves (PPE) where contact with specific foods 		<p>Head of School and DIT Allergen Working Group</p> <p>Staff and students</p> <p>Head of School</p> <p>Students</p> <p>Head of School</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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			<ul style="list-style-type: none"> All lecturing staff are instructed to notify the students of the food used in the class that are listed on the allergen sheets. <p>Lecturers are instructed to email the Kitman food orders to all students two weeks in advance of practical classes</p>	<p>causes an allergic reaction</p> <ul style="list-style-type: none"> Meeting of OHO and Health & Safety Officer to review each case submitted Student going on work placement during their studies must also inform their employer of their food allergy School to review the 'student food allergen listing' in the SAP Business Objects account to obtain details for all students registered on School programmes with food allergies. School to manage and implement controls where necessary for students listed in this account and 		<p>Health & Safety Officer and Occupational Health Officer</p> <p>Students</p> <p>Head of School, Assistant Heads of School</p>	<p>As necessary</p> <p>Ongoing</p> <p>Ongoing</p>
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				for those students who have not yet submitted supporting medical documentation forms.			
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