

STAFF TRAINING & DEVELOPMENT OFFICE

SAFETY STATEMENT

2014



Health & Safety
www.dit.ie/safework

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THE STAFF TRAINING & DEVELOPMENT OFFICE CONTACT DETAILS

Role	Name	Location	Email	Telephone
Staff Training & Development Manager	Phil Kenna	3 rd Floor	Phil.kenna@dit.ie	4631
Staff Training & Development Office Staff	Gabrielle Deegan	3 rd Floor	Gabrielle.deegan@dit.ie	7871
	Hilda Browne	3 rd Floor	Staff.training@dit.ie	7870
	Jessica Bridgeman	3 rd Floor	Jessica.Bridgeman@dit.ie	7877
Occupational Health Officer (OHO)	Yvonne McArdle	Room KE-225	Kevinst.occhealth@dit.ie	4603
Incident Controller	Porter on Duty	Porters Desk		4969

EMERGENCY CONTACT NUMBERS

Emergency Services	112/999 (You may need to dial “0” for an outside line)
Hospital	01 410 30 00
Dublin City Council	01 222 22 22
Garda Síochána, Pearse Street	01 666 90 00
Bord Gais 24 hour emergency line	1850 205 050
ESB 24 hour emergency line	1850 372 999
Health and Safety Authority	1890 289 389
Samaritans	1850 609 090
Environmental Protection Agency	1890 335 599

14 UPPER MOUNT STREET CONTACT DETAILS

Porters Desk	Porter on Duty	01 402 7969
Incident Controller	Porter on Duty	01 402 7969
Building Service Supervisor	Ciarán Stone	01 402 7666
Building Maintenance Manager	Contact Ciarán Stone	01 402 7666
Occupational Health Officer	Yvonne McArdle	01 402 4603 / 087 9809 135
Health and Safety Officer	Edel Niland	01 402 4192 / 086 3891 080
Student Health Centre		01 402 3051
Chaplain	Fionnuala Walsh	01 402 4568 086 875 4422
Employee Assistance Programme (EAP) Contact	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours/7 days a week /365 days a year)

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	Phil Kenna	<i>Phil Kenna</i>
Ensuring safety statement, risk assessments are carried out, updated and communicated	Phil Kenna	<i>Phil Kenna</i>
Ensuring the upkeep of first aid box and ordering first aid supplies from Occupational Health Officer	Phil Kenna/First Aiders	<i>Phil Kenna</i>
Co-ordinating contractors activities and dealing with Buildings Office for Work Permits	Phil Kenna	<i>Phil Kenna</i>
Updating the statutory registers and Safety Data Sheets	Phil Kenna	<i>Phil Kenna</i>
Ensuring adequate personnel designated as fire marshals and first aiders	Phil Kenna	<i>Phil Kenna</i>

INTRODUCTION

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

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

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

This Safety Statement should be read in conjunction with the DIT Parent Safety Statement which is available on the health and safety website (www.dit.ie/safework).

This document applies to all staff, Students, visitors and Contractors/Service Providers attending courses onsite. It will be updated as necessary in the light of new legislation, staff feedback, changes and practical experience. In addition it will be reviewed annually.

SAFETY POLICY & OBJECTIVE FOR THE STAFF TRAINING & DEVELOPMENT OFFICE

The Staff Training & Development Office will ensure that:

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

Signed: 
Ms. Phil Kenna,
Staff Training & Development Manager

Date:

10 June 2014

SCOPE OF SAFETY STATEMENT & HISTORY OF LOCATION

14 Upper Mount Street is located in Dublin 2. It is a Georgian building which fronts onto Upper Mount Street. The departments within the building include:

- Staff Training and Development
- Lifelong Learning
- Information Systems

Other users of the building include:

- Building Maintenance (Porters, Building Maintenance Manager etc)
- Noonans Cleaning Contractors
- Internal and external trainers
- DIT staff
- Visitors include higher education institutes, seminar attendees and networking contacts
- Course attendees

The building is used for offices, training courses and meetings/seminars. No high-risk activities take place on site. No kitchens (except staffroom), laboratories or workshops are present.

The building generally opens from 8:00 am – 8:00 pm. Four individuals are currently Key Holders. These are Phil Kenna, Jen Harvey and the Porters.

Training/group access rooms include:

1. Boardroom
2. Seminar Room
3. IT Laboratory
4. Backroom
5. Multi-purpose Room

SAFETY RESPONSIBILITIES

In accordance with the DIT Parent Safety Statement, the Staff Training & Development Manager as part of her management function, is responsible for ensuring, so far as is reasonably practical, the health and safety of persons working, studying or visiting their area of responsibility. In particular she is responsible for the following:

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

All Institute Staff

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

Statutory Requirement

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

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

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

- (g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,
- (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, the Staff Training & Development Office have the following responsibilities:

- To participate in and put into practice all training provided by DIT, to ensure compliance with safety, health & welfare legislation
- To co-operate with those responsible for health and safety
- To familiarise themselves with the contents of the health and safety statement, safety policies and procedures and Codes of Practice
- To assist in the preparation and updating of the Staff Training & Development safety statement
- To assist and co-operate with periodic safety inspections/audits
- To assist in the completion of standard hazard identification control sheets and co-operate with the reporting and investigation of incidents
- To ensure that equipment is operated in a safe manner and good housekeeping standards are maintained at all times
- To promote safe work practices
- To ensure that all safety rules are communicated to staff, contractors and visitors
- To use equipment only if authorised and trained
- To ensure that any safety measures associated with new equipment/machinery is brought to the attention of the Staff Training & Development Manager, implemented, documented in the health and Safety Statement and communicated effectively
- To report to the Staff Training & Development Manager any person abusing facilities or equipment
- To adhere to policies and procedures in the case of lone working and 24 hour access
- To select and appoint a Safety Representative
- To notify the Health and Safety Officer of any perceived shortcomings in the safety arrangements

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

- Visitors may not be aware of the potential hazards associated with DIT and also may lack familiarity with the Institute's premises/facilities and are therefore a potential risk to themselves and others. All visitors must identify themselves to the relevant DIT personnel and follow all DIT's safety procedures and policies
- In the event of an evacuation, visitors will be led to the Assembly Point by their DIT host/trainer

- A safety booklet and wallet card is available at reception areas and on request
- The DIT Parent Safety Statement is available on the safety website www.dit.ie/safework
- Information regarding children onsite may be found in the Sensitive Work Groups Section
- Visitors should notify in advance at appointment stage of any mobility issues, or if they will need assistance with access and egress

DISCIPLINARY ACTION

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

HEALTH AND SAFETY CONSULTATION

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

Phil Kenna sits on the HR and Finance & Resources Health & Safety Team. This team meets every two months.

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

Each 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:

- Posters
- Team briefings
- Website
- Toolbox talks
- Safety Inductions
- Health and Safety Training courses etc.

HEALTH AND SAFETY RESOURCES

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

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

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

SAFE SYSTEMS OF WORK

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

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

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

PROCUREMENT CONTROL

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

INSPECTION PROCEDURES

All locations of work will be periodically inspected by a representative from the Health and Safety Office accompanied by local management and the Safety Representative. The Staff Training & Development 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 departmental finance is not available, Phil Kenna, Staff Training & Development Manager 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: IS is present in 14 Upper Mount Street for IS issues. There is a dedicated photocopying and printing room, which has 2 printer/photocopiers.

Item	Location	Test Frequency	Test Company Details
Printers x2	Basement	As necessary	Ricoh
Photocopiers x2	Basement	As necessary	Ricoh

TRAINING

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

Each member of the Staff Training & Development Office must undergo:

- **Emergency Response Training (ERT)** to be made aware of emergency action plans and arrangements pertinent to DIT as per section 11 of the 2005 Act
- **Manual Handling Training**
- It is recommended that 2 members of the Staff Training & Development Office complete **First Aid Training**
- Any other training identified by Phil Kenna or her staff as necessary for their health and safety

EMERGENCY PLANNING AND RESPONSE

SERIOUS INCIDENT/EMERGENCY

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

REQUIRES FIRST-AID

- Seek departmental first-aider – see Contacts page.
- Injured unwell staff:

Occupational Health Offices

Kevin St.	087 9809135
Bolton St.	087 9809194
Cathal Brugha St	087 9809131

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

REQUIRES FURTHER ATTENTION

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

FIRE & EVACUATION

ALL STAFF, VISITORS & CONTRACTORS

INSTRUCTIONS ON DISCOVERING A FIRE

- 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

Each training room/office should evacuate the building using the nearest available exit, ensuring the safe shutdown of equipment/electricity/gas.

- All visitors should be escorted to safety by the person they are visiting
- All persons evacuating should form a single file on both sides of the corridor or stairway, leaving the centre passageway clear
- Anyone in common areas or moving between areas, should immediately join the lines of people exiting
- Separate emergency egress plans have been prepared for people with disabilities
- All doors should be closed (not locked) by the last person in the line
- Appointed evacuation marshals should “sweep/search” their designated areas, checking to ensure that all offices, training rooms, sanitary facilities and storage areas have been evacuated. They then should leave via the nearest escape route
- All evacuation marshals/sweepers, Building Maintenance personnel, Staff Training & Development Manager and First-Aiders should assemble at designated assembly point to check in, reporting to the Incident Controller details of any casualties or people needing assistance with evacuation. This information is then given by the Incident Controller to the Emergency Services
- All staff should disperse from the building and go to the Pepper Canister Church
- No one must re-enter the building until the all clear has been given by the Incident Controller (Porter on duty)

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, 14 UPPER MOUNT STREET

1. Pepper Canister Church

Pepper Canister Church



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

Evacuation Marshals 14 Upper Mount Street

- ✓ Phil Kenna
- ✓ Gabrielle Deegan
- ✓ Hilda Browne
- ✓ Pauline Rooney
- ✓ Valerie Murray
- ✓ Linda Boyd
- ✓ Natasha Roche
- ✓ Ken Lacey
- ✓ Claudia Igbrude
- ✓ Marian Fitzmaurice
- ✓ Roisin Donnelly
- ✓ Vincent Farrell
- ✓ Niall Dixon
- ✓ Helen Lamb
- ✓ Jennifer Hughes

- ✓ Jen Harvey
- ✓ Dolores McManus
- ✓ Kevin O'Rourke
- ✓ Fionnuala Kelly
- ✓ 'Maireann O'Keeffe
- ✓ Martina Crehan

Note: All staff shall act as Evacuation Marshals

General Rule of Thumb – all persons should act as “sweepers” in the event of an emergency, checking offices and training 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 Porter's desk/reception area.
- A list of Institute Staff who have completed training in first aid/AED is available on the health and safety website (www.dit.ie/safework)

It is recommended that two members of staff be trained in first aid.

Staff may undertake 1-day emergency first aid or 3-day Occupational First Aid.

First aid kits are located at:

- The main reception desk
- Back Training Room
- Multi-Purpose Training Room

INCIDENT REPORTING AND INVESTIGATION

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

The online incident report form must be forwarded to the Health and Safety Officer within 24 hours of the incident occurring or as soon as possible. The Incident report form is available on the DIT health and safety website (www.dit.ie/safework).

HAZARD REPORTING

DIT recognises the part that its staff/Students/visitors and Contractors/Service Providers have to play in the reporting of hazards in the workplace. There is a report form to formally identify and report hazards. If the hazard is a structural issue, it should be reported immediately to the local Building Maintenance Manager and if it is an operational safety issue, it should be reported to local management using the Institute's Hazard Report Form available on the health and safety website. Please see <http://www.dit.ie/healthsafety/hazardreportform>

MANAGEMENT OF CONTRACTORS/SERVICE PROVIDERS

All work undertaken by outside Contractors/Service Providers on behalf of The Staff Training & Development Office must be carried out under a Buildings Officer Permit to Work. Contractors must be competent and any contraventions will be dealt with by the Buildings Office.

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, layout of new offices and training rooms.

It is the responsibility of Phil Kenna, Staff Training & Development Manager, to ensure that all information on ergonomic controls is communicated to employees and Students via circulars, team briefings or other means. They should also ensure that all problems identified are addressed and brought to the attention of the Health and Safety Officer.

WELFARE PROVISIONS

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

- ✓ Adequate and suitable sanitary and washing and drying facilities with hot and cold running water maintained in a clean and hygienic condition
- ✓ Adequate number of lavatories and washbasins with hot and cold running water
- ✓ An adequate supply of potable drinking water available in the staff canteen and through water stations on the first floor and basement floor.
- ✓ 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. This is available in the staff canteen in the basement
- ✓ Easily accessible rest rooms/areas with seats with backs
- ✓ Adequate ventilation, temperature and lighting
- ✓ Fire detection and fire fighting equipment
- ✓ Emergency routes and exits
- ✓ Pedestrian and traffic management systems
- ✓ Clean and well maintained interior walls, floors and traffic routes

SENSITIVE WORK GROUPS

Protection of Children and Young Persons

In cases where children must be present on Institute premises and therefore affected by our acts/omissions, sufficient notification must be given to the Health and Safety Office by the DIT host representative, of the situation, so that an appropriate risk assessment may be carried out. When on DIT property, the Parents/Guardians/Host Representative charged with responsibility for bringing

the child onsite, must be responsible for that child and ensure that at all times they are supervised and protected from activities, processes, equipment, machinery, agents etc.

Pregnant Post-Natal and Breastfeeding Employees/Students

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

- Each departmental risk assessment should 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 preventative or protective measures will be taken
- Pregnant employees should advise their local Occupational Health Officer (OHO) 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 any new mothers who are breastfeeding and require facilities should contact their local OHO

LONE/OUT OF HOURS ACCESS

No lone working or out of hours access takes place in the Staff Training & Development Office.

STAFF WITH DISABILITIES

Specific risk assessments will be completed to ensure that the health and safety needs of staff 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 and Building Maintenance Manager. It is encouraged through staff induction to contact the Health & Safety Office.

HEALTH SURVEILLANCE

Departmental 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 may be referred to our external Occupational Health Physician for a health assessment in relation to their work 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 at <http://www.dit.ie/healthsafety/policies>

WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL

An employee 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.

DIGNITY AT WORK ANTI BULLYING & HARASSMENT POLICY AND PROCEDURES

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

<http://www.dit.ie/hr/hrpoliciesproceduresandguidelines>

STRESS

The departmental risk assessment should identify any areas where stress is a hazard and controls should 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 through VHI. This is listed in the contacts section.

AUDIT, REVIEW AND COMMUNICATION

The Staff Training & Development Office ensures that periodic health and safety audits are completed and a review of all safety statements, risk assessments and documentation takes place. All changes will be communicated to all staff, visitors and Contractors/Service Providers using 14 Upper Mount Street. The most recent revision of all safety statements will be available on the DIT safety website and from Phil Kenna, Staff Training & Development Manager.

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. Phil Kenna, Staff Training & Development Manager will issue new documents after appropriate consultation and agreement with relevant parties.

HAZARD IDENTIFICATION AND CONTROL MEASURES

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

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

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

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

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

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

- Physical
- Chemical
- Biological
- Operational
- Human Factors

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

Risks may be classified as:

- High
- Medium
- Low

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

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

Risk control measures are a combination of:

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

RISK ASSESSMENT

**Please see departmental Risk Assessment for the Staff Training & Development Office,
14 Upper Mount Street**

Risk Assessments for the Staff Training & Development Office, 14 Upper Mount Street

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
	FIRE Emergency Response & Evacuation	<ul style="list-style-type: none"> • Staff unfamiliar with evacuation procedure • Lack of evacuation drills • Inadequate emergency equipment 	<ul style="list-style-type: none"> • Staff trained in ERT • Sufficient firefighting equipment available break glass units, fire extinguishers & blankets • Emergency and first aid procedures posted • Good housekeeping standards maintained & waste kept to a minimum • Two exits available from basement: yard and steps at front of building • External staircase available as a second exit from all floors • Evacuation procedure practiced each semester • Assembly point known to occupants • Occupants shall escort visitors out 	<ul style="list-style-type: none"> • Ensure compliance with ERT training • Ensure firefighting equipment is accessible • Ensure routes, corridors and exits are clear and unobstructed • Leave building immediately and proceed to assembly point: <i>Pepper Canister Church</i> • 1 evacuation per semester 	L	ST&D staff members	Ongoing
						Yvonne McArdle	Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
	Manual Handling	<ul style="list-style-type: none"> Manual Handling-related injuries, e.g. back injury 	<ul style="list-style-type: none"> All staff compliant with their mandatory manual handling training 	<ul style="list-style-type: none"> Staff to ensure they are complaint with training Store heavier items at waist level 	L	Remaining staff	Ongoing
	Work Equipment, Machinery & Tools	<ul style="list-style-type: none"> Manual Handling-related injuries, e.g. back injury Falls from lack of remotes for projectors 	<ul style="list-style-type: none"> Equipment present is mostly office/IT Trolleys provided and used Remote controls available for all projectors 	<ul style="list-style-type: none"> Safe storage of equipment Store heavier items at waist level Ensure remotes are available at all times Report if remote is missing 	L	All staff	Ongoing
	Portable Appliances & Handheld Equipment	N/A	N/A	N/A	N/A	N/A	N/A
	Noise	Hearing loss/damage Disruption etc.	No noise emitting equipment at present	N/A	L	N/A	N/A
	<u>Structural:</u> Floors Walls Ceilings Doors	<ul style="list-style-type: none"> Personal Injury Slips, Trips and Falls Collapse Trapping 	<ul style="list-style-type: none"> Building appears to be structurally sound Defects and hazards are reported to the BMM or through online hazard reporting 	N/A at present Contact Buildings Office if problems arise	L	Phil Kenna or any ST&D staff member	As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
	Slips, Trips & Falls	<ul style="list-style-type: none"> Slips, trips and falls Increased fire load 	<ul style="list-style-type: none"> Fire load kept to a minimum by constant checks of all areas All routes kept clear and unobstructed Rubbish etc. stored outside in designated bin Sign in place near back door to ensure items are not left in corridor 	Maintain standards	L	ST&D staff members	Ongoing
	Access and Egress	<ul style="list-style-type: none"> Security threats Threats from public Violence / Assault Unwanted visitors 	<ul style="list-style-type: none"> Porter on duty at entrance at all times Entry is by key or by authorisation by Porter / a staff member Keys held by 4 staff No unauthorised individuals can enter the building freely Camera linked to buzzer. Contact Gardaí if necessary Continuous handrail available on stairs 	<p>Do not allow suspect individuals access</p> <p>Contact Gardaí if necessary.</p> <p>Contact Buildings Office if problems arise with system.</p>	L	ST&D staff members	Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
	Photocopiers & Printers 2 multi-functional printers present	<ul style="list-style-type: none"> • Changing toner etc.: chemical contact • Clearing jams: burns • Not wearing gloves • Not turning off electrical supply • Incorrect disposal • Personal injury • Lack of information / training 	<ul style="list-style-type: none"> • Toner / print cartridges changed by staff members who wash hands after use • Box of gloves available for staff to use when changing toner etc. 	<ul style="list-style-type: none"> • Turn off power before clearing jams (standard printer) • Disposal as per manufacturer's directions 	L	All ST&D staff;	Ongoing
	Ergonomics	<ul style="list-style-type: none"> • MSD's • Upper limb disorders • Poor posture • Back problems 	<ul style="list-style-type: none"> • The following staff were enrolled on online elearning programme and had a workstation risk assessments were carried out by Health & Safety Office: <ol style="list-style-type: none"> 1. Phil Kenna 2. Hilda Browne 3. Gabrielle Deegan • Request additional risk assessments from the Health & Safety Office 	Contact Yvonne McArdle if risk assessments are required	L	All ST&D staff members	A necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
	Mechanical Lifting Systems	N/A	N/A	N/A	N/A	N/A	N/A
	Transport	N/A	N/A	N/A	N/A	N/A	N/A
	Hot Surfaces / Liquids / Solids	N/A	N/A	N/A	N/A	N/A	N/A
	Pressure Systems	N/A	N/A	N/A	N/A	N/A	N/A
	Radiation	N/A	N/A	N/A	N/A	N/A	N/A
	Vibration	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
	Services: Heating	<ul style="list-style-type: none"> Environment too hot or cold 	<ul style="list-style-type: none"> Heating appears to be in working order Air conditioning present in basement offices Storage heaters in basement rooms 	N/A at present Contact Buildings Office if problems arise	L	Phil Kenna or any ST&D staff member	As necessary
	Lighting	<ul style="list-style-type: none"> Inadequate lighting 	<ul style="list-style-type: none"> Light switches easily accessible (height) 	N/A at present Contact Buildings Office if problems arise	L	Phil Kenna or any ST&D staff member	As necessary
	Ventilation	<ul style="list-style-type: none"> Environment too hot or cold Inadequate ventilation Falls from heights from windows 	<ul style="list-style-type: none"> All windows openable Blinds in place and in working order 	N/A at present Contact Buildings Office if problems arise	L	Phil Kenna or any ST&D staff member	As necessary
	Electricity	<ul style="list-style-type: none"> Electric shock Electrocution Ignition source 	<ul style="list-style-type: none"> Sufficient numbers of electrical sockets Electric leads not trailing 	N/A at present Contact Buildings Office if problems arise	L	Phil Kenna or any ST&D staff member	As necessary
	Asbestos	N/A	N/A	N/A	N/A	N/A	N/A
	Confined Spaces	N/A	N/A	N/A	N/A	N/A	N/A
	Lasers	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
	Construction / Maintenance Work	Contractors and maintenance staff include: <ul style="list-style-type: none"> • Noonans Cleaners • Building contractors • Ricoh 	<ul style="list-style-type: none"> • Buildings Office control all contractors • Reception is manned at all times • Sign in required • Visitors must be buzzed in when reception staff not present • Receptionist/Porter checks deliveries accepts same if satisfactory • Contractors must be competent 	Contractors e.g. Ricoh to be briefed on emergency procedures by whomever they are visiting	L	ST&D Staff member being visited	Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
	Work Activities / Processes	Please see Equipment / Machinery	-	-	-	-	-
	Housekeeping	<ul style="list-style-type: none"> Slips, trips and falls Increased fire load 	<ul style="list-style-type: none"> Fire load kept to a minimum All routes kept clear and unobstructed 	Maintain standards	L	All ST&D staff members	Ongoing
	Cleaning	<ul style="list-style-type: none"> Lack of cleanliness or hygiene 	<ul style="list-style-type: none"> Daily cleaning by Noonans Cleaners each day 	Maintain standards	L	Noonans	Ongoing
	Waste Disposal	<ul style="list-style-type: none"> Waste accumulation 	<ul style="list-style-type: none"> Bins present in each office Paper recycling bins present Waste not allowed to be stored in corridors: signs posted to this effect Shredding facility present Staff contact Porter regarding collection of recycling/shredding. 	Maintain standards	L	Noonans ST&D staff members Porter	Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
	Signage and Documentation	Lack of knowledge regarding safety procedures	<ul style="list-style-type: none"> • Emergency Exit signage in place • Emergency First Aid Procedures in place • Evacuation plan posted throughout. • List of trained first aiders posted • List of trained defibrillator users posted • Safety Notice points posted throughout • Fire Action Notice Point posted throughout • No Smoking signage in place 	<ul style="list-style-type: none"> • Contact Buildings Office if problems arise 	L	Phil Kenna or any ST&D staff member	As necessary

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
	Incidents Hazard Reporting First Aid	<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"> • Incident report book available at Porter's Desk • First aid kits present at: <ol style="list-style-type: none"> 1. Porter's Desk 2. Back training room 3. Outside ST&D office 4. Kitchen 5. Seminar Room • All incidents to be reported immediately and incident report form completed • First aid kits available in both training rooms • Additional supplies available from Health & Safety Office • Emergency first aid procedure posted • AED present at Reception. Individuals trained in use of the AED & first aid posted • Online hazard reporting facility available 	<ul style="list-style-type: none"> • Recommendation that 2 staff members be trained as first aiders • Contact Health & Safety Office for additional supplies for first aid/AED 	L	Phil Kenna and First Aiders	As necessary

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
	Use of Ladders / Working at Height	N/A	N/A	N/A	N/A	N/A	N/A
	Confined Spaces	N/A	N/A	N/A	N/A	N/A	N/A
	Out of Hours Access / Lone Working	Violence Inability to make contact in the event of an emergency etc.	<ul style="list-style-type: none"> No lone working currently occurs DIT Policy in place 	None required at present If circumstances change contact Yvonne McArdle	N/A	Phil Kenna to contact Yvonne McArdle	As necessary
	Work Vehicles	N/A	N/A	N/A	N/A	N/A	N/A
	Fieldtrips	N/A	N/A	N/A	N/A	N/A	N/A
	Work Placement	N/A	N/A	N/A	N/A	N/A	N/A

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
	Events	Please see VISITORS	N/A	N/A	N/A	N/A	N/A
	Conferences / Seminars	Road traffic accidents	<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 	<ul style="list-style-type: none"> None at present 	L	All ST&D staff members	Ongoing
	Storage	<ul style="list-style-type: none"> Inadequate storage Inadequate space for manual handling Poor housekeeping Slips, trips and falls 	<ul style="list-style-type: none"> Step ladder present for accessing higher shelving units Staff trained in manual handling Area kept in reasonable condition to ensure access to shelving 	'Back Store': <ul style="list-style-type: none"> Spring clean required Area to be kept free from waste Items to be stored off the floor and not in walkways 	L	Phil Kenna & Building Users	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
	Sensitive Work Groups: Pregnant Employees & Nursing Mothers	Harm to Mother, unborn child or breastfeeding baby	Risk assessment carried out for pregnant employees and control measures implemented as identified and necessary by Occupational Health Officer	None required at present. If circumstances change Yvonne McArdle shall be contacted	N/A	Phil Kenna or any ST&D staff member to contact Yvonne McArdle as necessary	As necessary
	Sensitive Work Groups: Young Persons	N/A	N/A	N/A	N/A	N/A	N/A
	Sensitive Work Groups: People with Disabilities	<ul style="list-style-type: none"> • Lack of access/egress • No Personal Emergency Egress Plan (PEEP) in place • No risk assessment (RA) completed 	<ul style="list-style-type: none"> • No current staff members require a PEEP or RA • Individuals can enter through the back entrance and use back training rooms. Ramp with anti-slip mat present outside • Staff encouraged to contact the Health & Safety Office 	<p>None required at present</p> <p>If circumstances change Yvonne McArdle shall be contacted.</p>	L	Phil Kenna or any ST&D staff member	As necessary

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
	Sensitive Work Groups: New Recruits	Lack of experience Lack of training Lack of supervision / instruction	<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 	<ul style="list-style-type: none"> None at present 	L	Phil Kenna	Ongoing
	Sensitive Work Groups: Postgraduates	N/A	N/A	N/A	N/A	N/A	N/A
	Ergonomics	Please see PHYSICAL Hazards Section	-	-	-	-	-
	Stress			<ul style="list-style-type: none"> 			
	Violence (including Cash)	Theft Attacks/assault	<ul style="list-style-type: none"> No cash transactions take place within the ST&D office 	N/A	N/A	N/A	N/A
	Bullying & Harassment	<ul style="list-style-type: none"> Bullying Harassment Fear Intimidation etc. 	<ul style="list-style-type: none"> DIT Dignity at Work: Anti Bullying & Harassment Policy in place 	<ul style="list-style-type: none"> Follow procedures in DIT's Dignity at Work: Anti Bullying & Harassment Policy 	L	ST&D staff members	As necessary

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
	<u>Welfare Facilities;</u> <u>Sanitary Facilities;</u> <u>Staffroom / Canteen</u>	<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"> • Fully equipped staffroom present • Means to heat food • Hot water available • Drinking water available throughout the building • Sanitary facilities available and adequate • Hand washing facilities adequate • Seating facilities available 	<ul style="list-style-type: none"> • All facilities to be kept in a clean condition • Food to be stored as directed • Care to be taken with Burco Boiler • Signage re kitchen hygiene to be posted • Ensure water dispensers have water 	L	Phil Kenna to contact Buildings Office All HR staff members	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
	Visitors / Contractors	Visitors include: <ul style="list-style-type: none"> • DIT staff from other locations • External trainers • Seminar attendees • Conference clients • Noonans Cleaners • Ricoh • Delivery person for daily milk 	<ul style="list-style-type: none"> • Buildings Office control all contractors • All visitors are buzzed in by Porter / staff member. • Reception manned at all times & sign in required • Porter checks deliveries accepts same if satisfactory • Milk delivery person is known to ST&D staff • All contractors to be competent and cordon of area being worked on if necessary 	Visitors to be briefed on emergency procedures by whomever they are visiting (if possible)	L	ST&D staff member being visited	Ongoing
	Behaviour	<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 	<ul style="list-style-type: none"> • Follow procedures in DIT's Dignity at Work: Anti Bullying & Harassment Policy 	L	ST&D staff members	As necessary
	Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> • Contact with toner 	<ul style="list-style-type: none"> • Staff wear gloves provided when changing toner 	N/A at present	L	ST&D staff members	As necessary

CHEMICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
	Photocopiers & Printers 2 multi-functional printer present	<ul style="list-style-type: none"> • Changing toner etc.: chemical contact • Clearing jams: burns • Not wearing gloves • Not turning off electrical supply • Incorrect disposal • Personal injury • Lack of information / training 	<ul style="list-style-type: none"> • Toner / print cartridges changed by staff members who wash hands after use • Gloves provided for staff 	<ul style="list-style-type: none"> • Turn off power before clearing jams (standard printer) • Disposal as per manufacturer's directions 	L	All ST&D staff members	Ongoing

BIOLOGICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
	Biological Agents	N/A	N/A	N/A	N/A	N/A	N/A

Risk Assessment for 14 Upper Mount Street TRAINING ROOMS A and B

A	BACK TRAINING ROOM (BTR), Basement						
B	MULTI-PURPOSE ROOM (MPR / B.005), Basement						
	The Back Training Room and B.005 (Multi-purpose Room) are both used for various training courses such as manual handling, ERT etc., and for meetings. The Back Training Room is also used for teleconferencing.						
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
1	Access and Egress	Lack of access or egress in the event of an emergency into/out of the room Two means of escape from the corridor Routes blocked / obstructed	<ul style="list-style-type: none"> 2 doors present and functioning Nearest exit: yard at back; Main entrance at front of building Keep routes clear and unobstructed No rubbish etc to be stored in corridors 	Ensure routes, corridors and exits are clear and unobstructed	L	All Building Occupants	Ongoing
2	Structural: Floors Walls Ceilings Doors	Personal Injury Slips, Trips and Falls Collapse Trapping	<ul style="list-style-type: none"> All ceiling tiles in place/good condition Walls, floors etc. appear to be structurally sound Defects and hazards are reported to the BMM or through online hazard reporting 	N/A at present Contact Building Maintenance Manager if problems arise	L	Phil Kenna or any occupant	As necessary

Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
3	Services: Heating Lighting Ventilation Windows Electricity	Environment too hot or cold Inadequate lighting Inadequate ventilation Electrical hazards Insufficient electrical sockets	<ul style="list-style-type: none"> • Air conditioning • Storage heating • No natural light (BTR) • Light switch clearly marked in hallway & room (BTR) • Skylights (x2) and glass partition into hallway (MPR) • Electrics & cabling sufficient • Sufficient numbers of electrical sockets 	<ul style="list-style-type: none"> • Half day courses only recommended • Breaks to be taken outside the room • Contact Building Maintenance Manager if problems arise 	L	Phil Kenna or any occupant	As necessary
4	Capacity	Overcrowding Discomfort	<ul style="list-style-type: none"> • Back Training Room • Multi-purpose Room • Leave doors open if required. 	<ul style="list-style-type: none"> • Limit of 24 • Limit of 50 	L	Phil Kenna and course organisers	Ongoing

Risk Assessment for 14 Upper Mount Street TRAINING ROOMS C and D

C	SEMINAR ROOM, First Floor						
D	BOARDROOM, First Floor						
	The Seminar Room and the Boardroom are mostly used for meetings and seminars. Some training courses take place here also. Both are located on the first floor.						
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
1	Access and Egress	Lack of access or egress in the event of an emergency into/out of the room. Two means of escape from the corridor Routes blocked / obstructed	<ul style="list-style-type: none"> One door present and functioning One door onto external fire escape (seminar room only) Downstairs and out the entrance door; down the external fire escape from the seminar room Keep routes clear and unobstructed No rubbish etc to be stored in corridors 	Ensure routes, corridors and exits are clear and unobstructed	L	All Building Occupants	Ongoing
2	Structural: Floors Walls Ceilings Doors	Personal Injury Slips, Trips and Falls Collapse Trapping	<ul style="list-style-type: none"> Ceiling, walls, floor etc. appear to be structurally sound Defects and hazards are reported to the BMM or through online hazard reporting 	N/A at present Contact Building Maintenance Manager if problems arise	L	Phil Kenna or any occupant	As necessary

Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
3	Services: Heating Lighting Ventilation Windows Electricity	Environment too hot or cold Inadequate lighting Inadequate ventilation Electrical hazards Insufficient electrical sockets	<ul style="list-style-type: none"> • Windows present and openable • Radiators present • Lights working • Electrics & cabling sufficient • Sufficient numbers of electrical sockets 	<ul style="list-style-type: none"> • Replace 2 side wall light fittings • Contact Building Maintenance Manager if problems arise 	L	Yvonne McArdle to enter into Issue Resolution Log Phil Kenna or any occupant	April 2010 As necessary
4	Capacity	Overcrowding Discomfort	<ul style="list-style-type: none"> • Seminar Room • Boardroom 	<ul style="list-style-type: none"> • Limit of 25 • Limit of 25 	L	Phil Kenna and course organisers	Ongoing

Risk Assessment for 14 Upper Mount Street TRAINING ROOM E

E IT TRAINING ROOM, Ground Floor							
The IT Training Room is used for IT-related training courses by internal and external trainers. It comprises approximately 12 workstations.							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
1	Access and Egress	Lack of access or egress in the event of an emergency into /out of the room. Two means of escape from the corridor Routes blocked / obstructed	<ul style="list-style-type: none"> One door present and functioning One door onto external fire escape Straight out the main entrance, or through the back entrance External fire escape present also Keep routes clear and unobstructed No rubbish etc to be stored in corridors 	Ensure routes, corridors and exits are clear and unobstructed	L	All Building Occupants	Ongoing
2	Structural: Floors Walls Ceilings Doors	Personal Injury Slips, Trips and Falls Collapse Trapping	<ul style="list-style-type: none"> Ceiling, walls, floor etc. appear to be structurally sound Defects and hazards are reported to the BMM or through online hazard reporting 	N/A at present Contact Building Maintenance Manager if problems arise.	L	Phil Kenna or any occupant	As necessary

Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Other Actions Required			
3	Services: Heating Lighting Ventilation Windows Electricity	Environment too hot or cold Inadequate lighting Inadequate ventilation Electrical hazards Insufficient electrical sockets	<ul style="list-style-type: none"> • Windows present and openable • Radiators present • Lights working • Electrics & cabling sufficient • Sufficient numbers of electrical sockets 	N/A at present Contact Building Maintenance Manager if problems arise.	L	Phil Kenna or any occupant	As necessary
4	Capacity	Overcrowding Discomfort	Limited number of workstations available	Limit dependent on the number of workstations	L	Phil Kenna and course organisers	Ongoing