

**School of Surveying & Construction Management**

**SAFETY STATEMENT**

**2014**



Table of Contents	
SCHOOL OF SURVEYING & CONSTRUCTION MANAGEMENT EMERGENCY CONTACT DETAILS	3
INTRODUCTION	5
SAFETY RESPONSIBILITIES	6
HEALTH AND SAFETY CONSULTATION	10
PROVISION OF INFORMATION	10
RESOURCES	11
SAFE SYSTEMS OF WORK	11
PROCUREMENT CONTROL	11
INSPECTION PROCEDURES	11
TRAINING	12
EMERGENCY PLANNING AND RESPONSE	13
FIRST-AID	19
INCIDENT REPORTING AND INVESTIGATION	19
HAZARD REPORTING	19
ERGONOMICS	21
WELFARE PROVISIONS	21
SENSITIVE WORK GROUPS	22
LONE, OUT OF HOURS ACCESS	22
WORK PLACEMENT	22
TRIPS/TRAVEL	22
STAFF/STUDENTS WITH DISABILITIES	22
HEALTH SURVEILLANCE	23
WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL	23
DIGNITY AT WORK ANTI BULLYING AND HARASSMENT POLICY	23

<b>STRESS</b>	<b>23</b>
<b>AUDIT, REVIEW AND COMMUNICATION</b>	<b>23</b>
<b>DOCUMENT CONTROL</b>	<b>24</b>
<b>HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES</b>	<b>24</b>
<b>APPENDICES</b>	

**SCHOOL OF SURVEYING & CONSTRUCTION MANAGEMENT CONTACT DETAILS**

<b>Role</b>	<b>Name</b>	<b>Location</b>	<b>Email</b>	<b>Telephone Number</b>
Head of School	Tom Dunne	Room 343 B.S	Tom.Dunne@dit.ie	01 402 3678
Asst. Head of School	Martin Hanratty	Room 340 B.S	Martin.hanratty@dit.ie	01 4023675
	Alan Hore	Room 342 B.S	Alan.hore@dit.ie	01 4023873
	Garrett Keenaghan	Room 360 B.S	Garrett.keenaghan@dit.ie	01 4023911
School Secretary/Administrator	Kelly Nash	Room 341 B.S	Kelly.Nash@dit.ie	01 402 3676
Nominees to College Health and Safety Team	Tom Dunne	Room 343 Bolton Street	Tom.Dunne@dit.ie	01 402 3678
Local First-Aiders	Alan Chenaux	Bolton Street	N/A	01 402 3735
	Sonya Meekel	Bolton Street	N/A	01 402 3886
	Porters B.S	Kings Inn	N/A	01 4023607
	Student Health Centre	Linenhall	N/A	01 4023614

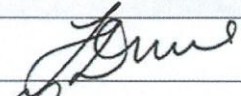
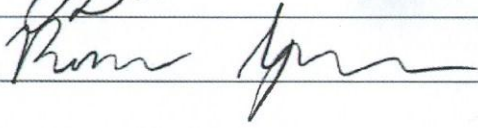
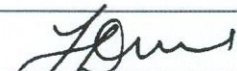
**EMERGENCY CONTACT NUMBERS**

Emergency Services	112/999 (You may need to dial “0” for an outside line)
Hospital	Mater Hospital (01) 803 2000 Mater Rapid Injury Clinic Smithfield (01) 657 9000
Dublin City Council	(01) 222 22 22
Garda Síochána	Store Street (01) 6668000
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

### COLLEGE & CAMPUS CONTACT DETAILS

Front Desk (Main Building - Kings Inn Street Entrance)	Porter On Duty	01 402 3607
Incident Controller	Porter on Duty	01 402 3607
Building Services Supervisor	Joe O'Brien	01 402 3793
Building Maintenance Manager	Richard Smith	01 402 3646
Occupational Health Officer	Rosie Cannon	01 402 3615 / 087 9809194
Health and Safety Officer	Edel Niland	01 402 4192/086 3891080
Student Health Centre	Receptionist	01 402 3614
Chaplain	Fr. Alan Hilliard	01 402 3639
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
Staff Safety Representative	Sonya Meekel	01 402 3721

### 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	Lecturer on duty in conjunction with Ronan Hogan	
Ensuring Safety Statement, risk assessments are carried out , updated and communicated	Tom Dunne	
Ensuring the upkeep of first aid box and ordering first aid supplies from Occupational Health Officer	Ronan Hogan	
Co-ordinating contractors activities and dealing with Buildings Office for Work Permits	N/A	
Updating the statutory registers and Safety Data Sheets	N/A	
Ensuring adequate personnel are designated as fire marshals and first-aiders	Tom Dunne in conjunction with College Health & Safety Team	

## INTRODUCTION

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

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

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

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

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

## SAFETY POLICY & OBJECTIVE FOR THE SCHOOL OF SURVEYING & CONSTRUCTION MANAGEMENT

**The School of Surveying & Construction Management 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
- Identified protective and preventative measures are implemented and maintained
- 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 are prevented and appropriate information, instruction, training and supervision are provided
- Where hazards cannot be eliminated suitable protective clothing and equipment are provided
- Emergency plans are prepared by College and are implemented within the School 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:

Tom Dunne, Head of School of Surveying & Construction Management



Date: 12 May 2014



## **SCOPE OF SAFETY STATEMENT**

### **The scope of our operations includes:**

Providing education, mainly classroom and computer lab based to Undergraduate/Postgraduate, Research. This also includes external activities such as field trips, work placements and setting out in Kings Inn and Grangegorman etc.

## **HISTORY OF LOCATION**

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

- We are located on the third floor of the Bolton Street building.
- Currently (Oct 2013) 43 staff members including management.

## **SAFETY RESPONSIBILITIES**

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

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

### **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. Please refer to Safety Statement & DIT Policies on the website [www.dit.ie](http://www.dit.ie)

*In addition, staff have the following responsibilities:*

- To participate in and put into practice, as far as practicable 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 School of Surveying & Construction Management Safety Statement
- To assist and co-operate with periodic safety inspections/audits
- To assist in the completion of standard hazard identification control sheets and co-operate with the reporting and investigation of incidents
- To ensure that equipment is operated in a safe manner and good housekeeping standards are maintained at all times
- To promote safe work practices



- To ensure that all safety rules are communicated to students, contractors and visitors, other campus users
- To use equipment only if authorised and trained
- To ensure that any safety measures associated with new equipment is brought to the attention of the Head of School Tom Dunne, implemented, documented in the Health and Safety Statement and communicated effectively
- To ensure that they do not carry out repairs or servicing on equipment unless they are trained to do so, it is isolated and they should ensure that any guards removed to carry out repairs are properly replaced
- To wear appropriate personal protective equipment where required
- To adhere to policies, procedures in the case of lone working/out of hours access
- To report to the Head of School Tom Dunne any person abusing facilities or equipment
- To select and appoint a Safety Representative
- To notify the Health and Safety Officer of any perceived shortcomings in the safety arrangements

### **Undergraduate/Postgraduate**

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

- Take reasonable care of their own safety and the safety of others
- Co-operate fully with all safety rules and regulations issued by DIT e.g. smoking etc.
- Co-operate with those with responsibility for health and safety
- Not interfere or misuse any specified items of safety equipment or any safety device
- Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained
- Use personal protective equipment (PPE) as necessary. (Students are required to provide their own PPE – laboratory coat, safety glasses etc.)
- Not access or use laboratory/workshop 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 Tom Dunne
- 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:*

*These are controlled by DIT Buildings Office. Details of their responsibilities can be found in the DIT Safety Statement*

- All contractors/service providers will be expected to comply with the Institute's Policy for safety health and welfare and must ensure that their own Safety documentation is made available whilst work is being carried out. It is the Institutes policy that all contractor/service providers have a Safety Statement in accordance with the *Safety, Health and Welfare at Work Act 2005*
- All work must be carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site. The contractor/service provider must have adequate insurance cover

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

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

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

- DIT has a Child Protection Policy available on the DIT website

## **DISCIPLINARY ACTION**

Any member of staff/student who contravenes or fails to manage to work in accordance with current 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 School of Surveying & Construction Management ensures that health and safety is an agenda item at all meetings and ensures that working groups are appointed to deal with certain health and safety items if required.

A nominee from the School, Tom Dunne, sits on the Health and Safety Team for the College of Engineering & Built Environment. This team meets periodically throughout the year, every two months.

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

The College of Engineering & Built Environment Health and Safety Team has selected and appointed Safety Representatives. Details of current Safety Representatives may be found on the health and safety website ([www.dit.ie/safework](http://www.dit.ie/safework))

## **PROVISION OF INFORMATION**

**Where necessary, staff, students and others are made aware by the College of safety matters by the following means:**

- Agenda item at Team/School meeting
- Desktop Emergency Response Flip charts
- Health & Safety notice boards
- Health & Safety Newsletters
- Toolbox talks
- Health & Safety Induction
- Health & Safety Training courses
- Signage:
  - Safety notice points
  - Emergency first aid procedure signs
  - Emergency floor plans
  - Assembly point maps
  - Fire actions notices
- Emergency Response posters
- Safety booklets
- Safety wallet cards

- Website [www.dit.ie/safework](http://www.dit.ie/safework)
- Posters
- Inductions are prepared and delivered by Occupational Health Officers where requested

## **HEALTH AND SAFETY RESOURCES**

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

### **Control of surveying stores room and equipment:**

This store is a locked room with controlled access. Surveying tools and equipment are handed out to staff and students by the technician as required. The equipment within this room should be stored in a safe manner in order not to cause any trip hazards etc. within the room.

## **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 School of Surveying & Construction Management follows all the guidelines as per the Parent Safety Statement and ensures that a risk assessment is carried out before any equipment or contractor/service provider is engaged by the School.

## **INSPECTION PROCEDURES**

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

Where in the opinion of the Health and Safety Officer or other competent officer, there is a risk of serious injury and immediate risk to individuals, he/she will have the authority to advise that the activity is stopped until adequate steps have been taken to eliminate risk or if possible reduced to an

acceptable level. Where the risk cannot be reduced to an acceptable level and finance is not available, the Head of School Tom Dunne 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
Inspection, testing and maintenance of portable appliances e.g. surveying equipment	Stores / Room 326	Annual	In-house by technician

## 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 the Health and [Safety Training Policy for Staff](#).

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

In addition to our statutory duty to employees, DIT seeks to provide such training as is necessary to enable 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 staff of the School of Surveying & Construction Management includes:

### **Mandatory Training:**

- Emergency Response Training (ERT)
- Manual Handling
- Legal Update for Managers (for grades V and above)

### **Specialist Training (as required):**

- Evacuation Marshal
- Emergency First Aid (1 day)
- Safe Pass

## **EMERGENCY PLANNING AND RESPONSE**

### **SERIOUS INCIDENT/EMERGENCY**

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

### **REQUIRES FIRST-AID**

- Contact Porters Desk at 01 4023607 or student Health Centre at 01 4023614 for first aider
- Injured unwell staff/students:  
Occupational Health Officers  
Rosie Cannon 087 9809194
- Injured/Unwell Students:  
Student Health Centres  
Northside / Linenhall 01 4023614  
Southside / Aungier St. 01 4023051

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

### **REQUIRES FURTHER ATTENTION**

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

## **FIRE & EVACUATION**

### **SCHOOL OF SURVEYING & CONSTRUCTION MANAGEMENT**

### **INSTRUCTIONS ON DISCOVERING A FIRE**

#### **(all staff, students, visitors, contractors/service providers etc.)**

- Activate the nearest fire alarm point
- Contact the front desk or Emergency Services
- 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.)**

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

- Each class/office should evacuate the building using the nearest available exit
- All students in classrooms should be led by lecturers/technicians
- All visitors should be escorted to safety by the person they are visiting
- Anyone in common areas or moving between areas, should immediately join the lines of people exiting
- Shut down equipment and gas/electricity if safe to do so and time permits
- Close windows and doors to confine smoke/fire
- Staff acting as evacuation marshals should “sweep search” their area (offices, classrooms, cloakrooms, sanitary facilities, storage areas) and then evacuate the building without delay by the nearest available exit.
- 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
- Disperse from the building and report to the designated Assembly Point:
  - a. **Cinema on Parnell Street**
  - or**
  - b. **St. Saviour’s Church on Dominick Street**
- All evacuation marshals/sweepers, Building Maintenance personnel, Heads of School, and first-aiders should assemble at the assembly points to check in, reporting to the Incident Controller details of any casualties or people needing assistance with evacuation. This information is then given by the Incident Controller to the Emergency Services.
- Do not return to the building until instructed to do so by the Incident Controller

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

## **INSTRUCTIONS FOR EVACUATION MARSHALS**

- If possible collect your high visibility jacket from the designated point
- If safe to do so, sweep search rooms in your *designated area\** to ensure that everyone is evacuated and directed to the nearest available exit
- Re-route staff, students and visitors to alternative escape routes if necessary
- Do not enter isolated areas alone
- Do not delay your own evacuation
- Do not put yourself in any danger
- Report to the Incident Controller/ deputy incident controller and inform him/ her if:
  - the area been fully evacuated
  - there are any casualties in your area
  - there is people in need of assistance with evacuation
  - there are persons refusing to evacuate

- On evacuation, assist with directing people to the designated assembly point

***\* Your normal work location or the area you are located in at the time of an alarm activation***

**YOU SHOULD FAMILIARISE YOURSELF WITH THE LOCATIONS OF THE FOLLOWING:**

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

Your Incident Controller is:

**Porter on Duty**

Your local Assembly points are:

**Cineworld Cinema on Parnell Street  
St. Saviour's Church on Dominick Street**



**Cineworld Cinema, Parnell Street**



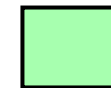
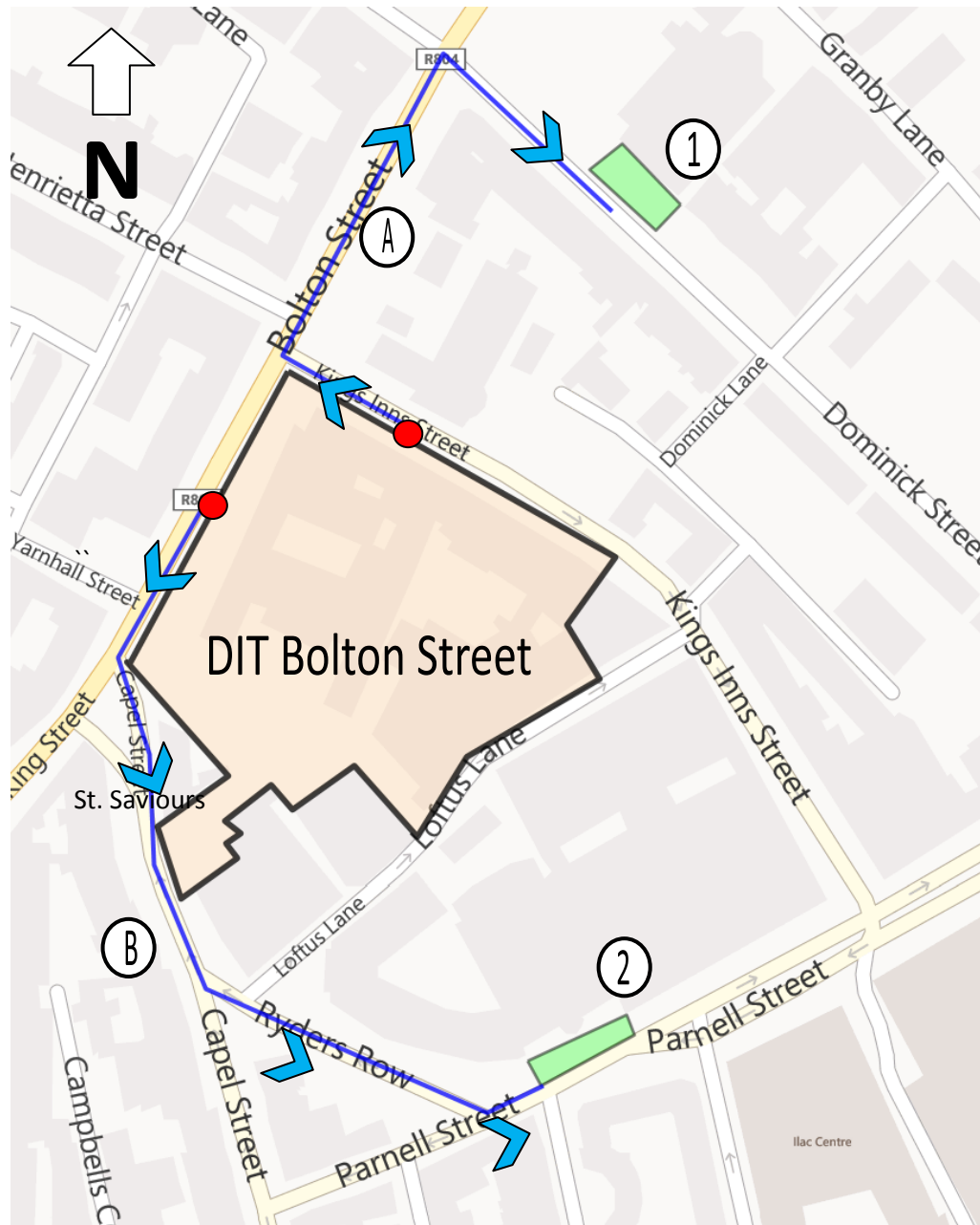
**St. Saviour's Church, Dominick Street**

## EMERGENCY EVACUATION PLAN

## BEALACH ÉALAITHE



### Bolton Street Campus (Incl. E-Block)



#### ASSEMBLY POINTS

1 – St. Saviour's Church, Dominick Street

2 – Cineworld Cinema, Parnell Street



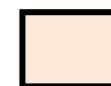
#### EVACUATION ROUTES

**A.** Route from Kings Inn St. Entrance to Church, Dominick Street.

**B.** Route from Bolton Street to Cineworld Cinema, Parnell Street.



#### ACCESS/EGRESS POINT





The School of Surveying & Construction Management, in conjunction with the College Health and Safety Team, will ensure that there is a sufficient number of evacuation marshals to provide an effective service.

General Rule of Thumb – all staff should act as “sweepers” in the event of an emergency, checking offices, classrooms, and common areas as they exit to ensure that as they exit everywhere has been cleared.

## **YOU SHOULD NOT PUT YOURSELF IN DANGER AT ANY TIME**

### **FIRST AID**

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

A first-aid kit is also located in the stores room/technician's office, Room 326. Please report any used items to the designated person in charge who is responsible for monitoring the contents and ensuring their replacement.

School staff trained in first-aid:

<b>Name</b>	<b>Contact Number</b>
Alain Chenaux	(01) 402 3735
Sonya Meekel	(01) 402 3886

### **Further Treatment / Incident Report Forms**

- Staff may refer students to the Student Health Centre in DIT Linenhall at 01 4023615 or contact the Emergency Services on 112 / 0999 if an incident is urgent
- Incident Report forms are available from the front desk. When completed and signed the top white copy should be sent the DIT Health & Safety Officer
- An Occupational Health Officer Rosie Cannon is available at 087 9809194 weekdays 9:00am – 5:00 pm to deal with the occupational health, safety and welfare needs of all staff and students and to provide a back-up first aid service

### **INCIDENT REPORTING AND INVESTIGATION**

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

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

### **HAZARD REPORTING**

DIT recognises the part that its staff/students/visitors and contractors/service providers have to play in the reporting of hazards in the workplace. There is a report form to formally identify and report hazards. If the



hazard is a structural issue, it should be reported immediately to the local Building Maintenance Manager and if it is an operational safety issue, it should be reported to local management using the Institute's Hazard Report Form available on the [health and safety website](#).

## **MANAGEMENT OF CONTRACTORS/SERVICE PROVIDERS**

All work undertaken by outside contractors/service providers on behalf of the School of Surveying & Construction Management is controlled by the Buildings Office.

## **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 Surveying & Construction Management must be of approved standards and comply with relevant EC Directives regarding design and manufacture. Defects shall be reported to line managers.

The various areas where PPE must be worn are outlined in the 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. 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 and students 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. 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. 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 as required.

PPE is required for some site visits/surveying activities and includes:

- Hard-hats
- High-visibility vests
- Steel-toe boots/shoes

The current arrangements in place for the provision of the above PPE to staff and students are as follows:

- Students are required to provide their own safety boots where required
- The host organisation (i.e. construction contractor) also provides PPE to staff and students on their arrival to site visits
- The School has a certain amount of PPE in stock which is mostly sponsored by outside companies/industry contacts

## **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 Tom Dunne to ensure that all information on ergonomic controls is communicated to employees and students via circulars, team briefings or other means. He should also ensure that all problems identified are addressed and brought to the attention of the Health and Safety Officer.

## **WELFARE PROVISIONS**

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

- ✓ Adequate and suitable sanitary and washing and drying facilities with hot and cold running water maintained in a clean and hygienic condition
  - ✓ Adequate number of lavatories and washbasins with hot and cold running water
  - ✓ An adequate supply of potable drinking water at suitable points conveniently accessible to all employees, tested by the Buildings Office
  - ✓ Suitable facilities for sitting/other ergonomic support, in the case where work can be done in a seated position
  - ✓ Suitable and adequate facilities for boiling water and taking meals or reasonable access to other suitable and adequate facilities are available in the canteen and in the staff common room
  - ✓ Easily accessible rest rooms/areas with seats with backs
  - ✓ Adequate provision for drying wet or damp work clothes
  - ✓ Adequate ventilation, temperature and lighting
  - ✓ Fire detection and fire fighting equipment
  - ✓ Emergency routes and exits
  - ✓ Pedestrian and traffic management systems
  - ✓ Clean and well maintained interior walls, floors and traffic routes
  - ✓ Rest facilities for pregnant ladies or breastfeeding mothers are available in the designated first-aid room in the Health Centre, Linenhall
- 
- Everyone is obliged to care for these facilities and must not misuse them. All welfare provisions should be maintained in a clean safe condition
  - Arrangements for regular cleaning of premises and removal of waste should be made by the local Building Maintenance Manager. Arrangements for cleaning and waste disposal is outlined in the risk assessments below
  - Drinking water is available to all staff via water dispensers throughout the building

## **SENSITIVE WORK GROUPS**

### **Protection of Children and Young Persons**

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

Please ensure that all staff are familiar with the DIT Child Protection Policy.

### **Pregnant Post-Natal and Breastfeeding Employees/Students**

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

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

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

Limited or no lone working/out of hours access takes place in the School of Surveying & Construction Management. From time to time staff members may work alone in offices during normal opening hours and the control measures in place for this are outlined in the risk assessment section below.

## **WORK PLACEMENT**

Work placement fact sheets are available for all host employers/organisations, DIT students and DIT mentors, and must be studied before arranging and undertaking any work placement.

## **TRIPS/TRAVEL**

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

## **STAFF/STUDENTS WITH DISABILITIES**

Specific risk assessments will be completed to ensure that the health and safety needs of staff and students with permanent/temporary disabilities are taken into account. Preventative and proactive measures will be put in place following the risk assessment if specific hazards are identified. Personal emergency egress plans (PEEPs) will also be prepared if required. The Disability Liaison Officer will provide specialist and

competent advice and liaise with the Health and Safety Officer, Occupational Health Officers, College Manager and Building Maintenance Manager. The onus is on visitors with a disability to notify staff at the front desk, who will assist in evacuation if required.

## **HEALTH SURVEILLANCE**

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

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

## **WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL**

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

## **DIGNITY AT WORK ANTI BULLYING & HARASSMENT POLICY AND PROCEDURES**

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

## **STRESS**

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

## **AUDIT, REVIEW AND COMMUNICATION**

The School of Surveying & Construction Management ensures that periodic health and safety audits are completed and a review of all Safety Statements and documentation takes place. The issues that arise from these audits are brought to the attention of the School and acted upon. All Safety Statements will be approved by the DIT SLT Health and Safety Sub-Committee. The most recent revision of all Safety Statements will be available on the DIT safety website and from the School 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 Tom Dunne will issue new documents after appropriate consultation and agreement with relevant parties.

## **HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES**

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

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

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

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

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

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

- Physical
- Chemical
- Biological
- Operational
- Human Factors

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

Risks may be classified as:

- High
- Medium
- Low

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

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

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

Risk control measures are a combination of:

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



**Risk Assessments for School of Surveying & Construction Management**

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
001	<b>Fire Emergency Response &amp; Evacuation</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/service providers</li> <li>• Sensitive risk groups                             <ul style="list-style-type: none"> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Staff unfamiliar with evacuation procedure</li> <li>• Lack of evacuation drills</li> <li>• Use of naked flames</li> <li>• Improper storage of flammable or combustible materials</li> <li>• Smoking in undesignated areas</li> <li>• Faulty electrics</li> <li>• Inadequate emergency equipment</li> <li>• Misuse of equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained in Emergency Response Training (ERT)</li> <li>• Sufficient fire detection and extinguishing equipment available</li> <li>• Firefighting equipment and detection systems maintained and tested</li> <li>• Fire and evacuation signage in place</li> <li>• Emergency first aid procedures posted</li> <li>• Good housekeeping standards maintained</li> <li>• Waste removed regularly</li> <li>• Means of escape present and known to occupants</li> <li>• Evacuation procedure in place and practiced each semester</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Ensure compliance with ERT and evacuation procedure</li> <li>• Ensure clear access to firefighting equipment</li> <li>• Ensure escape routes and emergency exits are kept clear and unobstructed</li> <li>• Ensure staff participation in the role of evacuation</li> </ul>	<b>With current controls:</b> M  <b>With Actions applied:</b> L	<ul style="list-style-type: none"> <li>• All staff and Head of School</li> <li>• All staff</li> <li>• Head of School</li> </ul>	Ongoing  Ongoing  Ongoing

			<ul style="list-style-type: none"> <li>• Assembly point known to occupants</li> <li>• Occupants escort visitors out</li> <li>• Emergency exits are clearly marked and free from obstructions</li> <li>• Emergency lighting in place</li> <li>• Staff members act as evacuation marshals</li> <li>• No smoking policy in place</li> <li>• Proper storage of flammable liquids and gas cylinders</li> <li>• Scheduled maintenance of buildings services (heating, electricity, ventilation etc.)</li> <li>• Hot work permit system in place</li> <li>• Compliance with building regulations</li> <li>• Site specific Emergency Manual for the Bolton St. campus available on the website <a href="http://www.dit.ie/safework">www.dit.ie/safework</a></li> </ul>	<p>marshal</p> <ul style="list-style-type: none"> <li>• Install suitable fire extinguisher in the surveying stores (Room 326)</li> </ul>		<ul style="list-style-type: none"> <li>• Building Maintenance Manager</li> </ul>	<p>1<sup>st</sup> May 2014</p>
--	--	--	--	--	--	--	------------------------------------

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
002	<b>Manual Handling</b> <ul style="list-style-type: none"> <li>Office supplies</li> <li>Bench projectors</li> <li>Exam scripts</li> <li>Handling and transport of surveying equipment</li> </ul>	<ul style="list-style-type: none"> <li>Manual Handling-related injuries, e.g. back injury</li> <li>Slips, trips, falls</li> </ul>	<ul style="list-style-type: none"> <li>All staff compliant with and adhere to mandatory manual handling training</li> <li>Mechanical aids in use where possible e.g. trolleys</li> <li>Footstools available for access to high shelves</li> <li>Manual handling risk assessments available to all staff, contact local Occupational Health Officer</li> <li>Good housekeeping</li> <li>Safe work environment</li> <li>Implement team lifting where required</li> <li>Adequate lighting maintained</li> <li>Assistance from colleagues - team lifting</li> <li>Report issues and health concerns to Line manager</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Refresher training to be carried out where necessary</li> <li>Provide information and training to students on safe manual handling techniques (eLearning programme, safety video library and toolbox talk available on request)</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<ul style="list-style-type: none"> <li>All staff</li> <li>Lecturers</li> </ul>	Ongoing
							Ongoing

	disabilities		<ul style="list-style-type: none"><li>• Heavy items not stored above shoulder height</li><li>• Surveying equipment provided with carry handles and shoulder straps. Some larger items are mounted on wheels.</li></ul>				
--	--------------	--	--	--	--	--	--

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
004	<b>Portable Appliances &amp; Handheld Equipment</b> <ul style="list-style-type: none"> <li>Operating and maintaining surveying equipment such as tripods, GPS receivers, lasers</li> <li>Charging of batteries for portable surveying equipment</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/service providers</li> <li>Sensitive risk groups:</li> </ul>	<ul style="list-style-type: none"> <li>Manual handling injuries</li> <li>Electric shock</li> </ul>	<ul style="list-style-type: none"> <li>Equipment manuals available for safe operating instructions</li> <li>Service and maintenance carried out and records kept by Technical Officer</li> <li>Warning signage in place</li> <li>Supervision of use</li> <li>Visual check before use</li> <li>Report defects to Technical Officer</li> <li>Personal Protective Clothing &amp; Equipment (PPE) in use</li> <li>CE mark on equipment</li> <li>Equipment is shut down after use and end of day</li> <li>Follow manufacturer's instructions</li> <li>Smart chargers in use</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>PAT testing of portable electrical appliances subject to wear and tear</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<ul style="list-style-type: none"> <li>Head of School</li> <li>Staff and students</li> <li>Technical Officer</li> </ul>	Ongoing  Annually/ As required

	<ul style="list-style-type: none"> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>		with built-in safety cut out feature				
--	---	--	--------------------------------------	--	--	--	--

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
005	<b>Noise</b> <ul style="list-style-type: none"> <li>• Outdoor/ environmental noise from traffic or machinery while in the field or on site visits</li> </ul> <p><b>Who is harmed:</b></p> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/service providers</li> <li>• Sensitive risk groups:</li> </ul>	<ul style="list-style-type: none"> <li>• Hearing loss / damage</li> <li>• Disruption/ distraction</li> <li>• Interference with communications and warning signals</li> <li>• Fatigue</li> <li>• Tinnitus</li> </ul>	<ul style="list-style-type: none"> <li>• Observe local/site safety rules and warning signage</li> <li>• Provision and use of hearing protection where required</li> <li>• Supervision to ensure wearing of hearing protection</li> <li>• Information and training with regard to use of hearing protection</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Introduce administrative controls where possible e.g. minimise time spent in noisy areas, job rotation etc.</li> </ul>	<p><b>With current controls:</b> L</p> <p><b>With Actions applied:</b> L</p>	<ul style="list-style-type: none"> <li>• Staff and students</li> <li>• Staff and students</li> </ul>	<p>Ongoing</p> <p>As necessary</p>



Page | 32

	<ul style="list-style-type: none"> <li>pregnant women</li> <li>people with disabilities</li> </ul>			under windows.			
--	--	--	--	----------------	--	--	--

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
007	<b>Slips, Trips &amp; Falls</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/service providers</li> <li>Sensitive risk groups: <ul style="list-style-type: none"> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Slips/trips/falls from: <ul style="list-style-type: none"> <li>wet floor conditions</li> <li>uneven surfaces</li> <li>trailing cables</li> <li>raised obstacles</li> <li>poor lighting</li> <li>poor housekeeping</li> <li>changes in floor levels</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>All routes kept clear and unobstructed</li> <li>SOP for cleaning – floors generally cleaned by contractors early morning when most personnel are off site</li> <li>Use of warning signage where appropriate</li> <li>Report hazards</li> <li>Good cable management</li> <li>Pedestrian routes marked</li> <li>Changes in floor levels identified and marked</li> <li>Door mats provided at entrance (main</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Buildings Office to ensure upkeep and maintenance of internal and external access and egress routes e.g. walkways, paths, driveways, floors, corridors, steps and stairs.</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<ul style="list-style-type: none"> <li>All Staff</li> <li>Building Maintenance Manager</li> </ul>	Ongoing  Ongoing

			entrance) <ul style="list-style-type: none"> <li>• SOP for spillages</li> <li>• Hand-rail on steps/stairs</li> <li>• Stair nosing fitted with anti-slip finish</li> <li>• Adequate lighting</li> <li>• Good housekeeping</li> </ul>				
--	--	--	--	--	--	--	--

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
008	<b>Access and Egress</b> Opening times are on the DIT website – click <a href="#">here</a>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/service providers</li> <li>• Sensitive risk groups:                             <ul style="list-style-type: none"> <li>• young persons</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Security threats</li> <li>• Threats from public</li> <li>• Violence / Assault</li> <li>• Unwanted visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Front desk is manned at all times by a porter</li> <li>• Sign-in system in place for keys</li> <li>• Swipe-card access in place for main entrance door, car-park and bicycle enclosure</li> <li>• CCTV in place in common areas</li> <li>• Rooms locked when not in use</li> <li>• Deliveries handled by</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Report suspicious activity to porters</li> <li>• Secure personal property</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<ul style="list-style-type: none"> <li>• Buildings Office</li> <li>• All building occupants</li> <li>• All building occupants</li> </ul>	Ongoing
							As necessary
							Ongoing

	<ul style="list-style-type: none"> <li>pregnant women</li> <li>people with disabilities</li> </ul>		<p>Goods Inwards</p> <ul style="list-style-type: none"> <li>Access to surveying store room is controlled by Technical Officer</li> </ul>				
--	--	--	--	--	--	--	--

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
009	<p><b>Office Equipment:</b></p> <ul style="list-style-type: none"> <li>Photocopiers</li> <li>Printers</li> <li>Shredders</li> <li>Guillotine</li> <li>Filing Cabinets</li> </ul> <p><b>Who is harmed:</b></p> <ul style="list-style-type: none"> <li>Staff members</li> <li>Sensitive risk groups: <ul style="list-style-type: none"> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Personal injury: <ul style="list-style-type: none"> <li>chemical contact when changing toner</li> <li>burns from clearing jams</li> <li>electrical shock</li> <li>entanglement</li> </ul> </li> <li>Incorrect disposal</li> <li>Lack of information / training</li> </ul>	<ul style="list-style-type: none"> <li>Wear gloves when changing cartridges and wash hands after use</li> <li>Turn off power before clearing jams or making adjustments</li> <li>Use as per manufacturer's instructions</li> <li>Scheduled maintenance</li> <li>Correct disposal of waste cartridges</li> <li>Ensure no loose or dangling clothing/personal effects when operating shredder</li> <li>Do not overload electrical sockets</li> <li>Guard in place on</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<p><b>With current controls:</b> L</p> <p><b>With Actions applied:</b> L</p>	<ul style="list-style-type: none"> <li>All staff</li> </ul>	Ongoing

			guillotine <ul style="list-style-type: none"> <li>Filing cabinets fitted with ant-tilt mechanism</li> <li>Label defective equipment and report to line manager</li> </ul>				
--	--	--	---	--	--	--	--

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
010	<b>Ergonomics</b> <ul style="list-style-type: none"> <li>Staff Offices</li> <li>Computer Laboratories</li> </ul>	<ul style="list-style-type: none"> <li>Musculoskeletal Disorders (MSD's)</li> <li>Upper limb disorders</li> <li>Poor posture</li> <li>Back problems</li> <li>Fatigue</li> <li>Eyestrain</li> <li>Thermal discomfort</li> </ul>	<ul style="list-style-type: none"> <li>Online eLearning programme available</li> <li>Workstation risk assessments and information and training available from the Health &amp; Safety Office on request</li> <li>Eye tests available for computer uses at the DIT National Optometry Centre (NOC)</li> <li>Adjustable chairs</li> <li>Window blinds in place</li> <li>Adequate space</li> <li>Adequate storage</li> <li>Good housekeeping</li> <li>Good cable</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Contact Occupational Health Office for assessment of individual workstations</li> <li>Contact NOC for eye test</li> <li>Install a window blind in staff office room 357</li> <li>Carry out an</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<ul style="list-style-type: none"> <li>All staff</li> <li>All staff</li> <li>Building Maintenance Manager</li> <li>Technical</li> </ul>	Ongoing  As necessary  1 <sup>st</sup> June 2014  Ongoing

	<ul style="list-style-type: none"> <li>people with disabilities</li> </ul>		management <ul style="list-style-type: none"> <li>Adequate building services (heating, lighting ventilation)</li> <li>Follow manufacturer's instructions for use of equipment</li> </ul>	annual check of adjustable chairs in computer laboratories and remove defective chairs from use		Officer	
--	--	--	--	---	--	---------	--

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

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
013	<p><b>Hot Surfaces / Liquids / Solids</b></p> <p>Catering appliances in staff common room or canteen</p> <ul style="list-style-type: none"> <li>• Kettle</li> <li>• Toaster</li> <li>• Microwave</li> <li>• Burco boiler</li> </ul> <p><b>Who is harmed:</b></p> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Sensitive risk groups: <ul style="list-style-type: none"> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Contact burns</li> <li>• Scalds</li> <li>• Spillage</li> </ul>	<ul style="list-style-type: none"> <li>• Warning Signage</li> <li>• Heat shielding</li> <li>• Equipment well maintained</li> <li>• Use of lids/covers to prevent spillages</li> <li>• Procedure for dealing with spillages</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Report defects to Buildings Office</li> </ul>	<p><b>With current controls:</b> L</p> <p><b>With Actions applied</b> L</p>	<ul style="list-style-type: none"> <li>• All staff</li> </ul>	<p>Ongoing</p> <p>As necessary</p>



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

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

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
017	<p><b>Services:</b> <b>Heating</b></p> <p><b>Who is harmed:</b></p> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/service providers</li> <li>• Sensitive risk groups: <ul style="list-style-type: none"> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Environment too hot or cold</li> <li>• Misuse of portable heaters</li> <li>• Fire</li> <li>• Burns</li> <li>• Carbon monoxide poisoning</li> </ul>	<ul style="list-style-type: none"> <li>• Heating in working order</li> <li>• Room users can adjust heating levels</li> <li>• Service and maintenance by competent person</li> <li>• Combustible materials kept away from heat source</li> <li>• Heat source kept clear and free from obstruction</li> <li>• Environmental monitoring from the Health and Safety Office on request</li> <li>• Fire detection systems in place</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Contact <b>Buildings Office</b> if problems or defects arise</li> <li>• Room temperature not sufficient in staff offices room 337.1 and room 326 – check heating system and provide supplementary heaters if required</li> </ul>	<p><b>With current controls:</b> L</p> <p><b>With Actions applied</b> L</p>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Buildings Office</li> </ul>	<p>Ongoing</p> <p>As necessary</p> <p>1<sup>st</sup> June 2014</p>

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
018	<b>Lighting</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/service providers</li> <li>• Sensitive risk groups: <ul style="list-style-type: none"> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Inadequate lighting</li> <li>• Glare</li> <li>• Eyestrain</li> <li>• Slips, trips , falls</li> </ul>	<ul style="list-style-type: none"> <li>• Light switches easily accessible</li> <li>• Adequate lighting level</li> <li>• Protective coverings in place</li> <li>• Environmental monitoring available from the Health and Safety Office on request</li> <li>• Service and maintenance by competent person</li> </ul>	<ul style="list-style-type: none"> <li>• Contact <b>Buildings Office</b> if problems or defects arise</li> <li>• Room 326 (stores/technician office) – light bulb needs replacement</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Buildings Office</li> </ul>	As necessary  1 <sup>st</sup> May 2014

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
019	<b>Ventilation and temperature</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/service providers</li> <li>• Sensitive risk groups: <ul style="list-style-type: none"> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Environment too hot or cold</li> <li>• Inadequate ventilation</li> <li>• Falls from heights from windows</li> </ul>	<ul style="list-style-type: none"> <li>• All windows openable</li> <li>• Blinds in place and in working order</li> <li>• Suitable equipment available for the opening and closing of windows</li> <li>• Step ladder available for access</li> <li>• Service and maintenance of ventilation system by competent person</li> <li>• Office temperature of at least 17.5 degrees (after one hour of work)</li> <li>• Environmental monitoring from the Health and Safety Office on request</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Contact <b>Buildings Office</b> if problems or defects arise</li> <li>• Room 350 (open plan staff office) – improve ventilation due to high occupancy</li> <li>• Room 337.1 (staff office) – repair/seal draught from window which doesn't close properly</li> <li>• Room 337.2 (staff office) – windows can't be opened due to problem with pigeon fouling. Review measures to</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Buildings Office</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• As necessary</li> <li>• 1<sup>st</sup> June 2014</li> </ul>

				prevent access by pigeons and repair broken window fan			
--	--	--	--	--	--	--	--

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
020	<b>Electricity</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/service providers</li> <li>• Sensitive risk groups:                             <ul style="list-style-type: none"> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Electric shock</li> <li>• Electrocutation</li> <li>• Burns</li> <li>• Fire</li> <li>• Explosion</li> <li>• Electrical arcing</li> <li>• Use of faulty equipment</li> <li>• Contact with live parts</li> <li>• Unmarked distribution boards</li> <li>• Inadequate electrical installations</li> </ul>	<ul style="list-style-type: none"> <li>• Sufficient numbers of electrical sockets</li> <li>• Electric leads not worn or trailing</li> <li>• Competent person to carry out repairs / works</li> <li>• All works servicing and testing is carried out as per regulations</li> <li>• Shut down equipment when not in use and end of day</li> <li>• Adequate protection for circuit boards, distribution boards etc.</li> <li>• Report defects and take damaged equipment out of use</li> <li>• Good housekeeping</li> <li>• Suitable fire extinguishers provided</li> </ul>	<ul style="list-style-type: none"> <li>• Contact <b>Buildings Office</b> if problems arise</li> <li>• Do not overload sockets</li> <li>• PAT testing of portable electrical appliances subject to wear and tear</li> <li>• Room 345(Computer lab) – make safe exposed cables on wall behind podium beside sockets.</li> </ul>	<b>With current controls:</b> M  <b>With Actions applied:</b> L	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Head of School/ Technical Officer</li> <li>• Buildings Office</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Annually/ as required</li> <li>• 1<sup>st</sup> May 2014</li> </ul>

			<ul style="list-style-type: none"> <li>Switch off equipment before cleaning or making adjustments</li> </ul>				
--	--	--	--	--	--	--	--

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

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
023	<b>Lasers</b> <ul style="list-style-type: none"> <li>Surveying equipment laser level – class 2</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/service providers</li> <li>Sensitive risk groups: <ul style="list-style-type: none"> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Light beam causing skin or eye injury</li> </ul>	<ul style="list-style-type: none"> <li>Do not stare or look directly at the beam for prolonged periods</li> <li>Information and training provided</li> <li>Follow manufacturer's instructions for use and maintenance</li> <li>Keep duration of use to a minimum and take regular breaks</li> <li>Turn off when not in use</li> <li>Equipment maintained by Technical Officer</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Report defects to Technical Officer and take damaged equipment out of use</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied</b> L	<ul style="list-style-type: none"> <li>Staff and students</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>As necessary</li> </ul>



PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
024	<b>Construction / Maintenance Work</b>  <b>Example:</b> <ul style="list-style-type: none"> <li>Building contractors</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/service providers</li> <li>Sensitive risk groups:                             <ul style="list-style-type: none"> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Unfamiliar with DIT buildings and safety procedures</li> <li>Injury to contractors, staff, students, visitors members of the public</li> </ul>	<ul style="list-style-type: none"> <li>Buildings Office control all contractors</li> <li>Permit to work system for hot works, work at height, confined spaces etc.</li> <li>The front desk is manned at all times by a porter</li> <li>Sign-in required</li> <li>Compliance with DIT code of practice for contractors</li> <li>eLearning programme</li> <li>DIT Contractor safety badge</li> <li>Risk assessment and method statements completed and submitted to the Buildings Office</li> <li>Good housekeeping</li> <li>Areas of works cordoned off</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<ul style="list-style-type: none"> <li>Head of School in conjunction with Building Maintenance Manager</li> </ul>	Ongoing

			• Warning signage				
--	--	--	-------------------	--	--	--	--

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
025	<b>Work Activities &amp; Processes</b> <ul style="list-style-type: none"> <li>Lecturing and teaching duties and associated academic management and administration</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/service providers</li> <li>Sensitive risk groups: <ul style="list-style-type: none"> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Slips, trips, falls</li> <li>Defective electrical equipment</li> <li>Defective furniture</li> <li>Poor lighting</li> <li>Poor ventilation</li> <li>Poor access/egress</li> <li>Fire and emergencies</li> </ul>	<ul style="list-style-type: none"> <li>Maximum capacity /occupancy of rooms established prior to timetabling and adhered to</li> <li>Good housekeeping practices</li> <li>Waste bins provided and emptied regularly</li> <li>Fire and emergency evacuation signage in place</li> <li>Sufficient number and position of fixed power points</li> <li>Floors kept clearing of trailing</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	All staff	Ongoing

			<ul style="list-style-type: none"> <li>cables</li> <li>• Inspection and maintenance of fixed electrical installations and equipment</li> <li>• SOP for spillages</li> <li>• Defects reported and unsafe items taken out of use</li> <li>• Exits are highlighted and escape routes are kept clear</li> <li>• Fire detection system and fire-fighting equipment in place</li> <li>• Students are informed of emergency procedures by lecturers</li> <li>• Displayed work/material kept away from heat sources and emergency equipment and exits</li> <li>• No-smoking policy in place</li> </ul>				
--	--	--	--	--	--	--	--

<b>OPERATIONAL</b>							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
025	<b>Work Activities &amp; Processes</b> <ul style="list-style-type: none"> <li>Management of surveying stores</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/service providers</li> <li>Sensitive risk groups: <ul style="list-style-type: none"> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Unauthorised access</li> <li>Slips, trips, falls</li> <li>Defective electrical equipment</li> <li>Poor lighting</li> <li>Poor ventilation</li> <li>Poor access/egress</li> <li>Fire and emergencies</li> <li>Manual handling</li> </ul>	<ul style="list-style-type: none"> <li>Restricted access to stores. Stores manned by technical officer and locked when not in use</li> <li>Service hatch in place for dealing with queries from other staff and students.</li> <li>Good housekeeping practices</li> <li>Sufficient number and position of fixed power points</li> <li>Floors kept clear of trailing cables and other trip hazards</li> <li>Inspection and maintenance of</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls:</b> M  <b>With Actions applied:</b> M	Technical Officer	Ongoing

			<p>electrical installations and equipment</p> <ul style="list-style-type: none"> <li>• Secure shelving/racking in place</li> <li>• Shelving not overloaded</li> <li>• Frequently used and heavier items stored at easily accessible locations</li> </ul>				
--	--	--	--	--	--	--	--

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
026	<b>Housekeeping</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/service providers</li> <li>• Sensitive risk groups: <ul style="list-style-type: none"> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Slips, trips and falls</li> <li>• Increased fire load</li> <li>• Falling objects</li> <li>• Collisions</li> </ul>	<ul style="list-style-type: none"> <li>• Fire load (i.e. sources of ignition and fuel ) kept to a minimum</li> <li>• All routes kept clear and unobstructed</li> <li>• Wet floor signs where required</li> <li>• Spillages cleaned immediately</li> <li>• Adequate lighting</li> <li>• Adequate waste disposal</li> <li>• Designated storage</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Room 350 (open plan office) – improve standard of housekeeping and reduce paper waste</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied</b> L	<ul style="list-style-type: none"> <li>• All staff and students</li> <li>• All staff</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• 1<sup>st</sup> May 2014</li> </ul>

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
027	<b>Cleaning</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/service providers</li> <li>• Sensitive risk groups: <ul style="list-style-type: none"> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Lack of cleanliness or hygiene</li> <li>• Manual handling injury</li> <li>• Exposure to hazardous substances</li> <li>• Spillages: slips, trips and falls</li> <li>• Lack of/inappropriate PPE</li> </ul>	<ul style="list-style-type: none"> <li>• Daily cleaning schedule</li> <li>• Signage (e.g. wet floor signs) available and used</li> <li>• Proper storage of cleaning equipment and cleaning substances</li> <li>• Proper labeling of cleaning agents</li> <li>• Use of appropriate cleaning equipment</li> <li>• Report defects and hazards</li> <li>• Information and training for cleaning staff</li> <li>• SOPs in place for cleaning</li> <li>• PPE for cleaning staff</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied</b> L	<ul style="list-style-type: none"> <li>• Cleaning staff</li> </ul>	Ongoing



OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
028	<b>Waste Disposal &amp; Removal</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/service providers</li> <li>• Sensitive risk groups:                             <ul style="list-style-type: none"> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Waste accumulation</li> <li>• Fire</li> <li>• Spillages</li> <li>• Odour</li> <li>• Vermin</li> </ul>	<ul style="list-style-type: none"> <li>• Paper recycling bins present</li> <li>• Shredding facility present</li> <li>• General waste bin present</li> <li>• Dispose of waste appropriately in bins provided</li> <li>• Segregate waste as appropriate</li> <li>• Waste removed on a regular basis by cleaning contractors</li> <li>• Keep waste away from sources of ignition e.g. heaters, electrical appliances</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	<ul style="list-style-type: none"> <li>• All staff and students</li> <li>• Cleaning contractors</li> </ul>	Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
029	<b>Signage and Documentation</b> <ul style="list-style-type: none"> <li>Corridor and classroom signage provided by buildings office</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/service providers</li> <li>Sensitive risk groups:                             <ul style="list-style-type: none"> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Lack of knowledge regarding safety and emergency procedures</li> </ul>	The following signage is in place: <ul style="list-style-type: none"> <li>Emergency Exit</li> <li>Emergency First Aid Procedure</li> <li>Evacuation plan</li> <li>Fire Action Notice Point</li> <li>List of trained first aiders</li> <li>Safety Notice point</li> <li>No Smoking</li> <li>Emergency contact numbers</li> <li>Refuge point</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls and update signage as required</li> <li>Observe signage in place</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<ul style="list-style-type: none"> <li>Buildings Office</li> <li>Staff, students, visitors, contractors/ service providers</li> </ul>	Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
030	<b>Incidents</b>  <b>Hazard Reporting</b>  <b>First-aid</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/service providers</li> <li>• Sensitive risk groups: <ul style="list-style-type: none"> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Lack of first-aid supplies</li> <li>• Lack of trained first aiders</li> <li>• Lack of knowledge/skills in the event of an incident</li> <li>• No reporting of incident(s)</li> <li>• No reporting of hazards</li> </ul>	<ul style="list-style-type: none"> <li>• First-aid kit available in the surveying stores and at the porter's desk</li> <li>• Incident report book available at the front desk (porter's desk)</li> <li>• All incidents to be reported immediately and an incident report form completed</li> <li>• First-aid supplies available from Health &amp; Safety Office on request</li> <li>• Training for staff in Emergency Response and First-aid</li> <li>• List of trained first-aiders at <a href="http://www.dit.ie/safework">www.dit.ie/safework</a></li> <li>• Emergency first-aid procedure posted</li> <li>• AED available at the front desk</li> <li>• Individuals trained in use of the AED</li> </ul>	<ul style="list-style-type: none"> <li>• Attend training for staff in ERT and First-aid as per DIT Policy</li> <li>• Ensure adequate number of staff trained in first-aid</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied</b> L	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Head of School</li> </ul>	As required

			<ul style="list-style-type: none"> <li>Online facility available for reporting hazards and incidents</li> </ul>				
--	--	--	---	--	--	--	--

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
031	<b>Working at Height</b> <ul style="list-style-type: none"> <li>Roof access for students to carry out surveying as part of Geomatics course</li> <li>Access to goods stored at a height or to open windows</li> </ul> <p><b>Who is harmed:</b></p> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/service providers</li> <li>Sensitive risk groups:</li> </ul>	<ul style="list-style-type: none"> <li>Falls from height</li> <li>Falling objects</li> <li>Falls through fragile roofs</li> <li>Slips, trips and falls</li> <li>Manual handling injuries</li> <li>Inclement weather</li> </ul>	<ul style="list-style-type: none"> <li>Steps ladder/stool provided for safe access to high shelves etc. Use of chairs /tables prohibited.</li> <li>Access point to roof kept under lock and key by the porters</li> <li>Sign-out system in place for key to access roof</li> <li>Duration of work kept to a minimum</li> <li>Buddy system for work at heights, lone working not permitted</li> <li>Suitable non-slip footwear</li> <li>Access to work restricted during inclement weather</li> <li>Equipment appropriately positioned</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> <li>Suspend roof work until all further actions required are implemented.</li> <li>Develop SOP for roof access</li> <li>Designate safe access/egress point to/from the roof</li> <li>Ensure adequate guarding at roof edge</li> <li>Ensure adequate means of escape from the roof in the event of emergency</li> <li>Ensure evacuation alarm can be heard</li> </ul>	<p><b>With current controls:</b> H</p> <p><b>With Actions applied</b> M</p>	<ul style="list-style-type: none"> <li>Head of School</li> <li>Head of School</li> <li>Building Maintenance Manager</li> </ul>	<p>Ongoing</p> <p>Sept 2014</p> <p>Sept 2014</p>

	<ul style="list-style-type: none"> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul>		and secured on the roof <ul style="list-style-type: none"> <li>• Supervision of students by staff</li> <li>• Team lifting to transport surveying equipment to/from roof</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure adequate lighting</li> </ul>			
--	---	--	--	--	--	--	--

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

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
033	<b>Trips</b> <ul style="list-style-type: none"> <li>• Surveying</li> <li>• Site visits</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/service providers</li> <li>• Sensitive risk groups: <ul style="list-style-type: none"> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Injuries</li> <li>• Medical emergencies</li> <li>• Accidents and incidents</li> <li>• Missing persons</li> <li>• Substance abuse</li> <li>• Road Traffic Accidents</li> <li>• Inclement weather</li> <li>• Site terrain</li> <li>• Exposure to physical/chemical/biological agents</li> <li>• Human factors</li> </ul>	<ul style="list-style-type: none"> <li>• DIT Trip Guidelines in place</li> <li>• Separate trip risk assessment template completed for each trip and control measures implemented</li> <li>• Health and safety information provided to trip participants</li> <li>• Elearning programme available to participants on request</li> <li>• Adequate supervision of students</li> <li>• Provision of PPE where appropriate</li> <li>• Adherence to local/site rules</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls:</b> M  <b>With Actions applied:</b> M	<ul style="list-style-type: none"> <li>• Head of School and all staff</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>

<b>OPERATIONAL</b>							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
034	<b>Work Placement</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/service providers</li> <li>• Sensitive risk groups: <ul style="list-style-type: none"> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Injuries</li> <li>• Accidents and incidents</li> <li>• Lack of familiarity with work environment and work practices</li> </ul>	<ul style="list-style-type: none"> <li>• Specific risk assessment carried out and control measures implemented</li> <li>• Work placement factsheets provided to host organization, students and mentors (DIT staff).</li> <li>• Pre-placement induction safety talks available from the Health &amp; Safety Office</li> <li>• DIT work placement mentor appointed</li> <li>• DIT guidance notes on work placements</li> <li>• Report all incidents and accidents to DIT</li> <li>• Insurance cover in place</li> <li>• Training and supervision of students by host organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	Head of School	Ongoing



<b>OPERATIONAL</b>							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
035	<b>Events Hosting</b> <ul style="list-style-type: none"> <li>Gatherings, seminars, conferences and visits from guest lecturers. These take place in rooms provided by the College</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/service providers</li> <li>Sensitive risk groups: <ul style="list-style-type: none"> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Injuries</li> <li>Accidents and incidents</li> <li>Unfamiliar with DIT premises and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>Specific risk assessment carried out for events and control measures implemented</li> <li>Emergency plans in place with regard to evacuation and first aid</li> <li>Report all incidents and accidents to DIT</li> <li>Provide relevant health and safety information to event participants</li> <li>Rooms maintained in good order</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	All staff	Ongoing

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
036	<p><b>Conferences / Seminars</b></p> <ul style="list-style-type: none"> <li>Gatherings, seminars, conferences and visits from guest lecturers. These take place in rooms provided by the College</li> </ul> <p><b>Who is harmed:</b></p> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/service providers</li> <li>Sensitive risk groups: <ul style="list-style-type: none"> <li>young persons</li> <li>pregnant women</li> <li>people with</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Travel to and from</li> <li>Road traffic accidents</li> <li>Unfamiliar with venue</li> <li>Medical emergency</li> <li>Missing persons</li> </ul>	<ul style="list-style-type: none"> <li>Taxi vouchers available to staff for travel in Dublin</li> <li>Staff obey rules of the road if driving or cycling</li> <li>Adequate insurance, tax and NCT on vehicles used for transport</li> <li>Familiarise yourself with local emergency procedures and first aid arrangements</li> <li>Report defects and incidents to venue management</li> <li>Approval for attendance to be sought from Line Manager as per DIT procedures</li> <li>Rooms maintained in good order</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<p><b>With current controls:</b> L</p> <p><b>With Actions applied:</b> L</p>	All staff	Ongoing

	disabilities						
--	--------------	--	--	--	--	--	--

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
037	<b>Storage</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/service providers</li> <li>• Sensitive risk groups:                             <ul style="list-style-type: none"> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Inadequate storage</li> <li>• Improper storage</li> <li>• Inadequate space for safe manual handling</li> <li>• Poor housekeeping</li> <li>• Slips, trips and falls</li> <li>• Unsafe access and egress</li> <li>• Inadequate lighting and/or ventilation</li> </ul>	<ul style="list-style-type: none"> <li>• Safe access and egress</li> <li>• Storage avoided above shoulder height where possible</li> <li>• Items stored appropriately</li> <li>• Items segregated where necessary</li> <li>• Storage units secure and fit for purpose</li> <li>• Locking system in place</li> <li>• Step ladder/foot stool available for accessing higher shelving units</li> <li>• Staff trained in manual handling</li> <li>• Appropriate signage in place</li> <li>• Items not stored in walkways</li> <li>• Defects reported</li> <li>• Adequate lighting and ventilation</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied</b> L	<ul style="list-style-type: none"> <li>• All staff</li> </ul>	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
038	<b>Sensitive Work Groups:</b>  <b>Pregnant Employees /Students &amp; Nursing Mothers</b>	<ul style="list-style-type: none"> <li>• Fatigue</li> <li>• Harm to mother, unborn child or breastfeeding baby from exposure to:                             <ul style="list-style-type: none"> <li>○ Physical agents e.g. noise, vibration, manual handling</li> <li>○ Chemical agents</li> <li>○ Biological agents</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Specific risk assessment carried out for individual pregnant employees/students and control measures implemented as identified and necessary by Health &amp; Safety Office</li> <li>• Rest facilities available - <b>designated first-aid room in DIT Health Centre Linenhall</b></li> <li>• Follow medical advice</li> </ul>	<ul style="list-style-type: none"> <li>• Pregnant employees/students and nursing mothers to contact Occupational Health Officer Rosie Cannon to ensure a risk assessment is carried out.</li> </ul>	<p><b>With current controls:</b> L</p> <p><b>With Actions applied:</b> L</p>	<ul style="list-style-type: none"> <li>• Staff and students</li> </ul>	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	Further Actions Required			
039	<b>Sensitive Work Groups:</b>  <b>Young Persons</b>  <b>Not usual activities of school, see DIT global policies</b>	<ul style="list-style-type: none"> <li>• Lack of training and experience</li> <li>• Lack of familiarity with DIT work environment, work practices and emergency plans</li> <li>• Exposure to special risks:                             <ul style="list-style-type: none"> <li>○ Physical agents</li> <li>○ Chemical agents</li> <li>○ Biological agents</li> </ul> </li> <li>• Hours of work</li> </ul>	<ul style="list-style-type: none"> <li>• Induction programme for all new students</li> <li>• Training and supervision of students by staff</li> <li>• DIT Child Protection Policy</li> <li>• DIT emergency plans in place</li> <li>• Student support services available</li> <li>• Garda vetting in place for staff</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<ul style="list-style-type: none"> <li>• Head of School</li> </ul>	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
040	<b>Sensitive Work Groups:</b>  <b>People with Disabilities</b>	<ul style="list-style-type: none"> <li>Poor access/egress</li> <li>Difficulty with evacuation</li> <li>No risk assessment (RA) completed</li> </ul>	<ul style="list-style-type: none"> <li>Specific risk assessment carried out for individuals on a case by case basis by Health &amp; Safety Office</li> <li>Personal Emergency Egress Plan (PEEP) completed where necessary</li> <li>Reasonable accommodation identified in risk assessment</li> <li>Lift present and in working order</li> <li>Disability Support Service available</li> <li>Accessible toilet available</li> <li>Health &amp; Safety induction available to staff and students</li> </ul>	<ul style="list-style-type: none"> <li>Staff/students with disabilities to contact Occupational Health Officer Rosie Cannon to ensure a risk assessment is carried out.</li> </ul>	<b>With current controls:</b> L	<ul style="list-style-type: none"> <li>Staff and students</li> </ul>	As necessary
				<ul style="list-style-type: none"> <li>Advise visitors to the School to notify DIT host in advance of any special needs</li> </ul>	<b>With Actions applied:</b> L	<ul style="list-style-type: none"> <li>Head of School</li> </ul>	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	Further Actions Required			
041	<b>Sensitive Work Groups:</b>  <b>New Recruits</b>	<ul style="list-style-type: none"> <li>• Lack of experience</li> <li>• Lack of training</li> <li>• Accidents and incidents</li> <li>• Lack of training and experience</li> <li>• Lack of familiarity with DIT work environment, work practices and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>• Induction available for new staff</li> <li>• Line Manager gives induction specific to local department</li> <li>• Mandatory training to be completed as soon as possible after recruitment</li> <li>• Supervision of new staff</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> <li>• Consider assigning a mentor/buddy to new recruits</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	<ul style="list-style-type: none"> <li>• Head of School</li> </ul>	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
042	<b>Sensitive Work Groups:</b>  <b>Undergraduate students</b>	<ul style="list-style-type: none"> <li>• Lack of experience</li> <li>• Lack of training</li> <li>• Accidents and incidents</li> <li>• Lack of familiarity with DIT work environment, work practices and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>• Induction programme for new students</li> <li>• Supervision by staff in practical environments e.g. field work, trips etc.</li> <li>• Emergency procedures in place</li> <li>• First aid facilities available</li> <li>• Task-specific instructions/ demonstrations provided by staff</li> <li>• Student support services available</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	Head of School	Ongoing



HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
043	<b>Sensitive Work Groups:</b>  <b>Postgraduate Students</b>	<ul style="list-style-type: none"> <li>• Lack of experience</li> <li>• Lack of training</li> <li>• Accidents and incidents</li> <li>• Lack of familiarity with DIT work environment, work practices and emergency plans</li> <li>• Lone working</li> </ul>	<ul style="list-style-type: none"> <li>• Induction programme for students</li> <li>• Supervisor gives local induction specific to department</li> <li>• Mandatory training to be completed</li> <li>• Supervision</li> <li>• Lone working policy in place</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<p><b>With current controls:</b> L</p> <p><b>With Actions applied</b> L</p>	Head of School	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
044	<b>Stress</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Sensitive risk groups: <ul style="list-style-type: none"> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Health effects – physical and mental</li> <li>• Absence from work/college</li> </ul>	<ul style="list-style-type: none"> <li>• Communication between staff, students and management</li> <li>• Employee Assistance Programme (EAP) in place</li> <li>• Student health centre and counselling service available</li> <li>• Occupational Stress Management Policy &amp; Procedures in place</li> <li>• Training and development courses available to staff on Stress Management, Time Management personal skills etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	Head of School	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
045	<b>Violence</b>  <b>Normal Risks associated with the teaching activities of the School</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/service providers</li> <li>Sensitive risk groups: <ul style="list-style-type: none"> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Theft</li> <li>Verbal threats/abuse</li> <li>Physical assault / injuries</li> <li>Stress, fear, anxiety</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Response Training (ERT) mandatory for staff</li> <li>SOP for handling, storage and transport of cash</li> <li>CCTV in building</li> <li>Porter on duty at front desks</li> <li>DIT staff and students report suspect individuals to DIT Buildings Office</li> <li>Adequate lighting</li> <li>Lone working policy in place</li> <li>Rooms locked when not in use</li> <li>Personal belongings kept secure at all times</li> <li>Swipe-card access in place for main entrance door, car-park and bicycle enclosure</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	All staff	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
046	<b>Bullying &amp; Harassment</b>  <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Sensitive risk groups: <ul style="list-style-type: none"> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Effects on physical and mental well-being</li> </ul>	<ul style="list-style-type: none"> <li>• DIT Dignity at Work: Anti Bullying &amp; Harassment Policy in place</li> <li>• Dignity at Work contact persons available</li> <li>• Dignity at Work training programme for staff</li> <li>• Employee Assistance Programme (EAP) in place</li> <li>• DIT Procedure for complaints and investigations</li> <li>• Student support services available</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure compliance with policies and procedures in place</li> <li>• Maintain current controls</li> </ul>	<b>With current controls: L</b>  <b>With Actions applied: L</b>	Staff and students	Ongoing

--	--	--	--	--

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
047	<p><b>Welfare Facilities:</b></p> <ul style="list-style-type: none"> <li>Sanitary Facilities</li> <li>Staff room</li> <li>Canteen</li> </ul> <p><i>These are managed and controlled by the Buildings Office and contractors/ service providers</i></p> <p><b>Who is harmed:</b></p> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/service providers</li> <li>Sensitive risk groups:                             <ul style="list-style-type: none"> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Inadequate facilities</li> <li>No potable water</li> <li>No means for boiling water / heating food</li> <li>No seating / resting area</li> <li>No hand-washing facilities</li> </ul>	<ul style="list-style-type: none"> <li>Staff room/canteen present with seating facilities</li> <li>Drinking water available</li> <li>Hot and cold water available in sanitary facilities</li> <li>Accessible toilet available</li> <li>Adequate sanitary facilities available</li> <li>Hand washing facilities adequate</li> </ul>	<ul style="list-style-type: none"> <li>Care to be taken with hot surfaces, hot drinks and boiling water</li> </ul>	<p><b>With current controls:</b> L</p> <p><b>With Actions applied</b> L</p>	Staff and students	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
048	<b>Visitors</b> <ul style="list-style-type: none"> <li>Occasional guest lecturers</li> <li>External examiners</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/service providers</li> <li>Sensitive risk groups:                             <ul style="list-style-type: none"> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Lack of experience</li> <li>Lack of training</li> <li>Injuries</li> <li>Accidents and incidents</li> <li>Lack of familiarity with DIT work environment, work practices and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>Front desk manned at all times by porter</li> <li>Visitors report to front desk</li> <li>Safety booklets and safety wallet cards available at front desk</li> <li>Safety signage throughout building with regard to emergency procedures</li> <li>Hazardous/restricted areas marked with warning and PPE signs</li> <li>Risk assessments completed for specific events where groups of visitors are expected</li> <li>Swipe card system for main entrance door</li> <li>CCTV in building</li> <li>Deliveries handled by Goods Inwards</li> <li>Visitors briefed on emergency procedures by person they are visiting</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	All staff	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
049	<p><b>Contractors / Service Providers</b></p> <p><i>These are dealt with through the Buildings Office and other college sections</i></p> <p><b>Who is harmed:</b></p> <ul style="list-style-type: none"> <li>• Staff members</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors/service providers</li> <li>• Sensitive risk groups: <ul style="list-style-type: none"> <li>• young persons</li> <li>• pregnant women</li> <li>• people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Unfamiliar with DIT buildings and safety procedures</li> <li>• Injury to contractors, staff, students, members of the public</li> </ul>	<ul style="list-style-type: none"> <li>• Front desk is manned by a porter</li> <li>• Contractors/service providers to sign-in at front desk</li> <li>• Contractors/service providers to complete online eLearning programme</li> <li>• Contractors/service providers to carry out risk assessments and task-specific method statements and submit to DIT in advance of work being carried out</li> <li>• Deliveries handled by DIT Goods Inwards Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain current controls</li> </ul>	<p><b>With current controls:</b> L</p> <p><b>With Actions applied:</b> L</p>	Buildings Office	Ongoing

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



HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
051	<b>Personal Protective Equipment (PPE)</b> <ul style="list-style-type: none"> <li>PPE for field trips is provided on an as needs basis e.g. hard-hats, safety boots, hi-vis vests</li> </ul> <b>Who is harmed:</b> <ul style="list-style-type: none"> <li>Staff members</li> <li>Students</li> <li>Visitors</li> <li>Contractors/service providers</li> <li>Sensitive risk groups: <ul style="list-style-type: none"> <li>young persons</li> <li>pregnant women</li> <li>people with disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Improper fit and use</li> <li>Incorrect type</li> <li>Poor maintenance</li> <li>Lack of training</li> <li>Exposure to physical agents or hazardous substances</li> <li>Slips, trips and falls</li> <li>Lack of awareness of PPE requirements</li> <li>Contamination</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate selection of PPE</li> <li>Consultation with staff on selection</li> <li>Inspection and maintenance programme</li> <li>Defective PPE reported and taken out of use</li> <li>Proper storage for reusable PPE</li> <li>Training, information and supervision in wear and use</li> <li>Signage in place to indicate mandatory PPE</li> <li>Follow manufacturer's instructions</li> <li>Personal use only for hygiene reasons</li> <li>Students provide own PPE to standard specified by School</li> </ul>	<ul style="list-style-type: none"> <li>Maintain current controls</li> </ul>	<b>With current controls:</b> L  <b>With Actions applied:</b> L	Staff and students	Ongoing

CHEMICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
052	Chemical Agents Solid/Liquid/Gas	N/A	N/A	N/A	N/A	N/A	N/A

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