

SPORT & RECREATION SERVICE

SAFETY STATEMENT

2016



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SPORT & RECREATION SERVICE CONTACT DETAILS

Role	Name	Location	Email	Telephone Number
Head of Sport	Sinead McNulty	DIT Grangegorman	sinead.mculty@dit.ie	(01) 402 8015 087-2156494
Sports Officers	Niamh O'Callaghan	DIT Aungier Street	niamh.ocallaghan@dit.ie	(01) 402 3042 087-2985849
	Caragh O'Buachalla	DIT Bolton Street	caragh.obuachalla@dit.ie	(01) 402 4010 087-2933442
	Herbie McClelland	DIT Aungier Street	herbie.mcclelland@dit.ie	(01) 402 3042 087-2245507
GAA Development Officer	Darragh Biddlecombe	DIT Bolton Street	dbiddlecombe@dit.ie	(01) 402 4010 087-2245508
DIT Soccer Development Officer	John O'Carroll	DIT Bolton Street	john.ocarroll@dit.ie	(01) 402 4010 086-7954371
Administrative Support	Emma Dunne	DIT Grangegorman	Emma.dunne@dit.ie	(01)4024171
Campus Life nominee to Student Services Health & Safety Team	Sinead McNulty	DIT Grangegorman	sinead.mculty@dit.ie	087 2156494
Local First-Aiders (including Defibrillator usage)	Niamh O'Callaghan	DIT Aungier Street	niamh.ocallaghan@dit.ie	(02) 402 3042 087-2985849
	Caragh O'Buachalla	DIT Bolton Street	caragh.obuachalla@dit.ie	(02) 402 4010 087-2933442
	Herbie McClelland	DIT Aungier Street	herbie.mcclelland@dit.ie	(02) 402 3042 087-2245507
	Darragh Biddlecombe	DIT Bolton Street	dbiddlecombe@dit.ie	(02) 402 4010 087-2245508
	John O'Carroll	DIT Bolton Street	john.ocarroll@dit.ie	(02) 402 4010 086-7954371
	Seamus Reilly	DIT Bolton Street (Linenhall)	Seamus.reilly@dit.ie	01-4024009
Sports & Recreation nominee to	Herbie McClelland	DIT Aungier Street	herbie.mcclelland@dit.ie	01 402 3042/ 087-2245507

Student Services Health & Safety Team	Sinead McNulty	DIT Grangegorman	sinead.mcnulty@dit.ie	01-4028015/ 087-2156494
Each Sports Club also has at least one member who has completed first aid and defibrillator training.	List of Sports Clubs Trained First Aiders (To be updated annually) is located on the DIT Sport Website at www.ditsports.ie			
	Child protection awareness training is provided to all staff as this is a 'designated area'			
Fit 2 Go Club (Covered by separate Safety Statement)	Click link to review http://www.fit2goclub.ie/	DIT Kevin Street DIT Bolton Street (Linenhall) DIT Grangegorman		

Please see the Sport & Recreation Service website for a full listing of contacts – click [here](#)

EXTERNAL EMERGENCY CONTACT NUMBERS

Emergency Services	112/999 (You may need to dial “0” for an outside line)
Hospital	<u>North City:</u> Mater Hospital Dublin 7 (01) 803 2000 Mater Smithfield Rapid Injury Clinic – Smithfield Market Open Monday to Friday, 8am to 6pm Phone: 01 657 9000 Fax: 01 657 9037 Location: The Forge, Smithfield Market, Dublin 7. <u>South City:</u> St. James’s Dublin 8 (01) 410 3000
Dublin City Council	(01) 222 22 22
Garda Síochána	<u>North City:</u> Store Street Dublin 1 (01) 666 8000 <u>South City:</u> Kevin Street Dublin 8 (01) 666 9400
Bord Gáis 24 hour emergency line	1850 20 50 50
ESB 24 hour emergency line	1850 372 999
Health and Safety Authority	1890 289 389
Samaritans	1850 60 90 90
Environmental Protection Agency	1890 33 55 99

INTERNAL EMERGENCY CAMPUS CONTACT DETAILS

Front Desk/Reception:		
○ Aungier Street	Porter on Duty	(01) 402 3061
○ Bolton Street	Porter on Duty	(01) 402 3607
○ Cathal Brugha Street	Porter on Duty	(01) 402 4302
○ Kevin Street	Porter on Duty	(01) 402 4625
○ Mountjoy Square	Porter on Duty	(01) 402 4100
○ Rathmines Conservatory	Porter on Duty	(01) 402 3451
○ Rathmines House	Receptionist	(01) 402 3349
○ Grangegorman, Orchard House	Maintenance	(01) 402 4281
Incident Controller		
Estates Services Supervisor:		
○ Aungier Street	Pat Healy	(01) 402 3277 (087)7675770
○ Bolton Street	Joe O'Brien	(01) 402 3793 (086)1953854
○ Cathal Brugha Street	Derek Bowden	(01) 402 4381
○ Kevin Street	Jimmy Kane	(01) 402 4797 (087)2254365
○ Mountjoy Square	Derek Bowden	(01) 402 4381 (087)9404632
○ Rathmines	Ciarán Stone	(01) 402 3451 (087)6675703
○ Grangegorman, including broombridge	Derek Bowden	(01) 402 4281
Estates Manager		
○ Aungier Street	Colm Gillen	(01) 402 4646 (087)9885552
○ Bolton Street	Stephen Folan	(01) 402 3646
○ Cathal Brugha Street	Terry Maher	(01) 402 4523 (087)1958120
○ Kevin Street	Colm Gillen	(01) 402 4646 (087)2888294
○ Mountjoy Square	Terry Maher	(01) 402 4523
○ Rathmines	Paul McDunphy	(01) 402 3362
○ Grangegorman including Broombridge	Terry Maher	(01)402 4280
Occupational Health Officer	Rosie Cannon	(01) 402 4148 / 087 9809194

Health & Safety Officer	Edel Niland	(01) 402 4192 / 086 3891080
Student Health Centre	Reception	<ul style="list-style-type: none"> ○ Northside (01) 402 3614 ○ Southside (01) 402 3051
Chaplains:		
<ul style="list-style-type: none"> ○ Aungier Street & Rathmines 	Rob Jones Susie Keegan	(01) 402 3050 (087) 2768631 Email: rob.jones@dit.ie (087) 2768631 Email: susie.keegan@dit.ie
<ul style="list-style-type: none"> ○ Bolton Street 	Fr. Alan Hilliard (Head of Service)	(01) 402 3639 (087) 7477110 Email: alan.hilliard@dit.ie
<ul style="list-style-type: none"> ○ Kevin Street 	Fionnuala Walsh	(01) 402 4568 (086) 875 4422 Email: fionnuala.walsh@dit.ie
<ul style="list-style-type: none"> ○ Cathal Brugha Street Mountjoy Square Portland Row 	Finbarr O'Leary	(01) 402 4308 (087) 4169517 Email: finbarr.oleary@dit.ie
<ul style="list-style-type: none"> ○ Grangegorman 	Finbarr O'Leary	(01) 402 4308 (087) 4169517 Email: finbarr.oleary@dit.ie
Public Affairs	Melda Slattery	(01) 4027138 Email: Melda.slattery@dit.ie

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	Caragh O'Buachalla	<i>caragh obuachalla</i>
Ensuring Safety Statement, risk assessments are carried out, updated and communicated	Sinead McNulty/ Caragh O'Buachalla	<i>Sinead McNulty</i>
Ensuring the upkeep of first-aid box and ordering first-aid supplies from Occupational Health Officer	Caragh O'Buachalla/ Herbie McClelland	<i>Herbie</i>
Co-ordinating contractors activities and dealing with DIT Estates office for Work Permits	Herbie McClelland	<i>Herbie</i>
Updating the statutory registers and Club Equipment safety Checks (each semester)/ Annually	Caragh O'Buachalla Herbie McClelland Darragh Biddlecombe John O'Carroll Sports Club equipment inspected & tested on a regular basis. Inventory has been completed by DIT Sports Officer. DIT Sports Officer works with each DIT Student Sports club to ensure that all club safety equipment is inspected by appropriate person and in required condition for use Need to submit confirmation of regular inspection of all safety equipment at start of each semester	<i>[Crossed out signature]</i> <i>caragh obuachalla</i> <i>Niall O'Callaghan</i> <i>D. Biddlecombe</i>
Ensuring adequate personnel designated as fire marshals and first-aiders	Sinead McNulty	<i>Sinead McNulty</i>

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 Sport & Recreation Service and the controls that have been implemented to adequately safeguard the activities. This safety statement should be read in conjunction with the DIT Framework Safety Statement which is available on the health and safety website.

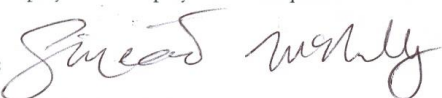
This document applies to all staff, students, club members, visitors, contractors/service providers and campus users. It will be updated as necessary in the light of new legislation, staff feedback, changes and practical experience. In addition it will be reviewed annually.

SAFETY POLICY & OBJECTIVE FOR THE SPORT & RECREATION SERVICE

The Sport & Recreation Service will ensure that:

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

Signed:



Sinead McNulty, Head of Sports

Date:

18/04/2016

SCOPE OF SAFETY STATEMENT

The scope of our operations includes:

- Provision of sporting opportunities, programmes, activities and facilities for DIT Students, (Staff and the general public)

* **NOTE – clarification** - the funding provided to operate the sport & Recreation Service is provided by the DIT Student Life Council, from the Student Charge (former capitation fees). DIT Students are therefore the primary beneficiary of works of the Service. However the benefits of providing access to facilities and activities for staff has been demonstrated and in this regard, staff are encouraged to become members of the DIT Fit 2 Go club, and occasional staff activity is co-ordinated by the service.

It is envisaged that this service will grow – in line with fees received from staff activity and engagement to ensure funding is available, and that the student charge funds student activity. The DIT Fit 2 Go Club and outdoor field Sports activities are also available to the general public.

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- Development of Sporting clubs for DIT Students, who provide training, recreation and competition opportunities for DIT Students at a DIT, Local, National and international level
- Engagement with National and international sporting bodies for the development and delivery of sporting opportunities to DIT students e.g. Student Sport Ireland, ENAS, FISU etc.
- Coordinating training and development for student leaders in DIT Sports Club's (Clubs officers – Chair/ secretary/ treasurer, first aid training, child protection training, LEAD/ SEAD etc.)
- Engagement with DIT Leisure Management programmes for the development of opportunities for DIT Students
- Scheduling and management of DIT Sporting and recreation facilities in co-operation with DIT Estates office
- Development relationships and partnerships with internal and external stakeholders
- Development of mentors to support DIT student sport and recreation
- Promotion of healthy lifestyle
- Engaging on internal and external committees with a view to developing a healthy campus e.g. DCSN, Slí Na Slainte, and health Promoting University etc.
- Development of policies with stakeholders to promote healthy lifestyles and physical activity
- Promotion of DIT through the medium of sport and recreation through the delivery of Elite Athlete Support programme
- Engagement with Strategic Partners - Irish Sports Council, Student Sport Ireland, Federation of Irish Sport, National Governing Bodies for Sport
- Provision of a wide range of sporting and recreational opportunities to DIT students
- the development and delivery of sports and recreational opportunities for wider stakeholder groups e.g. local schools, sports clubs, community groups and individuals.
- development of strategic partnerships with external stakeholders

HISTORY OF LOCATION

Our offices and operations are located in the following areas:

DIT Fit 2 Go Club operates currently in DIT Kevin Street, DIT Bolton Street and DIT Grangegorman. The Fit 2 Go Club operates under its own safety statement.

<https://www.dit.ie/media/healthandsafety/documents/Fit2Go%20Club%20Safety%20Statement%202014.pdf>

Sports staff

Please see appendix for DIT Student Sports club information sheet at the start of year, Click on the link below:

<http://www.ditsports.ie/our-clubs>

DIT sports clubs are operated by DIT students, supported by Sport & Recreation personnel.

DIT sports clubs are operated by DIT students, supported by Sport & Recreation personnel. **The sports clubs are not physically located in the college buildings as students may join clubs from all DIT campus Locations. DIT Sports clubs utilise DIT owned and operated sports facilities, as well as off campus, externally owned sports facilities hired by DIT.**

All DIT sports clubs conduct risk assessments for all training and competitive locations and undertake Health and Safety training – provided by Sport & Recreation and DIT H&S

Campus	Geographical Location	Area/Facilities occupied	Comments
DIT Grangeegorman	Playing fields – Public Realm	Outdoor all weather playing fields opened October 2015. Grass pitches will open in September 2016 Changing accommodation (4 currently present with plans for extension)	A SLA is being developed with the DIT Estates Management team regarding management and maintenance of playing fields and changing rooms. fieldsportbookings@dit.ie
DIT Grangeegorman	Bradogue – Ground and 1 st Floor	Societies and sports personnel, and student clubs and societies workspace located on first floor – is shared space. The ground floor in Bradogue is also a shared/ communal space for all DIT students.	Hot desks only – no permanent staff located here.
We also utilise sports facilities in non DIT buildings. These include but are not limited to:			Team training sessions and competition - risk assessment

<ul style="list-style-type: none"> • Swan Leisure (Dublin City Council Facility) • Belvedere College • Deaf Village • Larkin College • Mount Carmel School • Parnells GAA Club • Clann Na Gael GAA Club • Playing fields all over the city 			
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SAFETY RESPONSIBILITIES

In accordance with the DIT Framework Safety Statement, the Head of the Sport & Recreation Service, Sinead McNulty, as part of her management function, is responsible for ensuring, so far as is reasonably practicable, the health and safety of persons working in, and engaging in activities organised by the Sport & Recreation Service or visiting her area of responsibility. In particular she is responsible for the following:

1. To ensure a safety statement relevant to operations and activities 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/club members/visitors in her area of responsibility and to complete the Incident Report Form as appropriate.
6. To ensure that local emergency plans and first-aid procedures are implemented and that sufficient evacuation marshals and first-aid personnel are available for all sports club events
7. To ensure that staff are appropriately trained to carry out their duties safely and to ensure the attendance of staff at designated training courses as appropriate.
8. To ensure that all sporting activities and events are risk assessed

All Institute Staff

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

Statutory Requirement

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

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

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

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

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

- (a) interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or
- (b) place at risk the safety, health or welfare of persons in connection with work activities

In addition, staff have the following responsibilities:

- To participate in and put into practice all training provided by DIT, to ensure compliance with safety, health & welfare legislation
- To co-operate with those responsible for health and safety
- To familiarise themselves with the contents of the safety statement, safety policies and procedures and codes of practice
- To assist in the preparation and updating of the safety statement for the Sport & Recreation Service
- 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 and activities
- To ensure that all safety rules are communicated to students, club members, contractors/service providers, visitors, and other campus/service 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 the Sport & Recreation Service, Sinead McNulty, implemented, documented in the safety statement and communicated effectively
- To report to the Head of the Sport & Recreation Service, Sinead McNulty, any person abusing facilities or equipment
- To select and appoint a Safety Representative
- To notify the Health & Safety Officer of any perceived shortcomings in the safety arrangements

Students/Club Members

Students/club members 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
- 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
- Ensure that all sports club activities and events have a current risk assessment completed
- Use equipment only if authorised and properly trained
- Report any incident, dangerous occurrence, defective equipment or potential safety hazard to the Head of the Sport & Recreation Service, Sinead McNulty
- To participate in any safety training programmes facilitated by the Health & Safety Office

Contractors/Service Providers

Examples of contractors/service providers engaged by the Sports Office include but are not limited to:

- Sports clubs coaches – Sports Club coaches since September 2015 are members of hourly paid pro rata staff, managed through standard HR procedures.
- Some sports coaches and sports team managers are also volunteers – and may or may not be DIT students/ DIT Graduates/ DIT Staff.
- Voluntary/ honorary members of DIT Student sports clubs – who provide assistance etc?
- Transport Providers/ Marathon coaches etc?
- e.g. Various hostel/ hotel providers around the country – different every year? Depending on events and functions that are taking place
- Guest speakers – at events
- DIT Elite Athlete Support Programme – Academic Mentors
- Ambassadors – DIT Elite Athlete Support Programme
- Contractors supplying/ inspecting equipment – eg PrideSports (Playing fields), Goal Post Ireland (Goal Posts) NK Fencing (Fencing). The development, planning and installation of playing fields

at Grangegorman have been managed by Grangegorman Development Agency as part of the wider DIT and Grangegorman Campus development.

The following responsibilities are allocated to contractors/service providers:

- All contractors/service providers will be expected to comply with the Institute's Policy for safety health and welfare and must ensure that their own safety statement is made available whilst work is being carried out. It is the Institutes policy that all contractor/service providers have a safety statement in accordance with the *Safety, Health and Welfare at Work Act 2005*
- All work must be carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site. The contractor/service provider must have adequate insurance cover
- Contractors/service providers must not commence with any work on the premises or project site until the Contractor Safety Guidelines and other relevant safety procedures are read, understood and accepted (available from DIT Estates office). They must complete the e-learning programme for contractors/service providers
- Contractors/service providers will take reasonable care of themselves and others who may be affected by their acts or omissions and will co-operate as appropriate with DIT employees as necessary
- Contractors/service providers must supply at tender stage a safety statement, relevant method statements, copies of their public and employers liability insurance and complete the Contractors Compliance Form CCF1 before a contract is awarded
- They will liaise with the local 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 Sport & Recreation Service unless written permission is received from the Head of Function, Sinead McNulty, and a competent person passes it as being safe

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

- Visitors may not be aware of the potential hazards associated with DIT and also may lack familiarity with the Institute's premises/facilities and are therefore a potential risk to themselves and others. All visitors must identify themselves to the relevant DIT personnel and follow all DIT's safety procedures and policies
- Visitors must not enter any area where they do not have the authority to do so. Hazardous areas will be restricted
- They must not interfere with any of the Institutes property, equipment, materials or substances unless they have permission to do so from the person in charge
- They must not remain on the premises any longer than necessary and should return PPE on leaving
- In the event of an evacuation, they will be led to the Assembly Point by their DIT host
- A safety booklet and wallet card is available at front desk/reception area and on request
- The DIT Framework Safety Statement is available on the safety website www.dit.ie/safework
- 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 Framework Safety Statement and codes of practice may be subject to the Institute's disciplinary procedures. The DIT Estates 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 Sport & Recreation Service 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 Campus Life, Sinead McNulty, sits on the Health and Safety Team for the Directorate of Student Services. 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 Student Services Health and Safety Team has selected and appointed Safety Representatives. Details of current Safety Representatives may be found on the health and safety website (www.dit.ie/safework)

PROVISION OF INFORMATION

Sports Club Officer Training – Health & Safety Module

Online Manual downloadable at <http://www.ditsports.ie/health-and-safety> and location of all required forms online <http://www.ditsports.ie/health-and-safety>

Conducting risk assessments etc. – No club will receive a budgetary allocation until all Health and Safety Requirements are met at the start of the year.

Ongoing briefings by email/ facebook/ twitter/ text/ phone etc

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

- Agenda item at team meetings
- 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
- Social media
- Website www.dit.ie/safework
- Posters
- Text/SMS
- Inductions are prepared and delivered by Occupational Health Officers where requested
- Dedicated training – Child Protection, First Aid, media skills, social media, sponsorship/fundraising as part of the student club officer training schedule throughout the academic year.

HEALTH AND SAFETY RESOURCES

The Sport & Recreation Service codes all budgetary spend on activities/spend pertaining to safety, health and welfare. Considerable resources are expended by the Sport & Recreation Service in securing the health, safety and welfare of employees in terms of personnel, time, materials, equipment and the purchase/hire 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 prioritized basis to meet the identified requirements.

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

SAFE SYSTEMS OF WORK

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

DIT Sport & Recreation Service have developed dedicated H&S Training manual, risk assessments and other relevant documentation.

Details and links to relevant forms are provided on the web link below:

<http://www.ditsports.ie/health-and-safety>

Policies – All DIT Health & Safety related Policies -

Child protection

Refer to appendix 7 – Sports Facilities and Activities in DIT Child Protection Policy & Link

<https://www.dit.ie/media/humanresources/documents/policiesprocedures/Child%20Protection%20Policy%20&%20Guidelines%20for%20Staff%20-%20HRP058.pdf>

Event management – Student Sport Ireland <http://www.studentsport.ie/wp-content/uploads/2014/09/SSI-GUIDELINES-FOR-HOSTING-AN-INTERCOLLEGIATE-EVENT-2014-2015.pdf>

Health & Safety on Website <http://www.ditsports.ie/health-and-safety>

Handbook for DIT sports Clubs <http://www.ditsports.ie/health-and-safety>

Various forms etc <http://www.ditsports.ie/health-and-safety>

PROCUREMENT CONTROL

The purchasing/hire 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 Sport & Recreation Service follows all guidelines as per the Framework Safety Statement and ensures that a risk assessment is carried out before any equipment/machinery or contractor/service provider is engaged.

Defibrillators – at DIT Owned sports facility venues

First aid equipment

Sports clubs equipment register – purchase and maintenance

DIT Sport & Recreation Service maintains an inventory of equipment and equipment maintenance for all DIT sports clubs

Its currently housed on the DIT sports Shared drive and accessible by DIT Sports Clubs and personnel.

Sports Equipment – Fitness Gym and Sports Clubs (Fit 2 Go Club)

Outdoor Field Sports (once DIT have field sports facilities a register must be completed and responsibility for inspection, maintenance and management will be implemented

INSPECTION PROCEDURES

All locations of work will be periodically inspected by a representative from the Health & Safety Office accompanied by local management and the Safety Representative. The Head of the Sport & Recreation Service, Sinead McNulty, will ensure non-conformances identified are rectified and a log maintained.

Where in the opinion of the Health & Safety Officer or other competent officer, there is a risk of serious injury and immediate risk to individuals, 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 the Sport & Recreation Service, Sinead McNulty, 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.

Here is a list of all the Clubs that are currently in operation during the year 2015/2016 in DIT

American/Flag Football	Archery
Athletics	Badminton
Basketball	Boxing
Camogie	Canoe
Caving	Cricket
Cycling	Equestrian
GFG Men	GFG Women
GAA 4 All	Golf
Handball	Hockey
Hurling	Judo
Karting	Kite and Wakeboarding
Krav Maga	Mixed Martial Arts
Mountaineering	Rifle
Rowing	Rugby
Sailing	Snooker and Pool
Snow Sports	Soccer
Sub Aqua	Surf
Swimming	Table Tennis
Tae Kwon Do	Tennis
Ultimate Frisbee	Water Polo
Weight Lifting	Volleyball
Yoga	

The following clubs are the ones that equipment needs to be checked regularly. It is the responsibility of the clubs coach to check this equipment and to make sure that the relevant standards are observed. Each club has a log book that the instructors are required to check and fill in at each session.

Canoe	http://canoe.ie/wp-content/uploads/2015/01/SafetyGuidelines.pdf
Caving	https://www.petzl.com/INT/en/Sport/Caving#.VqihpJqLRQJ
Mountaineering	http://www.mountaineering.ie/_files/20151113124444_9e4c20de.pdf
Sub Aqua	http://www.cmas.org/technique/general-documents
Goal Posts and nets	http://www.fai.ie/sites/default/files/atoms/files/GoalpostSafety.pdf http://www.goalpostireland.com/store/index.php/goalpostsafety/

Visual inspections shall be carried out by the DIT sports clubs in advance of utilising any equipment in line with NOP/ SOP and Risk Assessment procedures.

Team field Sports equipment – GAA/ Hockey/ Soccer/ Rugby/ tag, quick hockey

Indoor sports clubs equipment – yoga, boxing, martial arts, etc

Item	Location	Test Frequency	Test Company Details
Goal Posts – Fixed	Pitch 3 Grangegorman - 2 sets of retractable 7-a-side goals (4 goals)	Tested November 2015. We will request annual safety testing on	Goalposts Ireland
Goal Posts – Mobile	Pitch 3 Grangegorman - 1 set of full size soccer goals. (2 goals) Pitch 4 I set of 5-a-side goals (2 goals)	Tested on installation Sept 2015	Goalposts Ireland
Sub Aqua Equipment	Lean to Kevin St	Per Semester	Aquatec Club Safety Officer
Mountaineering Equipment	Container in Larkin College	Per Semester	Ronan Kane (Instructor)
Canoe / water polo equipment	Lean to Kevin St Boat cage on side of Fit2Go Building	Per Semester	Daniel O'Brien (Instructor)

Health and Safety information can be found at this link <http://www.ditsports.ie/health-and-safety> along with information and forms on

- Club Accident Reporting
- Equipment Inventory
- First Aid Equipment Request
- Risk Assessment
- Vehicle Registration
- Trip Registration

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 Institute's 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.

Health and safety training required for the Sport & Recreation Service includes:

	Staff	Student
Mandatory Training:		
➤ Emergency Response Training (ERT)	X	
➤ Manual Handling	X	
➤ Legal Update for	X	

Managers (for grades V and above)		
➤ One day Emergency First Aid/ incl	X	X at least one first aider in each club
➤ Half day Defibrillator training	x	X at least one in each club
Specialist Training:		
➤ Evacuation Marshal	X	
➤ Child Protection training	X	X At least one member of each student club
➤ Occupational First-Aid (3 day FETAC Accredited)	x	X at least one first aider in each club
➤ Clubs Officer Training		X A module incorporates Health and Safety; risk assessment etc takes place at the start of each academic year.
➤ Health & Safety Induction	x	X Student club officers as part of club officer training

EMERGENCY PLANNING AND RESPONSE

SERIOUS INCIDENT/EMERGENCY

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

REQUIRES FIRST-AID

- Seek local first-aider – See Contacts Page
- Injured unwell staff/students:
Occupational Health Officer:
Rosie Cannon 087 9809194
- Injured/Unwell Students:
Student Health Centres
Northside 01 4023614
Southside 01 4023051

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

REQUIRES FURTHER ATTENTION

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

FIRE & EVACUATION **SPORT & RECREATION SERVICE**

INSTRUCTIONS ON DISCOVERING A FIRE

(all staff, students, club members, visitors, contractors/service providers etc.)

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

INSTRUCTIONS ON HEARING THE EVACUATION ALARM OR OTHER WARNING

(all staff, students, club members, visitors, contractors/service providers, first-aiders etc.)

On hearing an alarm activation or other warning:

- Instruct staff, students, club members, visitors etc. to leave all areas including sports facilities, offices, meeting rooms, sanitary facilities, common areas etc.
- All visitors should be escorted to safety by the person they are visiting
- Anyone in common areas or moving between areas, should immediately join the lines of people exiting
- Shut down equipment if safe to do so and time permits
- Close windows and doors to confine smoke/fire
- “Sweep search” the area (sports facilities, offices, meeting rooms, sanitary facilities, storage areas), and evacuate the building immediately by the nearest available exit. Marshals should then leave immediately via the nearest escape route
- If required, assist any individuals to evacuate the area*
- Form a single file on both sides of the corridor or stairway, leaving the centre passageway clear
- Do not delay or stop to collect personal belongings
- Do not use the lift
- If heavy smoke present, try to find another exit or crouch low to the floor
- All doors should be closed (not locked) by the last person in the line
- Report to the designated Assembly Point(s) for your building – click [here](#) for details
- All evacuation marshals/sweepers, Building Maintenance personnel, Heads of Function, first-aiders should assemble at the assembly point to check in, reporting to the Incident Controller details of any casualties or people needing assistance with evacuation. This information is then given by the Incident Controller to the Emergency Services.
- 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

When visiting a new premises/venue for the first time, please familiarise yourself with local fire/emergency arrangements and procedures.

YOU SHOULD FAMILIARISE YOURSELF WITH THE LOCATIONS OF THE FOLLOWING:

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

Please click [here](#) to access the Assembly Point maps and pictures for all DIT buildings

The Sport & Recreation Service will ensure that sufficient marshals are appointed on an ongoing basis to provide an effective service. All staff of the Sport & Recreation Service will act as evacuation marshals in accordance with local evacuation procedures in their respective areas.

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

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

YOU SHOULD NOT PUT YOURSELF IN DANGER AT ANY TIME

FIRST-AID

- An emergency first-aid kit and automatic external defibrillator (AED) is available at the front desk/reception area
- A list of Institute staff who have completed training in first-aid/AED is available on the [health and safety website](#)
- Each sports club is required to have a first-aid kit and a trained first-aider for all trips and events .
- DIT student Sports clubs are issued with first aid kits to bring to training and competitions locations. These kits are issued by DIT Sports at the Start of the academic year – refills/ replacements are co-ordinated by Sport & Recreation Service staff – and kits are returned at the end of the academic year/ sporting season.

Name	Contact Details
Niamh O'Callaghan	niamh.ocallaghan@dit.ie
Caragh O'Buachalla	caragh.obuachalla@dit.ie
Herbie McClelland	herbie.mcclelland@dit.ie
John O'Carroll	john.ocarroll@dit.ie
Darragh Biddlecombe	darragh.biddlecombe@dit.ie
Seamus Reilly	seamus.reilly@dit.ie
Sinead McNulty	sinead.mculty@dit.ie
Emma Dunne	emma.dunne@dit.ie
Fit 2 Go Club Staff – Separate Safety Statement	fit2go@dit.ie

First-aid kits are located at the front desk of each building. Please report any used items to the designated person in charge who is responsible for monitoring the contents and ensuring their replacement.

Further Treatment / Incident Report Forms

- Staff may refer students to the Student Health Centre in DIT at 01 402 3614 / 402 3051 or contact the Emergency Services on 112 / 0999 if an incident is urgent
- Incident Report forms are available from the front desk and on the [health and safety website](#).
- 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 & 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 and on the [health and safety website](#).

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 Sport & Recreation Service must be carried out under a DIT Estates office Permit to Work.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is the policy of DIT to eliminate all hazards where reasonably practicable. DIT will assess what PPE appropriate to the task/work environment is required only as a last resort when further risk reduction is not feasible. There is normally no requirement for use of PPE by staff in the Sport & Recreation Service. Individual risk assessments will highlight where PPE is required for certain sports club activities and events.

ERGONOMICS

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

Staff should consider ergonomic standards when designing new workstations and layout of new offices. It is the responsibility of the Head of the Sport & Recreation Service, to ensure that all information on ergonomic controls is communicated to employees and students via circulars, team briefings or other means. She should also ensure that all problems identified are addressed and brought to the attention of the Health & Safety Officer.

WELFARE PROVISIONS

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

- ✓ Adequate and suitable sanitary and washing and drying facilities with hot and cold running water maintained in a clean and hygienic condition
 - ✓ Adequate number of lavatories and washbasins with hot and cold running water
 - ✓ An adequate supply of potable drinking water at suitable points conveniently accessible to all employees, tested by the DIT Estates office
 - ✓ Suitable facilities for sitting/other ergonomic support, in the case where work can be done in a seated position
 - ✓ Suitable and adequate facilities for boiling water and taking meals or reasonable access to other suitable and adequate facilities. All main campuses have staff common rooms and/or canteen facilities
 - ✓ 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
-
- 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 DIT buildings

SENSITIVE WORK GROUPS

Protection of Children and Young Persons

In cases where children must be present on Institute premises and/or at events organised by the Sport & Recreation Service, and therefore affected by our acts/omissions, sufficient notification must be given to the Health & Safety Office by the DIT host representative, of the situation, so that

an appropriate risk assessment may be carried out. When on DIT property, the parents/guardians/host representative charged with responsibility for bringing the child onsite, must be responsible for that child and ensure that at all times they are supervised and protected from activities, processes, equipment, machinery, agents etc.

The following circumstances apply to the Sports & Recreation service which involve contact with children and young persons:

- *Engagement with students on the DIT Leisure Management programme in DIT Cathal Brugha Street – Gaelic 4 Girls (accredited as full 5 ects module) and Working with Special Populations (accredited in pilot stage as part of the leisure management Work Placement Programme) programmes – older adults, people with disabilities, soccer for all etc.*
- *briefing for child protection with Ladies Gaelic Football Association as part of their Coach Training*
- *The DIT Gaelic 4 Girls and Soccer for All students operate only in a supervised environment in venues provided and supervised by Dublin City Council. Dublin City Council are charged with obtaining permission for all children to be present etc. and for risk assessment and management in their venues.*
- *Specific training in working with older adults developed by Go For Life on behalf of DIT*
- *Garda vetting is carried out in line with DIT policy (DIT Staff Policy and DIT Student 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

WORKING OFF SITE OUT OF HOURS

DIT sport & recreation personnel traditionally work between the hours of 9-5 in the traditional office environment however the nature and scope of the work with DIT student sports clubs takes place outside of the traditional 9-5 working hours/ academic hours. As a result staff can be off site in attendance at training sessions, matches/ competitions later in the evening and at weekends, as these are the times during the academic year when student sports clubs activity takes place. The practise of notifying another member of staff of activity outcomes is recommended.

WORK PLACEMENT

WIT/ DIT/ AIT leisure management students are placed in DIT Sports & Recreation service in line with DIT policies to assist with operation of DIT Sport & Recreation service. They are subject to induction and supervised by DIT Staff.

Mandatory training including Emergency Response, child protection and manual handling is completed online.

TRIPS/TRAVEL

Risk assessments are carried out for all trips/ events for each DIT Students Sports club and stored in Sports Shared drive.

The DIT H&S Template Risk assessment for trips involving an overnight stay should be completed in advance of any trip and sent to the Health & Safety Office.

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

Use of personal vehicle – Using your personal vehicle is done so at your own risk and DIT take no responsibility for any injury that may occur.

SUMMER/ HOLIDAY STAFF

Recruitment of all summer and part time staff will be conducted in line with the DIT Sport & Recreation Staffing plan, ngeorman presents new opportunities and challenges.

Specific training will be required for these personnel.

Specific Risk Assessments must be carried out for each activity in advance of activities being conducted.

The recruitment process must incorporate checking of qualifications, ensuring that certificates are valid etc. additional first aid and child protection training courses may be required.

STAFF/STUDENTS WITH DISABILITIES

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

HEALTH SURVEILLANCE

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

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

WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL

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. Sports clubs, as part of their activities and events, have a responsibility to ensure adherence to the DIT Student Alcohol Policy and Guidelines – see Appendix A.

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 Human Resources 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 Sport & Recreation Service ensures that periodic health and safety audits are completed and a review of their safety statement and documentation takes place. This will be approved by the DIT SLT Health and Safety Sub-Committee. All changes will be communicated to all staff, students, visitors and contractors/service providers. The most recent revision of the safety statement for the Sport & Recreation Service will be available on the DIT safety website.

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 the Sport & Recreation Service, Sinead McNulty will issue new documents after appropriate consultation and agreement with relevant parties.

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES

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

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

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

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

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

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

- Physical
- Chemical
- Biological
- Operational
- Human Factors

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

Risks may be classified as:

- High
- Medium
- Low

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

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

Risk control measures are a combination of:

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

Risk Assessments for the Sport & Recreation Service

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	disabilities		<ul style="list-style-type: none"> • in place and practiced each semester • Assembly point known to occupants • Emergency exits are clearly marked and free from obstructions • Emergency lighting in place • Staff members act as evacuation marshals • No smoking policy in place • Proper storage of flammable liquids and gas cylinders • Scheduled maintenance of buildings services (heating, electricity, ventilation etc.) • Permit system in place for hot works • Compliance with building regulations • Site specific 	<ul style="list-style-type: none"> • construction work 			

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
			Emergency Manuals for each campus available on the website www.dit.ie/safework				

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
02	Manual Handling <ul style="list-style-type: none"> Office supplies Files Laptops Promotional & event materials Moving office location Who is harmed: <ul style="list-style-type: none"> Staff members Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Manual handling related injuries, e.g. back injury Slips, trips, falls 	<ul style="list-style-type: none"> All staff compliant with and adhere to mandatory manual handling training Mechanical aids in use Manual handling risk assessments available to all staff, contact local occupational health officer Good housekeeping Safe working environment Implement team lifting were required Adequate lighting Report issues to Facilities Manager Items not stored above shoulder height 	<ul style="list-style-type: none"> Maintain current controls Refresher training to be carried out where necessary Inspection and maintenance programme for mechanical aids 	With current controls : L With Actions applied: L	<ul style="list-style-type: none"> Sports staff members 	<ul style="list-style-type: none"> Ongoing
							34 Page

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
03	Work Equipment, Machinery & Tools <i>Please See Activities Section</i>	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
04	Portable Appliances & Handheld Equipment None present	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
05	Noise No noise above 80dB	<ul style="list-style-type: none"> Hearing loss / damage Disruption/ distraction Interference with communications and warning signals Fatigue Tinnitus 	<ul style="list-style-type: none"> No noise above 80dB Ear Protection is undertaken whereby Noise is an issue 	<ul style="list-style-type: none"> None at present Ensure all Students Wear Ear protection when Advised 	<p>With current controls : L</p> <p>With Actions applied: L</p>	<ul style="list-style-type: none"> Sports Offices Sports Club Offices 	Ongoing
06	<u>Structural:</u> Floors Walls Ceilings Doors	<ul style="list-style-type: none"> Personal Injury Slips, Trips and Falls Collapse Trapping 	<ul style="list-style-type: none"> Building appears to be stable and structurally sound Non-slip flooring throughout sports 	<ul style="list-style-type: none"> Report defects as they arise 	<p>With current controls : L</p>	<ul style="list-style-type: none"> Sports Staff and Sports Club 	Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	Fixtures & Fittings Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Sports Club Users • Visitors • Contractors/ service providers 		areas <ul style="list-style-type: none"> • Doors are self-closing • Defects and hazards are reported to the Building Maintenance Manager (BMM) or through online hazard reporting 	<ul style="list-style-type: none"> • Maintain current controls 	With Actions applied: L	Reps <ul style="list-style-type: none"> • Estates Office 	<ul style="list-style-type: none"> • Ongoing
07	Slips, Trips & Falls <ul style="list-style-type: none"> • Non-slip floor surface throughout Who is harmed: <ul style="list-style-type: none"> • Staff members 	<ul style="list-style-type: none"> • Slips, trips and falls from: <ul style="list-style-type: none"> ○ uneven surfaces ○ wet floor conditions ○ raised obstacles ○ trailing cables ○ poor lighting ○ poor housekeeping ○ changes in floor levels 	<ul style="list-style-type: none"> • All routes maintained clear and unobstructed • All equipment put in designated area • Non-slip access ramp and accessible door into reception area • Flooring throughout sports areas/ wet areas is non-slip • DIT Estates office to ensure upkeep 	<ul style="list-style-type: none"> • Maintain current controls • DIT Estates office to ensure upkeep and maintenance of internal and external access and egress routes e.g. walkways, paths, floors, corridors, steps 	With current controls : L With Actions applied: L	Sports staff Estates Office	Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	<ul style="list-style-type: none"> • Students • Visitors • Sports Club Users • Contractors/ service providers • Sensitive risk groups: <ul style="list-style-type: none"> ○ young persons ○ pregnant women ○ people with disabilities 		and ensure floors are maintained <ul style="list-style-type: none"> • SOP for cleaning • Signage for wet floors in place • Hazards reported • Good cable management • Door mats provided at main entrance • Spillages cleaned up immediately • Adequate lighting • Good housekeeping 	and stairs.			
08	Access and Egress Opening times vary with each building in use, and are available on	<ul style="list-style-type: none"> • Security threats • Threats from public • Violence/assault • Unwanted visitors • Unauthorised access 	<ul style="list-style-type: none"> • Swipe Access/ sign in protocols in most buildings • Flooring inside main reception is non-slip • Reception is manned at all 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls : L With Actions applied:	Sports staff Estates Office	Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	<p>the website – click here</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Sports Club Users • Contractors/ service providers 		<p>times; sign-in required</p> <ul style="list-style-type: none"> • Wet floor signage present • Non-slip access ramp and accessible door into buildings • Receptionist/porter checks deliveries and accepts same if satisfactory • Contact Gardaí where necessary • Continuous handrail available on stairs • Lift present in all DIT buildings • Accessible WC in all buildings • Fulltime staff members hold keys to office areas – with master keys at Porter's desks • CCTV in place • Suspicious activity reported to porters • Vision panels on doors 		L		

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
09	Office Equipment Desktop computers, lap tops, Photocopiers, Printers, filing cabinets Printer present No photocopier Who is harmed: <ul style="list-style-type: none"> • Staff members • Pregnant staff members • Staff with disabilities 	<ul style="list-style-type: none"> • Personal injury due to: <ul style="list-style-type: none"> ○ Chemical contact when changing toner ○ Burns from clearing jams ○ Electrical shock/contact with live parts ○ Entanglement in moving parts • Incorrect disposal • Lack of information / training • Fall of equipment 	<ul style="list-style-type: none"> • Toner / print cartridges changed by staff members who wear gloves and wash hands after use • Power turned off before clearing jams (standard printer) • Disposal as per manufacturer's directions • Scheduled maintenance • Correct disposal of waste cartridges • Do not overload electrical sockets • Follow manufacturer's instructions • Fix pieces of equipment in place where possible 	<ul style="list-style-type: none"> • Maintain current controls • Regular safety checks 	With current controls : L With Actions applied: L	Sports staff	Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
10	Office/ Workstation Ergonomics Who is harmed: <ul style="list-style-type: none"> Staff members Staff members with disabilities 	<ul style="list-style-type: none"> Musculoskeletal Disorders (MSD's) Upper limb disorders Poor posture Back problems Fatigue Eyestrain Thermal discomfort 	<ul style="list-style-type: none"> Online eLearning programme available Workstation risk assessments and information and training available from the Health & Safety Office on request Eye tests available for staff at the DIT National Optometry Centre (NOC) Good housekeeping Adjustable chairs provided Good cable management Adequate building services (heating, lighting ventilation) Follow manufacturer's instructions for use of equipment Adequate Space and Storage 	<ul style="list-style-type: none"> Maintain current controls Ensure that Laptops are not used for prolonged work periods 	With current controls : L With Actions applied: L	Sports Staff	Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
			Provided				
11	Mechanical Lifting Systems None present	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Manual Handling Training Provided to all Staff 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
12	Transport Vehicles/deliveries Who is harmed: <ul style="list-style-type: none"> Staff members Students Sports clubs members Visitors Contractors/Service providers 	<ul style="list-style-type: none"> Injury to person/ struck by moving vehicle Falling loads from delivery vehicles Collision of vehicles with building or structure Poor access and egress Accident / incident in transit to sports / work related event 	<ul style="list-style-type: none"> Safe access and egress to cars Consideration of risks when students are using hired transport and/ or own cars to attend events Entry of delivery vehicles to campus grounds is controlled by the porter on duty Signage, safe parking, designated walkways, adequate lighting and area for loading /unloading 	<ul style="list-style-type: none"> Maintain current controls 	With current controls : L With Actions applied: L	Sports staff Estates Office	Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
13	<p>Hot Surfaces / Liquids / Solids</p> <ul style="list-style-type: none"> ○ Hot liquids in take-away cups; cups of hot drinks ○ Catering appliances e.g. kettle, toaster, microwave <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Sports Club Users • Contractors/ service providers 	<ul style="list-style-type: none"> • Contact burns • Scalds • Spillage 	<ul style="list-style-type: none"> • First-aiders available • First-aid kit available • Running water available for burns • Heat shielding of appliances • Equipment well maintained • Use of lids/covers to prevent spillages • Procedure for dealing with spillages • Signage at hot water areas 	<ul style="list-style-type: none"> • Maintain current controls 	<p>With current controls : L</p> <p>With Actions applied: L</p>	Sports staff	Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
14	Pressure Systems None present	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
15	Radiation None present	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
16	Vibration None present	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
17	Services: Heating Who is harmed: <ul style="list-style-type: none"> Staff members Sports club Users Contractors/ service providers 	<ul style="list-style-type: none"> Environment too hot or cold Electrical hazards Misuse of portable heaters Leaks Fire Burns Carbon monoxide poisoning 	<ul style="list-style-type: none"> Heating in working order Service and maintenance carried out regularly by competent person Combustible materials kept away from direct heat source Heat source kept clear and free from obstruction Accessible hot pipes are lagged as required Environmental 	<ul style="list-style-type: none"> Maintain current controls Contact DIT Estates office if problems or defects arise Contact external building provider if any issues are identified 	With current controls : L With Actions applied: L	Sports staff Estates Office	Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
			monitoring from the Health and Safety Office on request • Adequate ventilation • Fire detection systems in place				
18	Lighting Who is harmed: <ul style="list-style-type: none"> • Staff members • Visitors • Sports Club Users • Contractors/ service providers 	<ul style="list-style-type: none"> • Inadequate lighting • Glare • Eye strain • Slips, trips , falls 	<ul style="list-style-type: none"> • Lighting is automatic on a sensor system • Light switches easily accessible (height) • Adequate lighting for nature of work/activities • Protective coverings in place • Environmental monitoring from the Health and Safety Office on request • Service and maintenance by competent person 	<ul style="list-style-type: none"> • Maintain current controls • Report defects to Estates Office • Report defects to building operator – when in externally provided buildings 	With current controls : L With Actions applied: L	Sports staff Student Sports Clubs Estates Office	Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
19	Ventilation and temperature Who is harmed: <ul style="list-style-type: none"> • Staff members • Visitors • Sports Club Users • Contractors/ service providers 	<ul style="list-style-type: none"> • Environment too hot or cold • Inadequate ventilation • Falls from heights from windows • Falling glass • condensation 	<ul style="list-style-type: none"> • All windows openable • Blinds in place and in working order • Suitable equipment available for the opening and closing of windows • Report defects • Step ladder available for access or reach implement • Service and maintenance of ventilation system by competent person • Office temperature of at least 17.5 degrees (after one hour of work) • Environmental monitoring from the Health and Safety Office on request 	<ul style="list-style-type: none"> • Maintain current controls • Report defects to Estates Office 	With current controls : M With Actions applied: L	Sports staff Estates Office	Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
20	Electricity Who is harmed: <ul style="list-style-type: none"> • Staff members • Sports Club Users • Visitors • Contractors/ service providers 	<ul style="list-style-type: none"> • Electric shock • Electrocution • Fire • Explosion • Burns • Death • Electrical arcing • Use of faulty equipment • Contact with live parts • Unmarked distribution boards • Inadequate electrical installations 	<ul style="list-style-type: none"> • Lighting is automatic on a sensor system • Light switches easily accessible (height) • Sufficient numbers of electrical sockets • Electric leads not worn or trailing • Competent person to carry out repairs / works • All works servicing and testing is carried out as per regulations • Shut down when not in use and end of day • Contact DIT Estates office if problems arise • Adequate protection for circuit boards, distribution boards etc. • Enclosures/covers 	<ul style="list-style-type: none"> • Maintain current controls • Report defects to Estates Office 	With current controls : L With Actions applied: L	<ul style="list-style-type: none"> • Sports staff • Estates Office 	Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
			in place to prevent contact with live equipment/parts <ul style="list-style-type: none"> • Report defects and take faulty equipment out of use • Good housekeeping • Suitable fire extinguishers provided • Equipment is switched off before cleaning or making adjustments 				
21	Asbestos Who is harmed: <ul style="list-style-type: none"> • Staff members • Sports Club Users • Contractors/ service providers 	<ul style="list-style-type: none"> • Exposure to airborne fibers 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • None at present 	With current controls : L With Actions applied: L	Estates Office	Ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
22	Confined Spaces <i>None present</i>	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
23	Lasers <i>None present</i>	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
24	Construction / Maintenance Work <ul style="list-style-type: none"> e.g. building contractors Who is harmed? <ul style="list-style-type: none"> Staff members Students Visitors contractors/ service providers Sensitive risk groups Young 	<ul style="list-style-type: none"> Unfamiliar with DIT buildings and safety procedures Injury to contractors, staff, students, visitors, members of the public 	<ul style="list-style-type: none"> DIT Estates Office control all contractors Permit to work system in place for 'specialized works' hot,, height. Confirmed etc.# Compliance with DIT code of practice for contractors E-learning induction programmes to be completed by all contractors 	<ul style="list-style-type: none"> Maintain current controls 	With current controls L With actions applied L	<ul style="list-style-type: none"> DIT Estates Office and Contractors / Service Providers 	ongoing

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
	persons <ul style="list-style-type: none"> • Pregnant women • People with 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			
25	Work Activities / Processes Please See Activities Section	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
26	Housekeeping Who is harmed: <ul style="list-style-type: none"> Staff members Students visitors Sports Club Users Contractors/ service providers 	<ul style="list-style-type: none"> Slips, trips and falls Increased fire load Falling objects Collisions Odour vermin 	<ul style="list-style-type: none"> Fire load (i.e. sources of fuel and ignition) kept to a minimum All escape routes and emergency exits kept clear and unobstructed Wet floor signs available Spillages cleaned immediately Adequate lighting Adequate arrangements for waste disposal and cleaning Designated storage 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	SPORTS STAFF Club staff members Noonan cleaning contractors	Ongoing
27	Cleaning <ul style="list-style-type: none"> Cleaning twice daily by 	<ul style="list-style-type: none"> Lack of cleanliness or hygiene Manual 	<ul style="list-style-type: none"> Daily cleaning schedule carried out by DIT contractors 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L	Sports Staff; DIT Estates Office	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			
	<p>Noonan's contractors/ service providers</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • visitors • Sports Club Users • Contractors/ service providers 	<p>handling injury</p> <ul style="list-style-type: none"> • Exposure to hazardous substances • Spillages: slips, trips and falls • Lack of/inappropriate PPE 	<p>(different for externally provided facilities)</p> <ul style="list-style-type: none"> • Wet floor signs available • Storage of cleaning equipment and cleaning substances in designated area • Appropriate cleaning equipment/materials used • Defects/hazards reported • Staff and contractors/service providers trained in manual handling • Appropriate PPE used by cleaning contractors • Please see CHEMICAL section 		<p>With Actions applied: L</p>	<p>Contractor Cleaning personnel/service providers</p>	

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			
28	Waste Disposal & Removal Waste removed daily by Noonan's contractors/service providers Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • visitors • Sports Club Users • Contractors/ service providers • Sensitive risk groups <ul style="list-style-type: none"> • Young persons • Pregnant women • People with disabilities 	<ul style="list-style-type: none"> • Waste accumulation • Fire • Sharps injuries • Exposure to bodily fluids • Manual handling injury • Exposure to hazardous substances • Spillages: slips, trips and falls • Lack of/inappropriate PPE • Odour • Vermin 	<ul style="list-style-type: none"> • Waste removed regularly by contractors/service providers • General waste and recycling bins present • Designated foot pedal bins provided in female toilets for sanitary waste • Shredding facility present • Waste disposed of/segregated correctly • Waste is kept away from sources of ignition • Staff and contractors/service providers trained in manual handling • Appropriate PPE provided and worn for waste handling • Trolleys available for Noonan's for 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	Sports staff Student Sports Club members; DIT Estates Office Contractor Cleaners/service providers	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			
			transporting waste <ul style="list-style-type: none"> Waste is securely stored while awaiting collection Waste is collected and disposed of by a licensed operator 				
29	Signage and Documentation Who is harmed: <ul style="list-style-type: none"> Staff members Students visitors Sports Club Users Contractors/ service providers 	<ul style="list-style-type: none"> Lack of knowledge regarding safety and emergency procedures 	<ul style="list-style-type: none"> Emergency Exit signage in place throughout Emergency First Aid Procedures in place Evacuation plan posted throughout Staff are trained first aiders Safety Notice points posted throughout Fire Action Notice Point posted throughout No Smoking signage in place Emergency contact numbers at Reception Risk assessment 	<ul style="list-style-type: none"> Maintain current controls and update signage as required 	With current controls: L With Actions applied: L	Sports staff Sports Club Reps Estates Office	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			
			for every venue and activity submitted by DIT sports Clubs				
30	Incidents Hazard Reporting First Aid Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • visitors • Sports Club Users • Contractors/ service providers • Sensitive risk groups <ul style="list-style-type: none"> • Young persons • Pregnant women • People with disabilities 	<ul style="list-style-type: none"> • Lack of first-aid supplies • Lack of trained first-aiders • Lack of knowledge of procedure in the event of an incident • No reporting of incident(s) • No reporting of hazards 	<ul style="list-style-type: none"> • Staff trained in emergency response, first-aid, and in use of the AED • First-aid kit, AED and incident report book available at Reception • All incidents reported immediately and an incident report form completed • First-aid supplies available from Health & Safety Office on request • Emergency first-aid procedure posted • Online hazard reporting facility available 	<ul style="list-style-type: none"> • Maintain current controls • Attend refresher training as required 	With current controls: L With Actions applied: L	Sports Staff Sports Club Reps	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			
			<ul style="list-style-type: none"> Medical conditions disclosed by sports club members on health screening form Clearance advised from GP before commencing physical activity 				
31	<p>Use of Ladders / Working at Height</p> <p><i>No Use of Ladders generally</i></p> <p><i>Access to goods stored at a height</i></p> <p><i>Opening high level windows</i></p> <ul style="list-style-type: none"> Staff members Students visitors Sports Club Users Contractors/ service providers Sensitive risk groups <ul style="list-style-type: none"> Young persons Pregnant women <p>People with disabilities</p>	<ul style="list-style-type: none"> Falls from height 	<ul style="list-style-type: none"> Safety ladder/ step ladder provided for safe access to high shelves Use of chairs/ tables for access to height is prohibited Suitable equipment. Devices available for eth safe opening and closing of high level windows 	<ul style="list-style-type: none"> Maintain current controls 	<ul style="list-style-type: none"> With current controls L With actions applied L 	<ul style="list-style-type: none"> Head of Function 	<ul style="list-style-type: none"> 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			
32	Out of Hours Access / Lone Working	<ul style="list-style-type: none"> • Violence • Inability to make contact in the event of an emergency etc. • Unauthorized access • Locked into building • 	<ul style="list-style-type: none"> • Keypad / swipe access to offices • Porter on duty at desk • CCTV in common areas • Vision panels fitted on doors • Sweep-search of building conducted by porter/security company as part of closing down procedure • Offices equipped with telephones • Full Time Staff provided with mobile phones 	<ul style="list-style-type: none"> • Maintain current controls • 	<ul style="list-style-type: none"> • With current controls • L • With actions applied • L 	<ul style="list-style-type: none"> • Head of Function • Estates Office 	<ul style="list-style-type: none"> • ongoing
33	Fieldtrips Trips/Travel/ <ul style="list-style-type: none"> • Day trips to other universities, conferences, exhibitions, trade shows, contractor's premises. • Trips by sports 	<ul style="list-style-type: none"> • Injuries • <input type="checkbox"/> Medical emergencies • <input type="checkbox"/> Accidents and incidents • <input type="checkbox"/> Missing persons • <input type="checkbox"/> Substance 	<ul style="list-style-type: none"> • DIT Sports Health & Safety Guidelines and forms • DIT Trip Guidelines in place • <input type="checkbox"/> Separate trip risk assessment 	<ul style="list-style-type: none"> • Maintain current controls • 	<ul style="list-style-type: none"> • With current controls • L • With actions applied • L 	<ul style="list-style-type: none"> • Head of Function • All Staff 	<ul style="list-style-type: none"> • 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			
	<p>clubs/ students to sports tournaments/ competitions/ events.</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • abuse • <input type="checkbox"/> Road traffic accidents • <input type="checkbox"/> Inclement weather • <input type="checkbox"/> Site terrain • <input type="checkbox"/> Exposure to physical/chemical/ • biological agents • <input type="checkbox"/> Human factors • 	<ul style="list-style-type: none"> • template completed for each trip and control measures implemented • <input type="checkbox"/> Health and safety information provided to trip participants • <input type="checkbox"/> eLearning programme available to participants • <input type="checkbox"/> Adherence to local rules and regulations • <input type="checkbox"/> Provision of PPE where appropriate • <input type="checkbox"/> Adherence to local/site rules (e.g. evacuation procedures) • 				
34	<p>Work Placement</p> <p><i>Work Placement Student – EG third</i></p>	<ul style="list-style-type: none"> • Unfamiliarity with DIT Sports buildings, protocols and 	<ul style="list-style-type: none"> • Induction and supervision, particularly at commencement of placement 	<ul style="list-style-type: none"> • Supervision • Training 	<ul style="list-style-type: none"> • With current controls 	<ul style="list-style-type: none"> • Head of Function • All sports staff 	<ul style="list-style-type: none"> • 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			
	<i>level students on placement from DIT/ WIT/ AIT etc.</i>	procedure	<ul style="list-style-type: none"> Relevant training provided 		<ul style="list-style-type: none"> L With actions applied L 		
35	Events Hosting <ul style="list-style-type: none"> Events Hosting Sports fixtures, Sporting event/ tournament/ blitz Briefings Conferences Seminars <p>Who is harmed:</p> <ul style="list-style-type: none"> Staff members Students Visitors Contractors/service providers Sensitive risk groups: <ul style="list-style-type: none"> young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Injuries <input type="checkbox"/> Accidents and incidents <input type="checkbox"/> Unfamiliar with DIT premises and emergency plans 	<ul style="list-style-type: none"> Specific risk assessment carried out for each event and control measures implemented Carry out event planning in line with Student Sport Ireland Guidance for Inter varsity events <input type="checkbox"/> Emergency plans in place with regard to evacuation and first-aid <input type="checkbox"/> Report all incidents and accidents to DIT <input type="checkbox"/> Provide relevant health and safety 	<ul style="list-style-type: none"> Maintain current controls 	<ul style="list-style-type: none"> With current controls: L With Actions applied: L 	<ul style="list-style-type: none"> Head of Function and all staff 	<ul style="list-style-type: none"> As required

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			
			information to event participants				
36	Conferences / Seminars Who is harmed: <ul style="list-style-type: none"> • Staff members • Students 	<ul style="list-style-type: none"> • Travel to and from • Road traffic accidents • Unfamiliar with venue • Medical emergency • Missing persons 	<ul style="list-style-type: none"> • Sports staff arrange transport (using public transport/ registered providers where possible) • Staff obey rules of the road if driving or cycling • Adequate insurance, tax and NCT on vehicles used for transport • Familiarize yourself with local emergency procedures and first aid arrangements • Report defects and incidents to venue management • Approval sought from Line Manager as per DIT procedures 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	Sports staff members	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			
37	Storage Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Sports Club Users • Contractors/ service providers 	<ul style="list-style-type: none"> • Inadequate storage • Improper storage • Inadequate space for safe manual handling • Poor housekeeping • Slips, trips and falls • Unsafe access and egress • Inadequate lighting and/or ventilation • Collapse of shelving or racking • Falling objects 	<ul style="list-style-type: none"> • Safe access and egress • Designated storage area available • Equipment returned to designated area after use • Storage avoided above shoulder height • Items segregated and stored appropriately • Storage units/shelves/rack ing secure and fit for purpose • Storage units/shelves/rack ing not overloaded • Locking system in place • Step ladder available for accessing higher shelving units • Staff trained in manual handling 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	Sports staff Sports Club members/users Estates Office	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			
			<ul style="list-style-type: none"> • Appropriate signage in place • Items not stored in walkways • Defects reported • Adequate lighting and ventilation 				

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			
38	Sensitive Work Groups: Pregnant Employees / Students & Nursing Mothers Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Student sports clubs • Contractors/ service providers 	<ul style="list-style-type: none"> • Fatigue • Harm to mother, unborn child or breastfeeding baby from exposure to: <ul style="list-style-type: none"> ○ Physical agents ○ Chemical agents ○ Biological agents 	<ul style="list-style-type: none"> • Specific risk assessment carried out for pregnant employees and control measures implemented as identified and necessary by Health & Safety Office • Rest facilities available in designated first-aid room in each DIT building • Pregnant / nursing mothers follow medical advice • Sports Club users should inform Coaches/ staff members when pregnant 	<ul style="list-style-type: none"> • Pregnant employees/ students and nursing mothers to contact Health & Safety Office to ensure a risk assessment is carried out 	With current controls: L With Actions applied: L	Sports Staff; Pregnant staff members; Pregnant sports Club members	Ongoing

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
39	Sensitive Work Groups: Young Persons <i>Children using sports facilities provided across DIT</i> Who is harmed: <ul style="list-style-type: none"> • Young Persons • Sports personnel 	<ul style="list-style-type: none"> • Injuries • Accidents and incidents • Lack of training and experience • Lack of familiarity with DIT work environment, work practices and emergency plans • Exposure to special risks: <ul style="list-style-type: none"> ○ Physical agents ○ Chemical agents ○ Biological agents • Hours of work • Child protection issues • Students who are under 18 years 	<ul style="list-style-type: none"> • <u>Staff Training</u> • <u>Child Protection Training</u> • <u>Reference checking for all staff</u> • Supervision of children at all times • DIT Child Protection Policy in place • DIT emergency plans in place • Report all incidents and accidents to DIT • Student support services available for students • Staff are Garda vetted 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	sports staff members Student Sports Clubs DIT Student Sports Clubs Sports coaches	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			
40	<p>Sensitive Work Groups:</p> <p>People with Disabilities</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> • Staff members • Students • visitors • Sports Club members • Contractors/ service providers 	<ul style="list-style-type: none"> • Poor access/egress • Difficulty with evacuation • No risk assessment (RA) completed 	<ul style="list-style-type: none"> • Ramp at entrance to all buildings • Specific risk assessment carried out for individuals on a case by case basis by Health & Safety Office • Personal Emergency Egress Plan (PEEP) completed where necessary • Reasonable accommodation identified in risk assessment • Lift present and in working order • Disability Support Service available • Accessible WC provided in all buildings 	<ul style="list-style-type: none"> • Maintain current controls • Staff member s/studen ts with disabilities to contact Health & Safety Office to ensure a risk assessme nt is carried out • Advise visitors or sports club users to notify Sports & Recreation service in 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>Sports staff members</p> <p>Estates Office</p> <p>DIT Health & Safety Office</p>	<ul style="list-style-type: none"> • 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			
			<ul style="list-style-type: none"> Health & Safety induction available to DIT staff and students 	advance of any special needs <ul style="list-style-type: none"> Review access/egress arrangements for people with disabilities as front door is too heavy to open by wheelchair users 			
41	Sensitive Work Groups: New Recruits Who is harmed: <ul style="list-style-type: none"> Staff members Students 	<ul style="list-style-type: none"> Lack of experience Lack of training Injuries Accidents and incidents Lack of 	<ul style="list-style-type: none"> Induction available for new staff Line Manager gives induction specific to Sport & Recreation service and 	<ul style="list-style-type: none"> Maintain current controls Consider assigning a mentor/buddy to 	With current controls: L With Actions applied: L	Head of Function Sports 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			
	<ul style="list-style-type: none"> visitors Sports club members New recruits 	familiarity with DIT work environment, work practices and emergency plans	building <ul style="list-style-type: none"> Mandatory training to be completed as soon as possible after recruitment New recruits trained, supervised and instructed as necessary 	new recruits			
42	Sensitive Work Groups: Undergraduates <i>See ACTIVITIES</i>	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
43	Sensitive Work Groups: Postgraduates <i>See ACTIVITIES</i>	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

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			
44	Stress Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Sports Club members • Contractors/ service providers 	<ul style="list-style-type: none"> • Physical health effects • Mental health effects • Behavioral effects • Cognitive effects • Absenteeism 	<ul style="list-style-type: none"> • Good communication between Sports staff and management • Employee Assistance Programme (EAP) in place • Occupational Stress Management Policy & Procedures in place • Training courses available to staff on stress management, time management, conflict resolution, personal skills etc. 	Maintain current controls	With current controls: L With Actions applied: L	Head of Function Sports staff & Management	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			
45	Violence Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors/service providers • Sensitive risk groups: <ul style="list-style-type: none"> • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Theft • Verbal abuse/threats • Physical attacks/assault • Stress, fear, anxiety 	<ul style="list-style-type: none"> • Emergency Response Training (ERT) mandatory for staff • Adequate lighting in place • Lone working/out of hours access policy in place • Rooms locked when not in use • CCTV in common areas • Vision panels fitted on doors • Training courses available to staff on how to deal with conflict, aggression etc. 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	Sports staff Sports Club Reps and Sports Clubs members Estates	Ongoing
46	Bullying & Harassment Who is harmed:	<ul style="list-style-type: none"> • Effects on physical and mental well-being 	<ul style="list-style-type: none"> • DIT Dignity at Work: Anti Bullying & Harassment 	<ul style="list-style-type: none"> • <input type="checkbox"/> Ensure compliance with policies 	<ul style="list-style-type: none"> • With current controls: • L • With 	<ul style="list-style-type: none"> • <input type="checkbox"/> All staff and Head of Function 	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			
	<ul style="list-style-type: none"> Staff members Students Visitors Sports Club members Contractors/ service providers 		Policy in place <ul style="list-style-type: none"> Dignity at Work contact persons available Dignity at Work training programme for staff Employee Assistance Programme (EAP) in place DIT Procedure for complaints and investigations 	and procedures in place <ul style="list-style-type: none"> Maintain current controls 	Actions applied: <ul style="list-style-type: none"> L 		
47	Welfare Facilities <ul style="list-style-type: none"> Sanitary facilities Staff room Canteen Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors/servi 	<ul style="list-style-type: none"> Inadequate facilities No potable water No means for boiling water / heating food No seating/resting area <ul style="list-style-type: none"> No hand- 	<ul style="list-style-type: none"> Staff room/canteen present with seating facilities Drinking water available Hot and cold water available in sanitary facilities Accessible toilet 	<ul style="list-style-type: none"> Care to be taken with hot surfaces, hot drinks and boiling water 	<ul style="list-style-type: none"> With current controls: L With Actions applied L 	<ul style="list-style-type: none"> 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			
	ce providers • Sensitive risk groups: • • young persons • • pregnant women • • people with disabilities •	washing facilities	available • Adequate sanitary facilities available • Hand washing facilities adequate •				
48	Visitors Note types of visitors: <ul style="list-style-type: none"> • DIT Staff • DIT Students • Students from other third level institutes • Members of the Public • Children and adults using sports facilities • Delivery personnel Who is harmed: <ul style="list-style-type: none"> • Staff members 	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Injuries • Accidents and incidents • Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> • Swipe/ Keypad/ Key access in place to gain access • Safety signage throughout building with regard to emergency procedures • Risk assessments completed for specific events where groups of visitors are expected • CCTV in building • Visitors briefed 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	Sports staff Sports Club members DIT Estates 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			
	<ul style="list-style-type: none"> Students Visitors Sports Club Members Contractors/ service providers 		<ul style="list-style-type: none"> on emergency procedures by person they are visiting First aid facilities, AED & first aiders available Users requested to disclose conditions, special needs on health screening form / online booking form for schools Clearance advised from GP before commencing physical activity 				
49	<p>Contractors / Service Providers</p> <p>Who is harmed:</p> <ul style="list-style-type: none"> Staff members Students 	<ul style="list-style-type: none"> Lack of familiarity with DIT and its safety procedures Injury to contractors/ser 	<ul style="list-style-type: none"> Estates Office control all contractors/serv ice providers Contractors/ser vice providers to sign-in at front 	<ul style="list-style-type: none"> Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>Sports staff</p> <p>Estates Office</p>	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			
	<ul style="list-style-type: none"> • Visitors • Sports Club members • Contractors/ service providers 	vice providers, staff, students, users, members of the public	<ul style="list-style-type: none"> • desk of designated building • Compliance with DIT code of practice for contractors/service providers • Contractors/service providers to complete online eLearning programme • DIT Contractor safety badge worn • Risk assessment and method statements completed and submitted to the Estates Office • Good housekeeping • Areas of works cordoned off 				

[illegible]

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			
			for the Resolution of Disputes/Grievances in place <ul style="list-style-type: none"> • swipe card system in place & CCTV • Visitors report to reception and cannot access facilities without authorization by staff • 				
51	Personal Protective Equipment (PPE) <i>No PPE is required for the Sport and recreation service, except during site visits to sports construction sites</i>	<ul style="list-style-type: none"> • See Ref 25 Site visits 	<ul style="list-style-type: none"> • PPE is provided by DIT 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

CHEMICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
52	Cleaning Chemicals	• N/A	• N/A	• N/A	N/A	N/a	Na/

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			
53	Biological Agents <i>No Biological Agents on site</i>	• N/A	• N/A	• N/A	• N/A	• N/A	• N/A

ACTIVITY: Sports Club Operations							
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			
54	<ul style="list-style-type: none"> Regular training Attendance at competitions 	<ul style="list-style-type: none"> Travel Injury as a result of participation 	Sports Clubs' Officer Training H&S module Risk assessments		M	Everyone taking part	Ongoing

ACTIVITY: General Sports & Recreation Service Operations – Administration etc.							
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			
55		<ul style="list-style-type: none"> Reference 10 (Workstation ergonomics and 9 – Office equipment 	•	•			

ACTIVITY: Outdoor Field Sports Activities – Grangeegorman/							
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			
			<ul style="list-style-type: none"> Please see SOP/ NOP/ EOP to Grangeegorman and Broombridge facilities at the end of this document 				
56	<ul style="list-style-type: none"> Padding around posts Height / location of ball stop netting Height of fencing 	Injury	<ul style="list-style-type: none"> CCTV/ Lighting Access control on gates 				

ACTIVITY: Outdoor Field Sports Activities – / Broombridge – Currently not operational – will be addressed							
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			
57			<ul style="list-style-type: none"> • Please see SOP/ NOP/ EOP to Grangeegorman and Broombridge facilities at the end of this document • CCTV/ Lighting • Access control on gates 				

ACTIVITY: Community Based Learning Programmes							
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			
58. Gaelic 4 Girls	• Injury occurred during participation	<ul style="list-style-type: none"> Staff Health and Safety training Risk Assessments carried out 	Training provided by specialist organisation	<ul style="list-style-type: none"> Monitor and update staff H&S training 	M	Participants, external groups and Sports Staff	Ongoing
59. Women/ Youth in Sport leadership	• Injury occurred during participation	<ul style="list-style-type: none"> Staff Health and Safety training Risk Assessments carried out 	Training provided by specialist organisation	<ul style="list-style-type: none"> Monitor and update staff H&S training 	M	Participants, external groups and Sports Staff	Ongoing
60. Working With Special Populations	• Injury occurred during participation	<ul style="list-style-type: none"> Staff Health and Safety training Risk Assessments carried out 	Training provided by specialist organisation	<ul style="list-style-type: none"> Monitor and update staff H&S training 	M	Participants, external groups and Sports Staff	Ongoing
61. Soccer for All	• Injury occurred during participation	<ul style="list-style-type: none"> Staff Health and Safety training Risk Assessments carried out 	Training provided by specialist organisation	<ul style="list-style-type: none"> Monitor and update staff H&S training 	M	Participants, external groups and Sports Staff	Ongoing

ACTIVITY: Coach Development							
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			
62. Coach Training	• Health and Safety training not updated	• Lack of awareness of health and safety protocol	On line and in person training made available to all staff	• Monitor attendance at training	L	Herbie McClelland	Ongoing

ACTIVITY: Events							
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			
63. Sports Awards	• Sports Awards	<ul style="list-style-type: none"> • Security threats • Threats from public • Violence / Assault • Unwanted visitors • Slips, trips and falls 	Risk assessment completed First aider present Porter on duty at entrance CCTV in place DIT Staff members trained in ERT: response to violence/threats Contact Gardaí/ emergency services if necessary	Do not allow suspect individuals access Contact Gardaí if necessary	L	All building occupants	Ongoing

64. Clubs and Societies festival	<ul style="list-style-type: none"> • Clubs and Societies festival 	<ul style="list-style-type: none"> • Risk assessments not completed by clubs • Injury 	<p>Risk assessment completed</p> <p>If no risk assessment completed no participation allowed</p> <p>First aider present</p> <p>DIT Estates staff present in DIT buildings</p>	<p>Observe event</p>	L	All building occupants	Ongoing
65. Sports Scholarship presentation	<ul style="list-style-type: none"> • Sports Scholarship presentation 	<ul style="list-style-type: none"> • Security threats • Threats from public • Violence /Assault • Unwanted visitors • Slips, trips and falls 	<p>Risk assessment completed</p> <p>First aider present</p> <p>Porter on duty at entrance</p> <p>CCTV in place</p> <p>DIT Staff members trained in ERT: response to violence/threats</p> <p>Contact Gardaí if necessary</p>	<p>Do not allow suspect individuals access</p> <p>Contact Gardaí/ emergency services if necessary</p>	L	All building occupants	Ongoing
66. Sports Day/Once off events	<ul style="list-style-type: none"> • Sports Day/Once off events 	<ul style="list-style-type: none"> • Injury as a result of participation • Security threats • Threats from public 	<p>Risk assessment completed</p> <p>First aider present</p> <p>Porter on duty at entrance</p> <p>CCTV in place</p>	<p>Do not allow suspect individuals access</p> <p>Contact Gardaí if necessary</p>	L	All participants	Ongoing

		<ul style="list-style-type: none"> • Violence /Assault • Unwanted visitors • Slips, trips and falls 	<p>DIT Staff members trained in ERT: response to violence/threats</p> <p>Contact Gardaí/ emergency services if necessary</p>				
67. Colleges Cup	<ul style="list-style-type: none"> • Colleges Cup 	<ul style="list-style-type: none"> • Injury as a result of participation • Security threats • Threats from public • Violence /Assault • Unwanted visitors 	<p>Risk assessment completed First aider present Defibrillator AED present Porter on duty at entrance</p> <p>CCTV in place</p> <p>DIT Staff members trained in ERT: response to violence/threats</p> <p>Contact Gardaí if necessary</p>	<ul style="list-style-type: none"> • Do not allow suspect individuals access • Contact Gardaí/emergency services if necessary 	L	All participants	Ongoing
68. Turkey race	<ul style="list-style-type: none"> • Turkey Race 	<ul style="list-style-type: none"> • Injury as a results of participation 	<p>Risk assessment completed First aider present</p>		L	All participants	Ongoing at the time of the Turkey Race



GRANGEGORMAN FIELD SPORTS

EMERGENCY ACTION PLAN

NOVEMBER 2014



1. INTRODUCTION

The following Emergency Action Plan for Grangegorman Field Sports outlines internal and external contact details for incidents, accidents and emergencies that may occur on campus. Links to the standard DIT incident reporting form which must be completed is also included. A map that shows the full campus includes access and egress, emergency routes and assembly points and existing and new builds is highlighted on the plan. Staff protocol in the event of an emergency to ensure the safety of both staff and users is outlined.

2. DIT CONTACT LIST

Name	Role	Location	Phone	Email
John O'Carroll	Sports Facility Administrator	Room 149,	086 7954371	John.ocarroll@dit.ie

		Bolton St		
Herbie McClelland	Sports Officer	Sports Office, Aungier St	087 2245507	hcmclelland@dit.ie
Sinead McNulty	Head of Sport	Grangegorman	087 2156494	Sinead.mculty@dit.ie
Fit-to-Go Club	Laura Fitzpatrick Derek Crowley	Glassmanogue, Grangegorman	01 402 4285	Fittogo@dit.ie
Rosie Cannon	DIT Health & Safety Officer	Mountjoy Square	01 402 4148	Rosie.cannon@dit.ie
Derek Bowden	Buildings Supervisor	Rathdown House, Grangegorman	01 402 4270	Derek.bowden@dit.ie
Terry Maher	Buildings Manager	Grangegorman	01 402 4280	Terry.maher@dit.ie
Task Force (Security)	Task Force (Security)	Grangegorman	01 829 3979	info@taskforce.ie
Pride Sports	Pitch Maintenance Contract	Co. Wicklow	01 2011289	info@pridesports.ie

3. RECORDING AND REPORTING OF INCIDENTS

All incidents resulting in personal injury, damage to property, dangerous occurrences, or near misses must be reported within 24 hours by completing the DIT incident report form and returned to the Health and Safety Office. The nearest incident report form book in Grangegorman will be located at the porter's desk in Rathdown House.

Do not separate forms until all the information requested is complete and all signatures obtained. Retain the bottom copy for your records and send the top copy to the Health and Safety Office.

A hard copy of the incident report book can be downloaded online at <http://www.dit.ie/healthsafety/incidentreporting/>

A completed incident report form can be submitted online at <http://www.dit.ie/healthsafety/incidentreportform/>

4. EXTERNAL EMERGENCY CONTACT DETAILS

The preferred means of reporting in the event of an emergency would be your direct line manager. For serious incidents the emergency services should be contacted immediately.

Name	Number
Emergency Services	112/999 (Dial "0" for an outside line from DIT)
Dublin City Council	(01) 222 22 22
Mater Hospital, Dublin 7	(01) 803 2000
Local Garda Siochana, Bridewell Dublin 7	(01) 666 8200
Bord Gais 24 hour emergency line	1850 20 50 50

Health and Safety Authority	1890 289 389
Samaritans	1850 60 90 90
Environmental Protection Agency	1890 33 55 99

5. EMERGENCY ESCAPE PROCEDURES AND ROUTES

The map overleaf outlines an aerial view of the Grangegorman campus and the immediate area outside its boundaries. With a significant section of the site still under construction a broken line outlines the large area still undergoing work.

Emergency routes for fire and ambulance entrances are clearly marked, fire assembly points and first aid stations are also tagged.

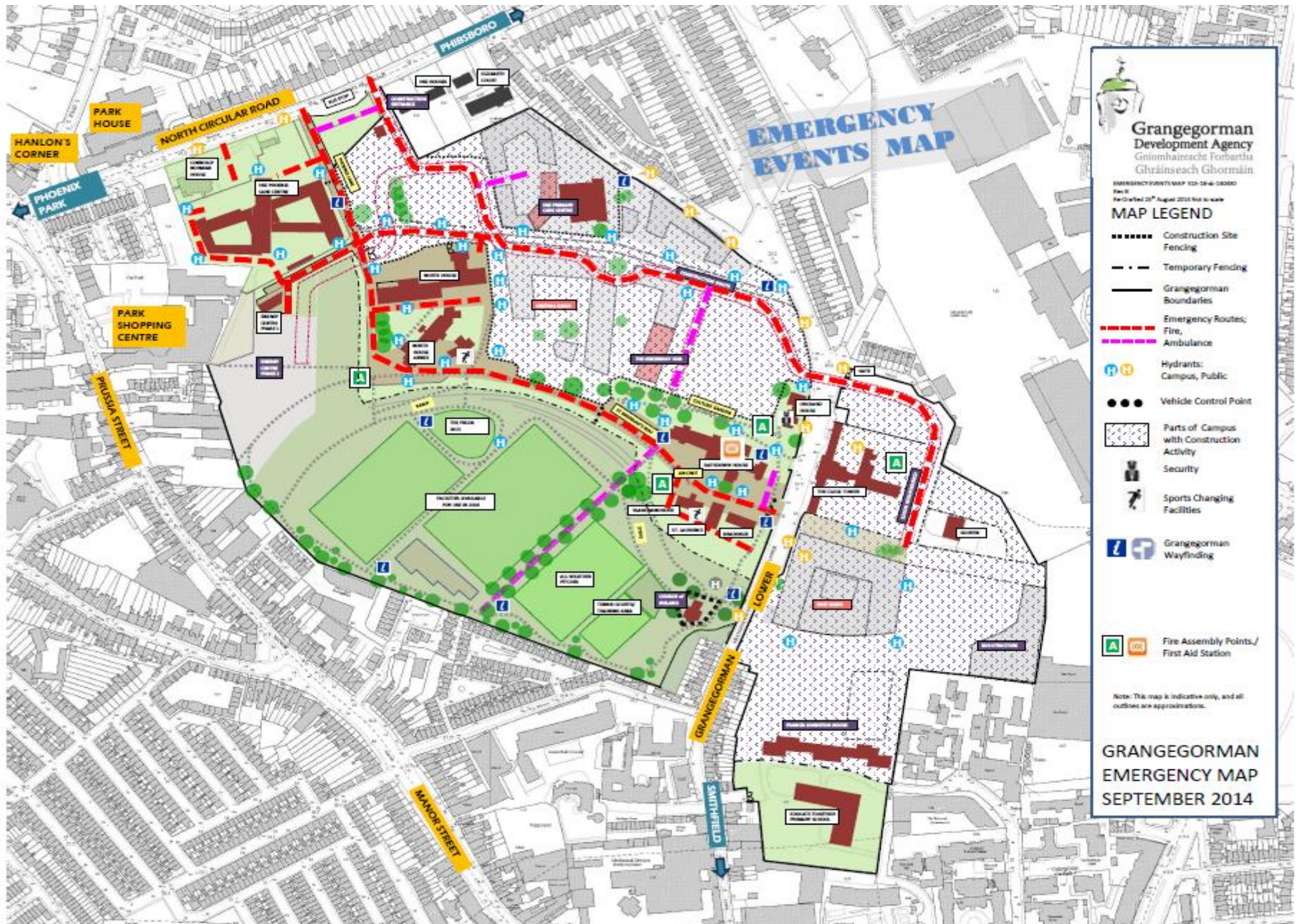
In addition to the identified first aid stations, first aid and an AED will also be available from the Fit-to-Go Club in the Glassmanogue building and all teams and groups using the sports fields will be required to carry first aid equipment with them during their activity.

6. FIRE & EVACUATION PROTOCOL FOR DIT STAFF & USERS

On hearing an alarm or other warning Field Sports staff should:

- Instruct staff and users to leave the affected area
- If indoors evacuate the building by the nearest emergency exit
- If required assist any individuals to evacuate the area.
- Do not delay or stop to collect valuables or personal belongings.
- Report to your nearest assembly point as outlined on the map overleaf.
- Confirm to buildings or health and safety that the area has been cleared and report any injuries

- Where possible a sign in or register of users at that time should be used to identify if all staff and users are accounted for at the assembly point.
- Do not re- enter the affected area unless it has been given the all clear.
- In the case of a fire activate the nearest fire alarm point





GRANGEGORMAN FIELD SPORTS

NORMAL OPERATING PROCEDURE

NOVEMBER 2014

1. SCOPE OF THE NORMAL OPERATING PROCEDURE (NOP)

The NOP for Grangegorman Field Sports will outline all of the day to day duties and operations required by both staff and management of the Grangegorman Field Sports. This area will cover the Sports Changing Hub, playing pitches and surrounding area including the walk/jog track.

An opening and closing procedure as well as a cleaning procedure for staff, buildings and contract cleaners and will be outlined.

All of the contact details for DIT Sports personnel, DIT Buildings and DIT Health and Safety can be viewed below

2. CONTACT DETAILS

Name	Role	Location	Phone	Email
John O'Carroll	Sports Facility Administrator	Room 149, Bolton St	086 7954371	John.ocarroll@dit.ie
Herbie McClelland	Sports Officer	Sports Office, Aungier St	087 2245507	hcmclelland@dit.ie
Sinead McNulty	Head of Sport	Clock Tower, Grangegorman	087 2156494	Sinead.mcnulty@dit.ie
Laura Fitzpatrick Derek Crowley	Fit-to-Go Club staff	Glassmanogue, Grangegorman	01 402 4285	Fittogo@dit.ie
Niamh O'Callaghan	Sports Officer	Sports Office, Aungier Street	087 2985849	Niamh.ocallaghan@dit.ie

Caragh O’Buachalla	Sports Officer	Sports Office, Aungier Street	087 2933442	Caragh.obuachalla@dit.ie
Rosie Cannon	DIT Health & Safety Officer	DIT Mountjoy Square	01 402 4148	Rosie.cannon@dit.ie
Derek Bowden	Buildings Supervisor	Rathdown House, Grangegorman	01 402 4270	Derek.bowden@dit.ie
Terry Maher	Buildings Manager	Grangegorman	01 402 4280	Terry.maher@dit.ie
Task Force (Security)	Task Force (Security)	Grangegorman	01 829 3979	info@taskforce.ie

3. BUILDINGS & PITCHES

Sports Changing Hub

The Sports Changing Hub is located beside the North House Annex (NHA) on campus.

An additional eight port cabins plus the existing changing rooms will be available for teams and groups to change. The changing rooms will be numbered from 1-8. The changing rooms will be locked until a designated member of the user group signs out a key from the porter’s desk at Rathdown House.

Once assigned a changing room that group will be responsible for the swipe card for that room which must be returned to Rathdown House after use. Changing rooms must be locked when not in use and users leave personal items at their own risk. The shower rooms located in the main changing hub will serve users of all eight changing rooms.

Playing Pitches

The playing pitches can be identified as follows:

Pitch 1 – Natural turf Soccer/Rugby Pitch – (Due for completion September 2016)

Pitch 2 – Natural turf GAA sized pitch - (Due for completion September 2016)

Pitch 3 – Multi Purpose All-weather training area

Pitch 3 can be sub divided into **3A** and **3B** for training and group booking purposes.

(see attached drawing of pitch)

Pitch 4 – Tennis/Hockey pitch

Pitch 4 can be booked as a full pitch or booked for Tennis as Court 4A, 4B and 4C

(see attached drawing of pitch)

Multi-Sports Games Area – Tarmac surface for outdoor games including basketball

Walking/running track – The track will circumnavigate the all-weather and natural turf pitches.

4. OPENING PROCEDURE

- Field Sports staff must report to the reception desk in Rathdown House and sign in at the start of their shift. They will need to validate their staff card to access the buildings. Keys for the pitches and storage containers must be signed out and collected here also.
- The sports changing hub will operate on a swipe card system and will be in lock down mode until a member of staff has their staff card cleared. The staff member on duty must ensure that the front door of the changing rooms is locked when not occupied.
- Changing rooms must be checked at the beginning and end of shift and any rubbish placed in the bins.
- The gates to the all-weather pitches must only be opened when they are being used and locked at all other times.
- All equipment required for the days activities must be set up in the respective area. This may require the assistance of another member of staff to move equipment.
- A walk around the changing area and pitches must be carried out at the beginning of the shift.
- Anything that needs to be reported must be recorded in a handover log book which all staff can access. All defects or damage to equipment or property must be reported to the facilities manager immediately. Goalposts must be checked for safety each morning and any damage or defects reported.
- A full check of the day's bookings must be checked and any notes from the previous day must be followed up.
- A checklist of activities must be addressed to see what is required to carry out during the day

5. CLEANING PROCEDURE (Grounds man/Field Sports Staff/cleaning staff)

- The Changing Hub must be swept at the end of the shift.
- Changing rooms must be mopped and cleaned daily.

- Any items left behind must be recorded and placed in lost property.
- Any rubbish lying around the pitch area must be picked up and placed in the bin.
- For any pitch maintenance or cleaning issue's the contractors Pride Sports must be contacted immediately.
- All cleaning items must be returned to their proper storage after use
- Liaising with cleaning contractors on cleaning to be carried out in this area.

6. DEALING WITH FIELD SPORTS USER GROUPS

- All DIT sports staff must show the utmost of respect when dealing with user groups of the Field Sports in Grangegorman. User groups will include students, staff and the local community.
- The Field Sports staff member on duty must ensure that user groups only use the booked area during their allocated time and that they vacate the pitch on time to give sufficient time for next group to start.
- Each group must be reminded before their session exactly when their session ends.
- The facilities manager must be contacted immediately if there is any misbehavior or un-cooperative groups using the facility.
- Any incidents must be recorded and reported if necessary.

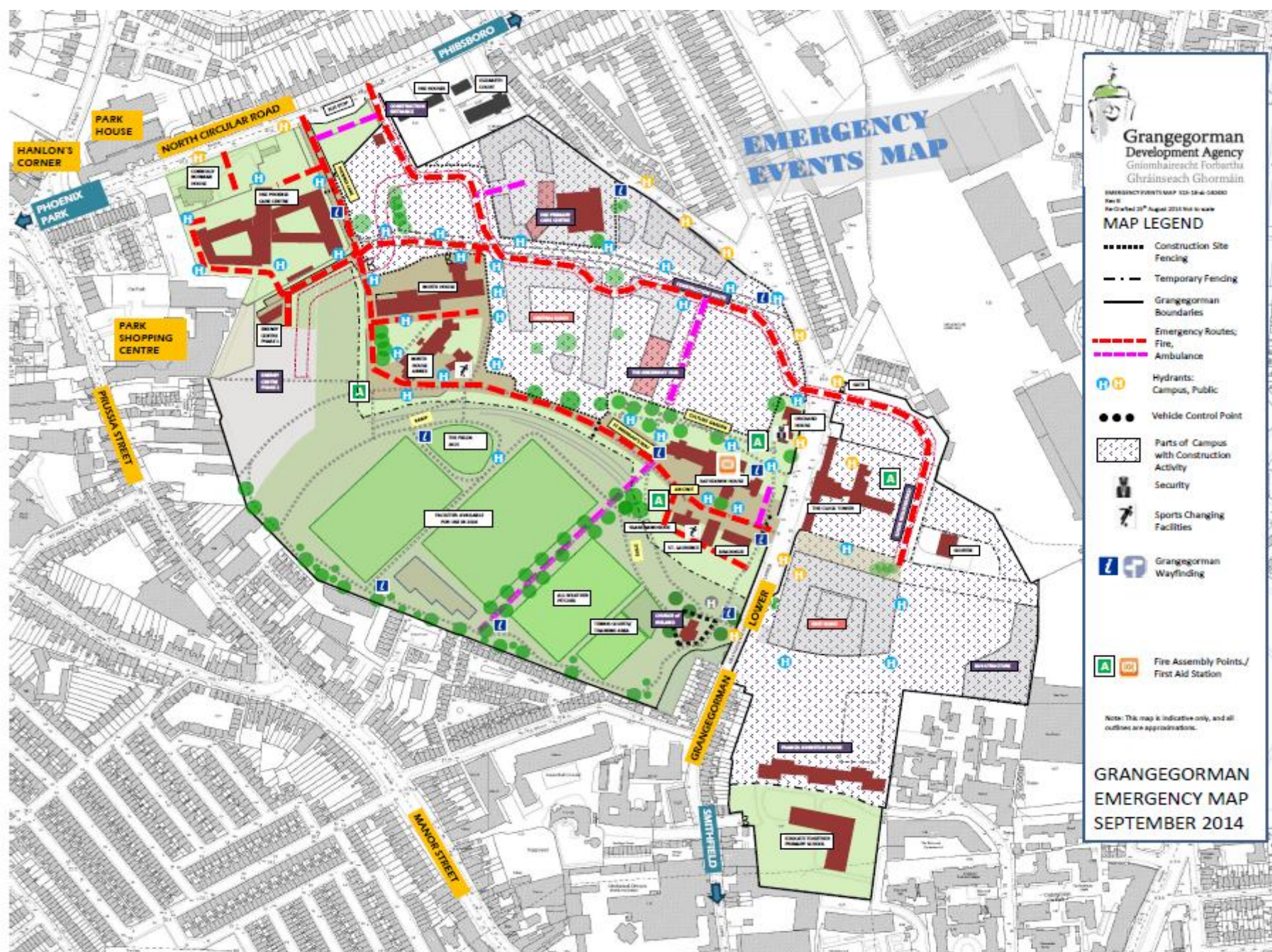
7. PITCH EQUIPMENT & LIGHTING OPERATION

- The pitch floodlights will be controlled from the porter's desk in Rathdown House
- Lights should only be turned on when the pitch is being used and not turned off until all users have vacated the pitch.
- Any faults or defects to the lighting should be reported immediately.

- For any electrical faults DIT buildings office should be contacted immediately.
- All pitch equipment such as 5-a-side goals and tennis net's should either be locked together or moved to the storage container at the end of each shift.



8. CLOSING PROCEDURE

- The Sports Changing Hub must be checked that all users have vacated before being locked.
- Staff on duty must ensure all changing rooms keys have been returned to reception at Rathdown House.
- On closing the facility a walk around the pitch and surrounding area must be carried out. Any damage or defects to equipment must be recorded and reported if necessary.
- Any notes or messages for the next member of staff on duty must be noted in the handover book.
- All gate entrances to pitches must be locked and floodlights turned off.
- The storage containers must be locked and all pitch equipment returned to these containers.
- Any items left should be documented and placed in lost property.
- Staff must sign out and return any keys from Changing Hub to Rathdown House.
- DIT porters or Task Force Security must be notified of any issues and or incidents during the handover at the end of the evening shift.
- For any emergency issues or incidents please refer to the Emergency Action Plan



DIT Risk Assessment Hazard Checklist – DIT Grangegorman Field Sports

Club/Society/Project Name	DIT Grangegorman Field Sports Facility	Assessment Date	19/11/2014
Assessed By	John O'Carroll	Approved By	

Locations	2 x All-weather Pitches Multi-Use Playing Surface (MUPS) Sports Changing Hub Walking/jogging track 1 x Natural turf GAA pitch 1 x Natural turf Soccer/Rugby pitch	Activities	<ul style="list-style-type: none"> Soccer matches & training Juvenile sports activities GAA matches & training Rugby matches & training Ultimate Frisbee training Archery training and competition Hockey Training Tennis matches and training Outdoor basketball Walking and jogging on outdoor track Community & school activities Recreational sports activities
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1	INDOOR HAZARDS	(if yes please indicate with tick)
1.1	Slip / trip / fall hazards	Y
1.2	Obstruction of exits	Y
1.3	Damage to property or equipment	Y
1.4	Access to first aid equipment	Y
1.5	Lack of fire escapes / extinguishers / procedures	Y
1.6	Objects such as broken glass in changing area	Y
	Electrical hazards	Y
	Inadequate ventilation	Y
	Stairs – dark / steep / no handrail	N

3	EQUIPMENT & OTHER HAZARDS	
3.1	Storing equipment	Y
3.2	Damage to equipment	Y
3.3	Moving heavy equipment	Y
3.4	Electrical hazards from equipment	Y
3.5	Falling branches or fencing	Y
3.6	Hazardous substances	N

2	SPORTING ACTIVITY HAZARDS	
2.1	Hard or sharp objects on pitch	Y
2.2	Sliding on Astroturf or tarmac	Y
2.3	Collisions / Conflict with surrounding objects or people	Y
2.4	Injury to player- emergency response	Y
2.5	Serious injury to player	Y
2.6	Uneven playing surface	N
2.7	Footballs & sliotars clearing perimeter fence & netting	Y
2.8	Footballs & sliotars hitting playground equipment and its users	Y

4	PEOPLE & ORGANISATIONAL HAZARDS	
4.1	Lack of information, training or instruction	Y
4.2	Security threat from public	Y
4.3	Poor activity planning & preparation	Y
4.4	Ignorance of rules and procedures	Y
4.5	Unsafe behaviour or attitude	Y
4.6	Lack of appropriate first aid equipment and experience	Y
4.7	Medical condition of participants	Y
4.8	Poor safety control of leaders and awareness of participants	Y
4.9	Aggression between participants	Y
4.10	Aggression from crowd/public	Y

DIT Risk Assessment – User Group Activities (DIT Grangegorman Field Sports)

Facility Service	DIT Grangegorman Field Sports	Number of persons involved	50-70 at a time
Nature of Activity	Recreational, training & competitive sessions	Frequency of Activity	Daily

Assessed By	John O'Carroll	Date 19/11/2014	19/11/14
Approved By	Sinead McNulty	Date 19/11/2014	19/11/14

Hazard Ref.	Potential Effect	Existing Controls in Place	Score Low/Medium/High Risk	Further Controls Required?	Who is Responsible	Date to be completed	Date Completed
	INDOOR HAZARDS (changing hub)						
1.	Slips, trips and falls	Non-slip floors, proper lighting and signage in place	Low	Regular checks by staff of indoor changing area tidiness and identifying any potential hazards	Field Sport Staff	Continuous	N/A
2.	Obstruction of exits	All fire exits checked regularly and cleared if necessary	Low	Regular checks inside and outside of changing area	Field Sport Staff	Before every activity	N/A
3.	Damage to property or equipment by a participant	User terms and conditions clearly displayed in changing area	Low	This instruction and rules and regulations outlined to all users when they first arrive on campus	Field Sport Staff	Continuous	N/A
4.	Access to first aid equipment	AED and First aid equipment in a visible location and easily accessible while also securely stored.	Medium	Regular inventory and checking of first aid stock and checking AED and battery life. Users encouraged to bring their own first aid particularly teams	Felid Sport Staff & building staff	Continuous	N/A
5.	Lack of fire escapes, extinguishers and procedures	Adequate extinguishers in place, fire escapes clearly identifiable, procedures signed in changing area	Low	Fire drills performed, checking of extinguishers regularly	Field Sport Staff & buildings office	Consult DIT H&S	N/A
6.	Inadequate ventilation	Changing rooms well ventilated and checks performed by buildings and health and safety staff	Low	Field sport staff to perform regular checks and notify buildings if potential hazard is identified	Buildings Office	Continuous	N/A
7.	Electrical Hazard	Full sign off by electrical contractors on building, electrical panels and boards clearly locked away and visible to users	Low	Field sport staff to regularly check for signs on checklist and notify buildings if potential hazard is identified	Electrical contractors	Continuous	N/A
8.	Objects such as broken glass in changing area	Changing area inspected prior to match by field sports staff and also on opening and closing as outlined in procedures	Medium	Inspection of rooms prior to groups, teams or individuals arriving	Field Sport Staff	Continuous	N/A
	SPORTS ACTIVITY HAZARDS						
9.	Hard or sharp objects on playing surfaces or walking trail	Pitch surface inspected prior to match by field sports staff or referee	Medium	Pitch inspections before every activity	Field Sport Staff/referee	Before activities	N/A

10.	Sliding on astro turf and tarmac	Proper signage on rules and safety signs in place for users	Medium	Regular monitoring of this area and identifying potential hazards	Filed Sports Staff	Before every activity	N/A
11.	Collisions/conflict with surrounding objects or people	Clear visible signage, equipment stored safely	Low	Procedures adhered to in terms of safely securing and storing equipment awareness of potential hazards	Field Sports Staff/Referee	Continuous	N/A
12.	Injury to player –emergency response	Qualified First aid person present at activity, first aid administered if necessary, accident report form completed	Medium	Regular first aid courses undertaken by coaches and staff and regular checks by management on up to date qualifications of staff	First aider	On scheduled dates	N/A
13.	Serious injury to player	Assessed by first aider, ambulance called immediately. Report form completed and sent to relevant authorities	Low	First aid and emergency response training for all support staff	Field Sports Staff on duty	On scheduled dates	N/A
14.	Football & sliotars going over fencing and netting of pitches	Ball stop netting in place not recommended 15m height behind goals and no netting at side of pitch	High	Erection of additional netting, more signs, limit games being allowed on pitch	Estate/GDA	Continuous	
15.	Football & sliotars colliding with playground equipment and its users	Playground exposed and unprotected in one section from GAA grass pitch on Kirvan St side of campus	High	Erection of additional ball stop netting, netting over top of playground, close playground during game time on pitch to safeguard users	Estates/GDA	Continuous	
	EQUIPMENT & OTHER HAZARDS						
16.	Storing equipment	Storage of equipment procedure outlined in normal operating procedure and all staff briefed on this.	Low	Regular checks by management on safe storage of equipment	Field Sports Staff	Continuous	N/A
17.	Damage to equipment	Assess the damage, record and report if necessary	Low	Regular check's on all equipment and playing space, walking trails and surrounding area for any damage	Field Sports Staff on duty	Continuous	N/A
18.	Moving heavy equipment	Assess the weight and look for assistance if necessary	Medium	Proper training whether manual handling or other to identify proper movement of equipment	Field Sports staff and buildings	Continuous	N/A
19.	Electrical hazards from equipment	Clear warning signage near all electrical controls and equipment. All staff to complete relevant safety training	Low	All users made aware of potential electrical hazards prior to activities	Health & Safety & Buildings Office	Continuous	N/A
20.	Falling branches or damaged fencing	Fencing clearly visible and safe distance from playing area. Regular staff checks on area surrounding trees	Low	All users made aware of potential hazards. Regular patrolling of site by staff to identify any hazards and or potential hazards	Field Sports Staff	Continuous	N/A
	PEOPLE & ORGANISATIONAL HAZARDS						
21.	Lack of information, training or instruction	Full induction and training carried out by management for field sports staff	Low	Regular review of training requirements and up skilling of training recommended	Field Sports Management	On scheduled dates	N/A
22.	Security threat from public	DIT Porters and security patrolling site, security CCTV camera's operational	Low	Regular checks around site, recording and documenting any incidents	Field Sport Staff & security	Continuous	N/A
	Poor activity planning or preparation	Training delivered on planning and facilitating activities for staff	Low	Coaches and student leaders briefed on planning prior to commencing activities	Field Sport Staff	Continuous	N/A
24.	Ignorance of rules and procedures	All staff and users clearly briefed on rules and regulations	Low	Rules and procedures highlighted in booking form	Staff on duty or coach present	Before every activity	N/A
25.	Unsafe behaviour or attitude	Health and safety training completed by all staff. All incidents to be documented with as much information as possible	Low	Review by management of any incidents that occurred and how staff should best deal with situations	Field Sport Staff	At end of each month	N/A
26.	Lack of appropriate first aid equipment and experience	Regular check and inventory of equipment. Checking of staff qualifications	Low	Practice scenario's with staff during training to deal with various medical situations	Field Sports Management	End of each term	N/A

27	Medical condition of participants	Medical screening forms to be completed where appropriate. Medical condition questions signed off by group organiser in booking form before activities begin	Low	Field sport staff to double check with all groups prior to commencing activities	Field Sport Staff	Before each group commences activity	N/A
28	Poor safety control of leaders and awareness of participants	All safety instructions outlined in booking form which group leaders will sign	Low	Safety controls re-emphasised to every group prior to commencement of activity. Close monitoring of groups during first sessions	Field Sport Staff	Continuous	N/A
29	Aggression between participants	Incident or accident report completed in full.	Low	Induction and proper instruction on rules and regulations outlined before all activity. Behaviour outlined in booking form under terms and conditions	Facilitator/manager present	September	N/A
30	Aggression from crowd/public	Proper signage with rules and regulations clearly visible for all the public	Low	DIT porters and security regularly patrolling campus to monitor public behaviour	DIT & Security	Continuous	N/A

DIT Field Sports Section: DIT Grangegorman Campus, Lower Grangegorman Road, Dublin 7 : E-mail: fieldsportsbookings@dit.ie