

HEALTH & SAFETY OFFICE

SAFETY STATEMENT

2014



Version	Date	Name
1.0	17.07.2014	Ms. E. Niland

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HEALTH AND SAFETY OFFICE CONTACT DETAILS

Role	Name	Location	Email	Telephone Number
Director of HR	David Cagney	143 Lower Rathmines Road	David.cagney@dit.ie	(01)402 3364
Health & Safety Officer	Edel Niland	40-45 Mountjoy Square	Edel.niland@dit.ie	(01)402 4192
Administrative Support	Sinead Collins	40-45 Mountjoy Square	Sinead.m.collins@dit.ie	(01)402 4213
Occupational Health Officer (OHO)	Rosie Cannon	40-45 Mountjoy Square	Rosie.cannan@dit.ie	(01)402 4148
Occupational Health Officer (OHO)	Yvonne Mc Ardle	40-45 Mountjoy Square	Yvonne.mcardle@dit.ie	(01)402 4127
Occupational Health Officer (OHO)	Orlaith Waters	40-45 Mountjoy Square	Orlaith.waters@dit.ie	(01)402 4156
<p>Nominees to College/Function Health and Safety Team</p> <ul style="list-style-type: none"> ➤ College of Sciences & Health ➤ College of Business ➤ Directorate of Research & Enterprise ➤ College of Arts & Tourism ➤ Human Resources; Finance & Resources ➤ Academic Affairs & Registrar ➤ College of Engineering & Built Environment ➤ Directorate of Student Services ➤ Office of the President 	<p>Each OHO sits on respective Health & Safety Teams</p> <p>Yvonne Mc Ardle</p> <p>Orlaith Waters</p> <p>Rosie Cannon</p>	As above		
Senior Leadership Team Health & Safety Sub Committee Nominee	Edel Niland	As above		

Local First-Aiders	Sinéad Collins Yvonne Mc Ardle Orlaith Waters Rosie Cannon	As above		
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Please see Health & Safety web page for further contact details, click [here](#)






EMERGENCY CONTACT NUMBERS

Emergency Services	112/999 (You may need to dial “0” for an outside line)
Mater Hospital	01 803 2000
Dublin City Council	(01) 222 22 22
Garda Síochána Store Street	6668000
Bord Gáis 24 hour emergency line	1850 20 50 50
ESB 24 hour emergency line	1850 372 999
Health and Safety Authority	1890 289 389
Samaritans	1850 60 90 90
Environmental Protection Agency	1890 33 55 99

HEALTH AND SAFETY OFFICE & CAMPUS CONTACT DETAILS

Front Desk/Reception Mountjoy Square	Porter on Duty	01402 4100
Incident Controller	Porter on Duty	01402 4100
Building Services Supervisor	Derek Bowden	01 402 4381/ 087 9404632
Building Maintenance Manager	Terry Maher	01 402 4523/ 087 1958120
Occupational Health Officer	Orlaith Waters	01 402 4156/ 087 9809131
Health & Safety Officer	Edel Niland	01 402 4192/086 3891080
Chaplain (Cathal Brugha St., Mountjoy Square and Portland Row)	Finbarr O’Leary	087 4169517
Employee Assistance Programme (EAP) Contact	VHI Corporate Solutions	Freephone 1800 995 955 (24 hours / 7 days a week / 365 days a year)
Staff Safety Representative	TBC	

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	Edel Niland	
Ensuring Safety Statement, risk assessments are carried out, updated and communicated	Edel Niland	
Ensuring the upkeep of first-aid box and ordering first-aid supplies from Occupational Health Officer	Not applicable (OHO's maintain central supply)	
Co-ordinating contractors activities and dealing with Buildings Office for Work Permits	Edel Niland	
Updating the statutory registers and Safety Data Sheets	Not applicable	
Ensuring adequate personnel designated as fire marshals and first-aiders	Edel Niland	

INTRODUCTION

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

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

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

This safety statement has been prepared in compliance with the Act and provides details of the specific hazards relevant to the Health & Safety Office ('this Function') and the controls that have been implemented to adequately safeguard the activities.

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

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

SAFETY POLICY & OBJECTIVE FOR THE HEALTH & SAFETY OFFICE

The Health & Safety Office will seek to ensure that:

Work activities are managed and conducted in a manner that ensures the safety, health and welfare of our employees, students, visitors and contractors/service providers

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

Signed: Edel Niland

Date: 17/7/2014

Edel Niland, Health & Safety Officer

SCOPE OF SAFETY STATEMENT

The DIT Health & Safety currently comprises of a Health & Safety Officer, three Occupational Health Officers (OHOs) and one Administrative Support staff member.

This Office provides a service to approximately 2,000 staff and 22,000 students, who are spread across 40 buildings (including Grangegorman). The Health & Safety Office works in conjunction with other DIT Functions such as Human Resources, Buildings Office, Staff Training & Development Office etc.

The DIT Health & Safety Office serves to fulfill DIT's legal requirements in terms of health and safety. The Health & Safety Officer ensures the overall implementation of safety management systems (operational and structural) for DIT. The Occupational Health Officers assist the Health & Safety Officer in this role.

HISTORY OF LOCATION

The Health and Safety Office is centrally based in DIT 40-45 Mountjoy Square.

SAFETY RESPONSIBILITIES

In accordance with the DIT Framework Safety Statement, the Health & Safety Officer, Edel Niland as part of her management function, is responsible for ensuring, so far as is reasonably practicable, the health and safety of persons working, studying or visiting their area of responsibility. In particular she is responsible for the following:

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

All 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 Health and Safety Statement, safety policies and procedures and Codes of Practice
- To assist in the preparation and updating of the Health & Safety Office Safety Statement
- To assist and co-operate with periodic safety inspections/audits
- To assist in the completion of standard hazard identification control sheets and co-operate with the reporting and investigation of incidents

- To ensure that equipment is operated in a safe manner and good housekeeping standards are maintained at all times
- To promote safe work practices
- To ensure that all safety rules are communicated to students, contractors and visitors, other campus users
- To use equipment only if authorised and trained
- To ensure that any safety measures associated with new equipment/machinery is brought to the attention of the Health & Safety Officer, implemented, documented in the Health and Safety Statement and communicated effectively
- To wear appropriate personal protective equipment where required
- To report to the Health & Safety Officer 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

Contractors/Service Providers

The following responsibilities are allocated to contractors/service providers:

- All contractors/service providers will be expected to comply with the Institute's Policy for safety health and welfare and must ensure that their own Safety Statement is made available whilst work is being carried out. It is the Institutes policy that all contractor/service providers have a Safety Statement in accordance with the *Safety, Health and Welfare at Work Act 2005*
- All work must be carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site. The contractor/service provider must have adequate insurance cover
- Contractors/service providers must not commence with any work on the premises or project site until the Contractor Safety Guidelines and other relevant safety procedures are read, understood and accepted (available from Buildings Office). They must complete the e-learning programme for contractors/service providers
- Contractors/service providers will take reasonable care of themselves and others who may be affected by their acts or omissions and will co-operate as appropriate with DIT employees as necessary
- Contractors/service providers must supply at tender stage a Safety Statement, relevant method statements, copies of their public and employers liability insurance and complete the Contractors Compliance Form CCF1 before a contract is awarded
- They will liaise with the local Building Maintenance Manager and obtain work permits as required
- Scaffolding and other access equipment used by contractor's/service provider's employees must be erected and maintained in accordance with current legislation and Codes of Practice
- All plant and equipment brought onto the site by contractors/service providers must be safe and in good working order, fitted with any necessary guards and safety devices and have all necessary certificates available for inspection
- All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. No power tools or electrical equipment of greater than 110 volts should be used outdoors. If it is necessary to use equipment operating from a 220-volt supply, a residual current device with a rated tripping current of 30mA and operation of 30m sec must be used
- Any injury sustained by a contractor's/service provider's employee must be reported immediately to the local Building Maintenance Manager

- Contractors/service providers must comply with any safety instructions given by DIT
- DIT may carry out safety inspections. Contractors/service providers informed of any hazards or defects identified during these inspections will be expected to take immediate action
- DIT must be notified of any material or substance brought onto the site which has health, fire or explosive risks. Such materials must be stored and used in accordance with current recommendations
- Contractors/service providers will be accountable for the maintenance of good housekeeping practices at all times within their respective areas of work
- Contractors/service providers are not allowed to use equipment owned by the Institute unless written permission is received from the **Head of School/Function** 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 Parent 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 Buildings Officer will address any contraventions by contractors/service providers.

HEALTH AND SAFETY CONSULTATION

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

An Occupational Health Officer sits on the relevant Health and Safety Team meetings (see page 4 for details). These teams meet 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.

Each Health and Safety Team has selected and appointed Safety Representatives. Details of current Safety Representatives may be found on the health and safety website (www.dit.ie/safework)

PROVISION OF INFORMATION

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

- Agenda item at weekly team meeting
- Desktop Emergency Response Flip charts
- Health & Safety notice boards
- Health & Safety Newsletters
- Toolbox talks
- Health & Safety Induction
- Health & Safety Training courses
- Signage:
 - Safety notice points
 - Emergency first-aid procedure signs
 - Emergency floor plans
 - Assembly point maps
 - Fire actions notices
- Emergency Response posters
- Safety booklets
- Safety wallet cards
- Website www.dit.ie/safework
- Posters
- Inductions are prepared and delivered by Occupational Health Officers where requested

HEALTH AND SAFETY RESOURCES

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

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

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

SAFE SYSTEMS OF WORK

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

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

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

PROCUREMENT CONTROL

The purchasing of equipment, plant and substances is subject to the provisions of the *Act* and associated regulations, thus all equipment, plant or substances will undergo risk assessment prior to acceptance into the Institute. The Health & Safety Office follows all the 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 by the Health & Safety Office.

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 Health & Safety Officer will ensure non-conformances identified are rectified and a log maintained.

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

In accordance with statutory requirements, certain examinations, testing and inspections are carried out on specific items. A list of those items, the frequency of inspection and the testing body is presented below:

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

TRAINING

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

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

In addition to our statutory duty to employees, DIT seeks to provide such training as is necessary to enable the students to undertake their studies in a manner which, in so far as it is reasonably practicable, is safe and does not give rise to risks to health or expose the individual student or other persons to unacceptable levels of risk. The provision and extent of any necessary training is dependent upon the nature of the academic discipline being pursued, the experience and disposition of the students involved, their familiarity with any equipment/substances to be utilised, the environment/conditions where the activities may be discharged, and the extent to which supervision is necessary and available. Risk assessments will highlight where additional student training is required.

Training required for the Health & Safety Office includes:

Mandatory Training:

- Emergency Response Training
- Manual Handling Instructors Training Course
- Occupational First-aid

Specialist Training:

- Gas Safety Training
- Chemical Safety Training
- Workplace Noise Training Course
- Occupational Monitoring (chemical /biological agent)
- Fas safe pass
- Ergonomics

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:

Yvonne McArdle	087 9809135
Rosie Cannon	087 9809194
Orlaith Waters	087 9809131

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

REQUIRES FURTHER ATTENTION

- Staff members should attend their local GP
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
HEALTH & SAFETY STAFF

INSTRUCTIONS ON DISCOVERING A FIRE (all staff, students, visitors, contractors/service providers etc.)

- Activate the nearest fire alarm point

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

INSTRUCTIONS ON HEARING THE EVACUATION ALARM OR OTHER WARNING (all staff, ~~students~~, visitors, contractors/service providers, first-aiders etc.)

Objectives:

To outline actions to be taken by the Health & Safety Office staff in the event of an alarm activation

Duties:

On hearing an alarm activation or other warning:

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

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

YOU SHOULD FAMILIARISE YOURSELF WITH THE LOCATIONS OF THE FOLLOWING:

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

Please click [here](#) to see Assembly Points and pictures

Evacuation Marshals:

- Edel Niland
- Sinéad Collins
- Rosie Cannon
- Yvonne Mc Ardle
- Orlaith Waters

The Health & Safety Officer will ensure that sufficient marshals are appointed on an ongoing basis to provide an effective service.

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

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

YOU SHOULD NOT PUT YOURSELF IN DANGER AT ANY TIME

FIRST-AID

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

Staff trained in first-aid include: Yvonne Mc Ardle, Rosie Cannon, Orlaith Waters and Sinéad Collins.

First-aid kits are located at: the reception/ front desk of DIT buildings and in first-aid rooms

Please report any used items to the designated person in charge who is responsible for monitoring the contents and ensuring their replacement.

Further Treatment / Incident Report Forms

- Staff may refer students to the Student Health Centre in DIT Linenhall 01 4023614 and Aungier St. 01 4023051 or contact the Emergency Services on 112 / 0999 if an incident is urgent
- Incident Report forms are available from the Front desk and on-line ([health and safety website](#))

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.

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 Health & Safety Office must be carried out under a Buildings Office Permit to Work.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is the policy of DIT to eliminate all hazards where reasonably practicable. DIT will assess what PPE appropriate to the task/work environment is required only as a last resort when further risk reduction is not feasible.

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

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

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

PPE should be of a type suitable for the conditions in the workplace and take account of the user's state of health. It is in principle intended for one's personal use only, however if it is necessary for an item of PPE to be worn or used by more than one person, measures should be taken to ensure that it does not create any health or hygiene problems for the users. The supply, issue and record of all PPE is the responsibility of Supervisors. Employees and students must be informed of all risks they are being protected from, instructed on the use of the PPE and given adequate information,

training and demonstration in the wearing of such equipment and the level of protection afforded by its use. Every person provided with PPE must take reasonable care of such equipment and must make proper use of it where there is a foreseeable risk of injury and where they have been instructed to do so. They must also ensure that it is returned to storage subsequent to use. Supervision and monitoring are required to ensure PPE is used/worn.

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

General there is no requirement for staff in the Health and Safety Office to use of wear PPE however in certain circumstances it is required, for example when staff members are carrying out safety inspections in laboratories, workshops, kitchens, and on construction sites. The onus is on the health and safety staff to have PPE and to bring it with them as required.

PPE for safety inspection include the following: safety shoes, lab coats, safety glasses, hearing protection.

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 Health & Safety Officer 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 Buildings Office
- ✓ Suitable facilities for sitting/other ergonomic support, in the case where work can be done in a seated position
- ✓ Suitable and adequate facilities for boiling water and taking meals or reasonable access to other suitable and adequate facilities staff rooms and canteens facilities are available in DIT buildings
- ✓ 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: first-aid room available in DIT Mountjoy Square
- Everyone is obliged to care for these facilities and must not misuse them. All welfare provisions should be maintained in a clean safe condition
- Arrangements for regular cleaning of premises and removal of waste should be made by the local Building Maintenance Manager.
- Drinking water is available to all staff via water stations throughout DIT buildings

SENSITIVE WORK GROUPS

Protection of Children and Young Persons

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

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

Pregnant Post-Natal and Breastfeeding Employees/Students

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

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

LONE /OUT OF HOURS ACCESS

Lone out of hours access does not apply to the Health & Safety Office.

WORK PLACEMENT

Workplacement does not apply to the Health & Safety Office. The Health & Safety Office provide a support service to Schools/ Functions sending students on work placement or taking students on work placement. Work placement fact sheets are available for all host employers/organisations, DIT students and DIT mentors, and must be studied before arranging and undertaking any work placement.

TRIPS/TRAVEL

Trips and travel does not apply to the Health & Safety Office.

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

DIGNITY AT WORK ANTI BULLYING & HARASSMENT POLICY AND PROCEDURES

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

STRESS

The risk assessment will identify any areas where stress is a hazard and controls will be implemented to eliminate this hazard. The HR department should be consulted immediately if an issue regarding stress is highlighted. An Employee Assistance Programme (EAP) is available to all staff.

AUDIT, REVIEW AND COMMUNICATION

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

DOCUMENT CONTROL

This document is a controlled document and as such any updates, review and distribution will be in accordance with DIT's standards for such documents. Only controlled copies will be updated when required.

The Health & Safety Officer 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.
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 Health & Safety Office

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
001	Fire Emergency Response & Evacuation Who is harmed: <ul style="list-style-type: none"> • Staff members • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Staff unfamiliar with evacuation procedure • Lack of evacuation drills • Improper storage of materials • Smoking in undesignated areas • Faulty electrics • Inadequate emergency equipment • Misuse of equipment 	<ul style="list-style-type: none"> • Staff trained in Emergency Response Training (ERT) • Sufficient firefighting equipment available break glass units, extinguishers, fire blanket • Firefighting equipment and detection systems maintained and tested • Fire and evacuation signage in place • Emergency and first-aid procedures posted • Good housekeeping standards maintained • Waste removed regularly • Evacuation procedure practiced each semester • Assembly point known to occupants • Several means of escape present and known to occupants 	<ul style="list-style-type: none"> • Maintain current controls • Ensure compliance with evacuation procedure • Ensure clear access to firefighting equipment • Ensure escape routes and emergency exits are kept clear and unobstructed • Ensure staff 	With current controls: L With Actions applied: L	DIT Buildings Office, Health & Safety Officer & all staff All staff Health & Safety Officer & all	On going

			<ul style="list-style-type: none"> • Occupants escort visitors out • Emergency exits are clearly marked and free from obstructions • Emergency lighting in place • Staff members act as evacuation marshals • No smoking policy in place • Scheduled maintenance of buildings services (heating, electricity, ventilation etc.) • Hot work permit system in place • Compliance with building regulations • Site specific Emergency Manual available on the website www.dit.ie/safework 	<p>participation in the role of evacuation marshal</p>		staff	
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PHYSICAL							
Ref	Hazard	Risk(s) Associated /Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
002	Manual Handling <ul style="list-style-type: none"> Office supplies/ documents/ equipment Who is harmed: <ul style="list-style-type: none"> Staff members Visitors Contractors/ Service providers Sensitive risk groups 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 – staff implement safe manual handling principles covered in training Manual handling risk assessments completed as required by OHO's OHO's trained manual handling instructors Good housekeeping maintained Suitable environment Implement team lifting were required with assistance from colleague(s) Contact Buildings Office for assistance if required Adequate lighting maintained Report issues and health concerns to line manager H & S Officer Items not stored above shoulder height Passenger lift available in DIT buildings Ensure shelving is safe and fit for use – visual check carried out 	<ul style="list-style-type: none"> Maintain current controls Refresher training to be carried out where necessary 	With current controls: L With Actions applied: L	Health & Safety Officer and all staff All staff	On going As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
003	Work Equipment, Machinery & Tools	N/A	N/A	N/A	N/A	N/A	N/A

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
004	Portable Appliances & Handheld Equipment	N/A	N/A	N/A	N/A	N/A	N/A

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
006	Structural: Floors Walls Ceilings Doors Fixtures and fittings Who is harmed: <ul style="list-style-type: none"> • Staff members • Visitors • Contractors/ Service providers • Sensitive risk groups • young persons • pregnant women • people with disabilities 	<ul style="list-style-type: none"> • Personal Injury • Slips, Trips and Falls • Collapse • Trapping 	<ul style="list-style-type: none"> • Building and associated fixtures and fittings appear to be stable and structurally sound • Defects and hazards are reported to the Building Maintenance Manager or through online hazard reporting • Windows and doors opening / closing safely • Vision panel in place 	<ul style="list-style-type: none"> • Maintain current controls • Contact DIT Buildings Office if problems arise • Ensure where vision panels on fitted on doors they are not obstructed • Maintenance and inspection programme to be implemented 	With current controls: L With Actions applied: L	DIT Buildings Office, Health & Safety Officer, and all staff All staff DIT Building Office	On going As necessary On going

PHYSICAL							
Ref	Hazard	Risk(s) Associated /Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date /Status
			Current Controls	Further Actions Required			
007	Slips, Trips & Falls <ul style="list-style-type: none"> Flooring type: Carpet Who is harmed: <ul style="list-style-type: none"> Staff members Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Slips, trips and falls Uneven surfaces Wet floor conditions Raised obstacles 	<ul style="list-style-type: none"> Buildings Office to ensure upkeep and ensure floors are maintained All routes kept clear and unobstructed SOP for cleaning and spillages – see Noonan risk assessments Use of warning signage where appropriate Report hazards Good cable management maintained Changes in floor levels identified and marked Door mats provided at entrance (main entrance) Safety foot wear worn by cleaning staff Hand-rail on steps/stairs Stair nosing fitted with anti-slip finish Adequate lighting Good housekeeping maintained 	<ul style="list-style-type: none"> Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	DIT Buildings Office and all staff	On going

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
008	Access and Egress <ul style="list-style-type: none"> Opening Times: Opening times are on the DIT website Who is harmed: <ul style="list-style-type: none"> Staff members Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Security threats Threats from public Violence / Assault Unwanted visitors 	<ul style="list-style-type: none"> Front desk/reception is manned at all times Sign in key system in place Security camera in common areas Suspicious activity reported to Buildings Office/ reception Rooms locked when not in use Vision panels on doors 	<ul style="list-style-type: none"> Maintain current controls Do not allow suspect individuals access – inform person on the Front desk Ensure vision panels on doors are not obstructed 	With current controls: L With Actions applied: L	DIT Buildings Office and all Building Occupants All Building Occupants All staff	On going

PHYSICAL							
Ref	Hazard	Risk(s) Associated /Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
009	Office Equipment: <ul style="list-style-type: none"> Desktop PCs Photocopiers, Printers, Shredders, Guillotines, Filing, Cabinets, Laptops Who is harmed: <ul style="list-style-type: none"> Staff members Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Changing toner etc.: chemical contact Clearing jams: burns Not wearing gloves Not turning off electrical supply Incorrect disposal Personal injury Lack of information / training 	<ul style="list-style-type: none"> Gloves to be worn when changing cartridges/ toners and hands washed after use Power turned off before clearing jams (from standard printer) Scheduled maintenance on IS equipment Correct disposal of waste cartridges (as per manufacturer's directions) Manufacturer's instructions followed for use Printers supported and maintained by service provider PCs supported and maintained by DIT Information Services Ensure no loose or dangling clothing/personal effects when operating equipment with moving/rotating parts Do not overload electrical sockets Filing cabinets fitted with ant-tilt mechanism Label defective equipment and report to line manager Avoid using laptops for long periods of time, do not use as a replacement to desk based computers 	<ul style="list-style-type: none"> Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	All staff	On going

PHYSICAL							
Ref	Hazard	Risk(s) Associated /Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
010	Ergonomics	<ul style="list-style-type: none"> MSD's Upper limb disorders Poor posture Back problems Fatigue 	<ul style="list-style-type: none"> Online eLearning programme available Workstation risk assessments and information and training available from the Health & Safety Office on request Contact DIT Health and Safety Office if risk assessments are required Eye tests available for staff at the DIT National Optometry Centre (NOC) Adjustable chairs Window blinds in place Adequate space Adequate storage Good housekeeping maintained Good cable management Adequate building services (heating, lighting ventilation) Follow manufacturer's instructions for use of equipment 	<ul style="list-style-type: none"> Maintain current controls Contact DIT Health and Safety Office for assessment of individual workstations Contact NOC for eye test 	<p>With current controls: L</p> <p>With Actions applied: L</p>	<p>All staff</p> <p>All staff</p>	<p>On going</p> <p>As necessary</p>

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
012	Transport <ul style="list-style-type: none"> Vehicles/ deliveries/ car park Who is harmed: <ul style="list-style-type: none"> Staff members Visitors Contractors Young persons Pregnant Postgraduates People with disabilities 	<ul style="list-style-type: none"> Injury to person/ struck by vehicle Poor access and egress 	<ul style="list-style-type: none"> Deliveries coordinated with suppliers Deliveries are brought to the back car park or directly to the reception area at the front of the building Safe parking – delivery vehicles and staff cars park in designated parking area in the car park (yellow box) Obey Speed limit Designated area for loading and unloading goods Report defects to line manager Adequate lighting provided Hi Vis clothing available for Buildings staff 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	DIT Buildings Office and all staff	On going

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
013	Hot Surfaces / Liquids / Solids <ul style="list-style-type: none"> Catering appliances in staff room and offices/ canteen: kettle/ Toaster/ microwave/ burco boiler Who is harmed: <ul style="list-style-type: none"> Staff members Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Contact burns Scalds Spillage 	<ul style="list-style-type: none"> Warning signage – hot surface Heat shielding of hot surfaces Equipment well maintained Use of lids/covers to prevent spillages Procedure for dealing with spillages (see Noonan risk assessments) It is DIT Policy that use of domestic appliances by students or staff in classrooms and offices is prohibited 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	All staff	Ongoing

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

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

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
017	Services: Heating	<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"> Room users can adjust heating levels Heating in working order Electrics appear to be up to standard/or not Cables neatly positioned Contact DIT Buildings Office if problems or defects arise Service and maintenance by competent person Combustible material kept away from heat source Heat source kept clear and free from obstruction Environmental monitoring from the Health & Safety Office on request Adequate ventilation Fire detection systems in place 	<ul style="list-style-type: none"> Maintain current controls Contact DIT Buildings Office if problems or defects arise 	With current controls: L With Actions applied: L	DIT Buildings Office and all staff All staff	On going As necessary
	<ul style="list-style-type: none"> Source of heating: Oil/gas central heating Who is harmed: <ul style="list-style-type: none"> Staff members Visitors Contractors/Service providers Sensitive risk groups young persons pregnant women people with disabilities 						

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
018	Lighting Who is harmed: <ul style="list-style-type: none"> • Staff members • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Inadequate lighting • Glare • Slips, trips , falls 	<ul style="list-style-type: none"> • Light switches easily accessible (height) • Adequate lighting • Report defects • Protective coverings • Environmental monitoring from the Health & Safety Office on request • Service and maintenance by competent person 	<ul style="list-style-type: none"> • Maintain current controls • Contact DIT Buildings Office if problems or defects arise 	With current controls: L With Actions applied: L	All staff	On going As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
019	Ventilation and temperature <ul style="list-style-type: none"> Sash windows, and windows that open in or out present Who is harmed: <ul style="list-style-type: none"> Staff members Visitors Contractors/ Service providers Sensitive risk groups young persons pregnant women people with disabilities 	<ul style="list-style-type: none"> Environment too hot or cold Inadequate ventilation Falls from heights from windows 	<ul style="list-style-type: none"> Openable windows available for intake of fresh air Blinds in place and in working order Suitable equipment/devices available for the opening and closing of high level windows Report defects to line manager 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 & Safety Office on request Ventilation filter units are cleaned as part of general maintenance in accordance with the manufacturer's instructions 	<ul style="list-style-type: none"> Maintain current controls Contact DIT Buildings Office if problems or defects arise 	With current controls: L With Actions applied: L	DIT Buildings Office and all staff All staff	On going As necessary

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
020	Electricity	<ul style="list-style-type: none"> Electric shock Electrocution Ignition source Fire Explosion Death Electrical arcing Damaged electrical equipment Use of faulty equipment Contact with live parts Unmarked distribution boards Inadequate electrical installations 	<ul style="list-style-type: none"> Sufficient numbers of electrical sockets Electric leads not trailing or worn Competent person to carry out repairs / works All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician All works servicing and testing is carried out as per regulations by a competent qualified electrician Shut down when not in use and end of day Contact DIT Buildings Office if problems arise Adequate protection for circuit boards, distribution boards etc. Report defects to line manager, take equipment out of use Good housekeeping 	<ul style="list-style-type: none"> Maintain current control Contact DIT Buildings Office if problems arise Do not overload sockets Keep use of adaptors and extension leads to a minimum PAT testing of portable electrical appliances subject to wear and tear 	<p>With current controls: M</p> <p>With Actions applied: L</p>	DIT Buildings Office, Health & Safety Officer and all staff	On going
						All staff	As necessary
						Health & Safety Officer	

			<p>maintained</p> <ul style="list-style-type: none"> • Suitable fire extinguishers provided • Switch off equipment before cleaning or making adjustments • Enclosures/covers are in place to prevent contact with live electrical equipment/parts • Damaged extension leads are repaired or removed from use • Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations • Work on live electrical equipment is avoided where reasonably practicable • Electrical equipment and fittings are suitable for the work environment • Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person 				
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PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
021	Asbestos	N/A	N/A	N/A	N/A	N/A	N/A

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

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated /Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
024	Construction / Maintenance Work Example: <ul style="list-style-type: none"> Noonan Cleaners Building contractors Who is harmed: <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"> Unfamiliar with DIT buildings and safety procedures Injury to contractors, staff, students, members of the public 	<ul style="list-style-type: none"> Buildings Office control all contractors Permit to work system for hot works, work at height, confined spaces Front desk/reception is manned at all times by a porter Sign-in required Warning signage erected for works (if required) Compliance with DIT code of practice for contractors eLearning programme in place DIT Contractor safety badge worn Risk assessment and method statements completed and submitted to the Buildings Office Good housekeeping maintained Areas of works cordoned off -if required 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	Health & Safety Officer in conjunction with DIT Buildings 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			
025	Work Activities / Processes <ul style="list-style-type: none"> Office based work Providing training courses Attending meetings with staff/ students/ contractors Completing on-site risk assessments etc. Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors Young persons Pregnant Postgraduates People with disabilities 	<ul style="list-style-type: none"> Verbal abuse / threats Violence / physical assault Stress 	<ul style="list-style-type: none"> Vision panels fitted on doors Front desk/ reception of manned by porter CCTV in common areas Rooms / offices locked when not in use One-to-one appointments/meetings with staff/ students/ visitors held during normal office hours 9.00-5.00 Staff are trained and competent Central diary maintained of all scheduled meetings and training Contactable on landlines and mobile phones External specialist training – focus on dealing with difficult persons during meeting and training See risk assessment 046 Bullying & Harassment 	<ul style="list-style-type: none"> Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	Health & Safety Officer, and all staff	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
026	Housekeeping Who is harmed: <ul style="list-style-type: none"> • Staff members • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Slips, trips and falls • Increased fire load • Falling objects • Collisions 	<ul style="list-style-type: none"> • Fire load kept to a minimum • All escape routes and emergency exits kept clear and unobstructed • Wet floor signs where required • Spillages cleaned immediately • Adequate lighting • Adequate waste disposal • Refuse and recycling bins are provided in offices and meeting room – emptied on a daily bases 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	Health & Safety Officer, and all staff	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
027	Cleaning <ul style="list-style-type: none"> Cleaning contractor Noonan – daily/ week cleaning schedule Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors Young persons Pregnant Postgraduates People with disabilities 	<ul style="list-style-type: none"> Lack of cleanliness or hygiene Manual handling injury Exposure to hazardous substances Spillages: slips, trips and falls Lack of/inappropriate PPE 	<ul style="list-style-type: none"> Daily cleaning schedule PPE for cleaning staff Proper labeling of cleaning agents Information and training for cleaning staff Signage (e.g. wet floor signs) available and used Proper storage of cleaning equipment and cleaning substances Use of appropriate cleaning equipment Report defects and hazards Manual handling training DIT Buildings Office remove recycling bins and cleaning contractors remove waste on a regular bases SOPs in place see Noonan risk assessment 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	Cleaning staff and supervisors (Noonan), and all DIT staff	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
028	Waste Disposal & Removal Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Waste accumulation • Fire • Sharps injuries • Exposure to bodily fluids • Manual handling injury • Exposure to hazardous substances • Spillages: slips, trips and falls • Lack of/inappropriate PPE 	<ul style="list-style-type: none"> • General waste and recycling bins present throughout DIT buildings • Dispose of waste appropriately in bins provided • Segregate waste as appropriate • Waste removed on a regular basis by cleaning contractors • Keep waste away from sources of ignition e.g. heaters, electrical appliances • PPE worn by cleaning staff • See Noonan risk assessments • Report hazards to H & S Officer 	<ul style="list-style-type: none"> • Maintain current controls • Files scanned to disc – to avoid excess storage of files 	With current controls: L With Actions applied: L	Cleaning staff and supervisors (Noonan), and all DIT staff	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
029	Signage and Documentation Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Lack of knowledge regarding safety procedures 	The following signage is in place throughout all DIT buildings: <ul style="list-style-type: none"> • Emergency Exit • Emergency First-aid Procedure • Evacuation plan • Fire Action Notice Point • Safety Notice point • No Smoking • Emergency contact numbers • Refuge point 	<ul style="list-style-type: none"> • Observe signage • Maintain current controls 	With current controls: L With Actions applied: L	All staff DIT Buildings Office	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
030	Incidents Hazard Reporting First-aid Who is harmed: <ul style="list-style-type: none"> • Staff members • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Lack of first-aid supplies • Lack of trained first-aiders • Lack of knowledge of procedure in the event of an incident • No reporting of incident(s) • No reporting of hazards 	<ul style="list-style-type: none"> • First-aid kit available at the Front desk • All incidents to be reported immediately and an incident report form completed (available on-line or at the Front desk) • Health & Safety Office maintain central supply of first-aid supplies • List of trained first-aiders posted www.dit.ie/safework • Emergency first-aid procedure posted • AED available • Individuals trained in first-aid and the use of the AED • Online hazard reporting facility available 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied L	All staff	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
031	Use of Ladders / Working at Height	N/A	N/A	N/A	N/A	N/A	N/A

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

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

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

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

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
036	Conferences / Seminars <ul style="list-style-type: none"> Staff attending conferences/ seminars/ training Who is harmed: <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"> Travel to and from Road traffic accidents Unfamiliar with venue Medical emergency Missing persons 	<ul style="list-style-type: none"> Taxi vouchers available to staff Staff obey rules of the road if driving or cycling Adequate insurance, tax and NCT on vehicles used for transport Familiarise yourself with local emergency procedures and first-aid arrangements Report defects and incidents to venue management and DIT 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	Health & Safety Officer and all staff	On going

OPERATIONAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
037	Storage	<ul style="list-style-type: none"> Inadequate storage Improper storage Inadequate space for safe manual handling Poor housekeeping Slips, trips and falls Unsafe access and egress Inadequate lighting and/or ventilation 	<ul style="list-style-type: none"> Safe access and egress to material Storage avoided above shoulder height where possible Files stored on disc to reduce hard copy storage Items stored appropriately Items segregated where necessary Storage units and shelving secure and fit for purpose Staff trained in manual handling Appropriate signage in place Items not stored in walkways Defects reported to health and safety officer Adequate lighting and ventilation 	<ul style="list-style-type: none"> Maintain current controls Stability of shelving: complete examination & testing 	With current controls: L	All staff	On going
					With Actions applied: L	DIT Buildings Office	As necessary

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
038	Sensitive Work Groups: Pregnant Employees /Students & Nursing Mothers	<ul style="list-style-type: none"> • Harm to Mother, unborn child or breastfeeding baby • Physical risks • Chemical risks 	<ul style="list-style-type: none"> • Specific risk assessment carried out for individual pregnant employees and control measures implemented as identified and necessary by Health & Safety Office • Sanitary facilities available • A room may be made available where necessary (for expressing milk) • Follow medical advice 	<ul style="list-style-type: none"> • Pregnant employees and nursing mothers to contact Occupational Health Officer Orlaith Waters to ensure a risk assessment is carried out 	With current controls: L With Actions applied: L	All staff	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
039	Sensitive Work Groups	N/A	N/A	N/A	N/A	N/A	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			
040	Sensitive Work Groups: People with Disabilities	<ul style="list-style-type: none"> Lack of access/egress Difficulty with evacuation No risk assessment (RA) completed 	<ul style="list-style-type: none"> Specific Risk Assessment carried out by Health & Safety Office Personal Emergency Egress Plan (PEEP) completed where necessary Reasonable accommodation identified in risk assessment Lift present and in working order Disabled toilet located in DIT buildings Health & Safety Induction available to staff 	<ul style="list-style-type: none"> Staff with disabilities to contact Occupational Health Officer Orlaith Waters to ensure a risk assessment is carried out 	With current controls: L With Actions applied: L	All staff	On going
				<ul style="list-style-type: none"> Advise visitors to the Function to notify DIT host in advance of any special needs 		Health & Safety Officer and all staff	As necessary

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
041	Sensitive Work Groups: New Recruits	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Injuries • Accidents and incidents • Lack of training and experience • Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> • Health and safety Induction available (in person or online) • Person designated to give induction to health and safety processes activities and work programme Mandatory training to be completed as soon as possible after recruitment • Supervision of new staff • Handover sheet given to each new recruit 	<ul style="list-style-type: none"> • Maintain current controls 	<p>With current controls: L</p> <p>With Actions applied: L</p>	Health & Safety Officer and all staff	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
42	Sensitive Work Groups: Undergraduates	N/A	N/A	N/A	N/A	N/A	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			
043	Sensitive Work Groups: Postgraduates	N/A	N/A	N/A	N/A	N/A	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			
044	Stress <ul style="list-style-type: none"> E.g. project deadlines Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors Young persons Pregnant Postgraduates People with disabilities 	<ul style="list-style-type: none"> Physical health effects Mental health effects Behavioural effects Cognitive effects Workload 	<ul style="list-style-type: none"> Communication between staff and management Employee Assistance Programme (EAP) in place Occupational Stress Management Policy & Procedures in place Risk Assessment carried out by management Training courses available on Stress Management, Time Management personal skills etc. 	<ul style="list-style-type: none"> Maintain current controls Specialist trainers assistance Maintain weekly meetings and report any issues Maintain work programme 	With current controls: L With Actions applied: L	Health & Safety Officer and all staff	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
045	Violence <ul style="list-style-type: none"> Dealing with staff/contractors/service providers on a one to one basis Who is harmed: <ul style="list-style-type: none"> Staff members Students Visitors Contractors Young persons Pregnant Postgraduates People with disabilities 	<ul style="list-style-type: none"> Theft Attacks/assault 	<ul style="list-style-type: none"> Emergency Response Training (ERT) mandatory for staff Receptionist on duty at front desk DIT staff report suspect individuals to DIT Buildings Office Adequate lighting Rooms locked when not in use CCTV in common areas Vision panels fitted on doors 	<ul style="list-style-type: none"> Maintain current controls 	With current controls: L With Actions applied: L	DIT Buildings Office and all staff	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
046	Bullying & Harassment Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Effects on physical and mental well-being 	<ul style="list-style-type: none"> • DIT Dignity at Work: Anti Bullying & Harassment Policy in place • Dignity at Work training programme for staff • Dignity at Work contact persons available • Employee Assistance Programme (EAP) in place • DIT Procedure for complaints and investigations 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	All staff	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
047	<p><u>Welfare Facilities:</u> <u>Sanitary Facilities;</u> <u>Staffroom / Canteen</u></p> <ul style="list-style-type: none"> Canteen and staff room in DIT Mountjoy Square <p>Who is harmed:</p> <ul style="list-style-type: none"> Staff members Students Visitors Contractors Young persons Pregnant Postgraduates People with disabilities 	<ul style="list-style-type: none"> Inadequate facilities No potable water No means for boiling water / heating food No seating / resting area No hand-washing facilities 	<ul style="list-style-type: none"> Staffroom/canteen present with seating facilities Drinking water available Hot and cold water available in sanitary facilities Disabled toilet available Adequate sanitary facilities available Hand washing facilities adequate. 	<ul style="list-style-type: none"> Care to be taken with hot surfaces, hot drinks and boiling water 	<p>With current controls: L</p> <p>With Actions applied: L</p>	All staff	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
048	Visitors Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Lack of experience • Lack of training • Injuries • Accidents and incidents • Lack of familiarity with DIT work environment, work practices and emergency plans 	<ul style="list-style-type: none"> • Front desk manned at all times by a porter on duty • Visitors report to Front desk/Reception • Safety booklets and safety wallet cards available • Signage in place – evacuation plans etc. • Risk assessments completed for specific events where groups of visitors are expected • CCTV in building • Deliveries handled by Buildings Office staff • Visitors briefed on emergency procedures by the person they are visiting 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	All staff	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
049	Contractors / Service Providers Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Unfamiliar with DIT buildings and safety procedures • Injury to contractors, staff, students, members of the public 	<ul style="list-style-type: none"> • Buildings Office control all contractors • Reception is manned at all times by a receptionist • Sign in required • Compliance with DIT Code of Practice for Contractors • Signage erected for works if required • Evacuation plans in place • eLearning programme available • DIT Contractor safety badge worn • Risk assessment and method statements completed and submitted to the Buildings Office • Good housekeeping maintained • Areas of works cordoned off if required 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied: L	DIT Buildings Office, Health & Safety Officer, and Contractors/ Service Providers	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
050	Behaviour Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Aggression • Violence • Stress • Bullying • Harassment 	<ul style="list-style-type: none"> • DIT Dignity at Work: Anti Bullying & Harassment Policy in place • Employee Assistance Programme (EAP) in place • Occupational Stress Management Policy & Procedures in place • Training courses available on Stress Management, personal skills etc. to staff • All incidents are reported immediately • DIT Disciplinary procedures in place • DIT Procedure for the Resolution of Disputes/Grievances in place 	<ul style="list-style-type: none"> • Follow procedures in DIT's Dignity at Work: Anti Bullying & Harassment Policy 	With current controls: L With Actions applied: L	Health & Safety Officer and all staff	On going

HUMAN FACTORS							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
051	Personal Protective Equipment (PPE) Who is harmed: <ul style="list-style-type: none"> • Staff members • Students • Visitors • Contractors • Young persons • Pregnant • Postgraduates • People with disabilities 	<ul style="list-style-type: none"> • Improper fit and use • Incorrect type • Poor maintenance • Lack of training • Exposure to physical or hazardous substances • Slips, trips and falls • Lack of awareness of PPE requirements • Contamination 	<ul style="list-style-type: none"> • Appropriate selection of PPE • Consultation with staff • Inspection and maintenance • Cleaning arrangements • Defects reported • Storage in a safe & clean manner • Training, information and supervision • Follow manufacturer's instructions • Personal use only 	<ul style="list-style-type: none"> • Maintain current controls 	With current controls: L With Actions applied L	Health & Safety Officer and all staff	Ongoing

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

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

PHYSICAL							
Ref	Hazard	Risk(s) Associated / Description	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date / Status
			Current Controls	Further Actions Required			
055	Radon	N/A	N/A	Indoor workplaces at ground floor or basement level to have radon measurements carried out. Where reference levels are exceeded, appropriate measures to be taken. Monitoring carried out in DIT Mountjoy Square 2011; all areas were recorded under the reference level.	N/A	N/A	N/A