

TU Dublin, Tallaght Campus



Ancillary Safety Statement for the General Building, Caretaking and
Maintenance Function of TU Dublin, Tallaght Campus

October 2019

1. Ancillary Safety Statement of the General Building / Caretaking & Maintenance Function

General Building

The General building consists of all common areas (corridors, toilets, atriums, stairwells, classrooms and external grounds).

Caretaking and Maintenance

This covers additional areas in regard to the maintenance of the building (lift room, boiler room, plant rooms, electrical switch rooms, and the roof)

There are 5 caretakers and one senior caretaker which look after the maintenance of the building. In addition to this outside contractor are used for specialised areas such as:

- Electrical
- Plumbing
- Landscape Maintenance
- Security
- Cleaning
- Catering
- Lift
- CCTV
- Fire Alarm
- Intruder Alarm

These contractors are obliged to carry out their own risk assessments on their work being carried out in the Institute. The Institute retains the right to view these at any time deemed necessary.

2. Organisation and Responsibility

The overall assignment of responsibilities and the identification of “responsible persons” are detailed in the Parent Safety Statement.

3. Hazard Identification and Control

The process of hazard identification and control is dealt with in Section 5 of the parent safety statement.

This section of the safety statement is based on an identification of hazards and an assessment of the risks to safety and health at the premises carried out by Mr Mark Parle on the 4th February 2019.

The hazards currently identified are listed in the Hazard Identification and Control Sheets and Safe Work Practice Sheets accompanying this Ancillary Statement.

Appendix 1

Safe Work Practice No 1

Manual Handling

- Manual handling means any transporting or supporting of a load by one or more employees, and includes lifting, putting down, pushing, pulling, carrying or moving a load, which, by reason of its characteristics or unfavourable ergonomic conditions, involves risk, particularly of back injury, to employees.
 - All employees lifting loads, even light loads, are exposed to risk of back injury unless safe manual handling techniques are used.
 - Ensure that sharp objects are not placed in plastic bags where they may protrude and cause injury whilst being transferred.
1. Manual handling means any transporting or supporting of a load by one or more employees, and includes lifting, putting down, pushing, pulling, carrying or moving a load, which, by reason of its characteristics or of unfavourable ergonomic conditions, involves risk, particularly of back injury, to employees.
 2. Manual handling training will be provided to all necessary staff. The training course content will be as follows:-
 - The law in relation to manual handling.
 - The anatomy and biomechanics of the spine and muscles.
 - How injuries take place from manual handling.
 - Information on the specific manual handling hazards identified in and risk assessment and safety statement.
 - How to recognise hazardous loads. How to deal with them and how to deal with unfamiliar loads.
 - Possible measures to avoid or reduce manual handling - organisational and mechanical
 - Good handling techniques and practical demonstrations and practice sessions.
 - Appropriate clothing and footwear, PPE if required.
 - How to maintain a safe workplace during manual handling.

All employees lifting loads, even light loads, are exposed to risk of back injury unless safe manual handling techniques are used.

3. The following 8 principles are to be followed when a person is manually handling a load. The person must:-
 1. Assess the area and the load to be handled.
 2. Bend his/her knees
 3. Ensure that he/she has a broad stable stance
 4. Ensure that his/her back is straight, though not necessarily erect
 5. Ensure that when gripping the load, he/she uses the palm of the hand and also the tips and base of the fingers
 6. Ensure that his/her arms are kept as close as possible to his/her trunk
 7. Keep the weight as close to his/her centre of gravity as possible
 8. Point or move his/her feet in the direction he/she is going.

In addition:

If the load is not suitable for manual handling suitable lifting equipment (where practical) will be provided for the task.

Ensure that sharp objects are into placed in plastic bags where they may protrude and cause injury whilst being transferred.

Appendix 2

Safe Work Practice Sheet No 2

Maintenance Works

- Do not remove machine guards
- Wear goggles when operating equipment such as
 - Drills, lathes
 - Grinding machines, milling machines
 - Angle grinders, wenchers etc
- Wear goggles if hammering any item of hardened steel.
- Items of loose clothing, ties, necklaces, chains rings etc should not be worn when operating any item of machinery.
- Dust masks must be worn in environments where dust is being created.
- Ensure that all items of hand-held equipment are maintained in a safe condition and stored in such a way as to prevent accidental injury.
- Hot work permit sheet should be completed before completed before any hot works are carried out.
- Safety footwear to be worn at all times.
- Protective guards fitted to machinery must always be in place when machinery is in use.
- Abrasive wheels to be changed by trained operators only.
- Ladders
 - Foot of ladder should be supported on a firm surface and should not rest on loose material or on other equipment to gain height
 - Top of ladder should be securely fixed so that it cannot slip
 - Ladders should extend at least 1m above landing place
 - A ladder should have a slope of 75 degrees, ideally 1m out for every 4m in height
 - Ladders should be Sufficient, suitable and safe.

Appendix 3

Safe Work Practice Sheet No 3

Use of Chemicals

Dermatitis is an irritation or inflammation of the skin. The skin can become itchy, red, blistered or crusty. It occurs mostly on the hands. Damage by irritants (acids, alkalis, oils) is caused by strength and concentration. Damage by sensitisers (chromates, dyes, resins) is by allergic reaction.

Harmful Agents:

- Cement powder.
- Fresh concrete.
- Detergents, Cleaning agents.
- Diesel, kerosene.
- Coolants.
- Grease.
- Oils.
- Solvents.
- Turpentine.
- Disinfectants and Chemicals.
- Formaldehydes.
- Formalin.
- Fillers.
- Fixers
- Inks.
- Thinners.
- Retarders.
- Degreasers.
- Etchers.

Controls:

Wear PPE, face masks, PVC gloves etc.

Wear clean overalls without gaps between cuffs and gloves.

Wash hands regularly, using hot water, soap and/or cleansers.

Dry hands thoroughly after washing.

Where necessary use appropriate barrier creams.

Appendix 4

Safe Work Practice Sheet No 4

Use of Compactor

- To start a new bail, place a large sheet of cardboard at the bottom of the chamber to form a solid base for the bail.
- Continue to fill the chamber with until it is almost full
- Pull across the hydraulic ram (ensure that fingers are kept away from the sides of the ram as this is being done).
- Press the cycle button (the ram will now compact the articles in the chamber and return to its starting point).
- Pull back the hydraulic ram so that more articles can be placed in the chamber; continue these steps until the chamber is between $\frac{1}{2}$ and $\frac{2}{3}$ full.
- While ram is at the spare chamber, use the hook to pull through the straps. Ensure that an adequate length of the strap is left loose for tying. Cut straps.
- Pull back the hydraulic ram. Switch the operation button to "Tie Bail". Press the cycle button. The ram will now press down and hold down.
- The straps can now be tightly tied off using a slipknot.
- Switch back the operation button to its original position and press the cycle button so that the ram opens.
- Slide back ram to spare chamber.
- Open door, and pull out bail (remember to use the eight steps to safe lifting), and roll onto the trolley.
- Remove the bail to the storage location.
- Re-tread the straps and tie off safely.
- Protective gloves should be worn at all times

Both chambers can be filled simultaneously. Simply use the steps above in relation to the second chamber.

The interlock switch on the compactor is to be tested on a regular basis.

On a monthly basis, the Senior Caretaker, Assistant Estates Manager or Contract Electrician will carry out a check for damaged electrical equipment, trailing leads, overloaded sockets and the correct use of cables. The compactor will also be checked if it is due for inspection and testing.

Appendix 5

Safe Work Practice Sheet No 5

Fire

Hazards:

Improperly stored combustible or flammable materials, use of naked flames, faulty electrical equipment and smoking in undesignated areas.

This is a universal hazard in any work environment. An outbreak of fire has the potential to cause:

- Heat
- Burns
- Smoke Inhalation
- Death
- Collapse of Structure

Risk: High

The range of operations carried out within ITT involves varying degrees of fire risk. This includes offices, which can be classified as low to medium, engineering workshops which can be classified as medium risk and kitchens, chemical and biological laboratories may be classified as medium to high risk.

The risk of occurrence of a fire and its rate of propagation will vary due to the structure, layout of the building, the activities that take place there and the materials and substances in the area at any given time.

Controls

- Risk assessments for each area to incorporate fire safety.
- Implementation of structural and operational safety controls e.g. proper storage of flammable liquids and gas cylinders, minimum quantities of flammables stored etc.
- Development of safe work practice sheets (electricity) and policy documents (smoking controls)
- Development of effective standard operating procedures e.g. waste disposal, contractor safety, spill cleanup.
- Scheduled maintenance of buildings and services e.g. boilers, tanks, electricity, ventilation.

- Provision of effective fire safety infrastructure (detection systems, alarm systems, compartmentation, adequate escape routes, fire suppressants, safety notices, evacuation maps etc.).
- Maintenance of Fire Register and Incident procedure.
- Development of an audit checklist.
- Implementation of hot work permit and permit to work systems.
- Development of site-specific emergency procedures and critical incident plan.
- Provision of training to designated evacuation marshals, emergency response team members etc.
- Provision of training to all staff in relation to fire safety and evacuation procedures.
- Sufficient evacuation drills and emergency response exercises to ensure all staff are familiar with the procedures allowing for annual leave, part time classes, seminars, various timetables etc.
- Revision of plans based on debriefing session and evaluations subsequent to each drill.

Appendix 6

Safe Work Practice Sheet No 6

Electricity

Hazards

Electricity is in constant use throughout all areas of the Institute supplied at a voltage level of 10 Kv and reduced down through a number of transformers to 380-volt, 220-volt and 110-volt systems.

The main hazards associated with the use of electricity are:

- Electric shock
- Electric burn
- Electrical explosions
- Electrical arcing
- Fire and explosions
- Death

These hazards arise from:

- Contact with live parts
- The use of faulty electrical equipment
- Use of unapproved cabling systems
- Inadequate electrical installations
- Unmarked distribution boards
- Damaged leads, plugs, sockets and electrical insulation etc.
- Damage to electrical apparatus, appliances and equipment

People with the responsibility for the installation and maintenance of electrical systems and equipment are exposed to different levels of hazards.

Risk High

The application of a high category to electricity can arise from:

- Unauthorised persons working on electrical systems and equipment
- Failure to control work on electrical systems when the means of disconnection and separation of electrical equipment from every source is not carried out in a distinct and separate way.
- Poor standards of work and the use of untested and unapproved materials.

Controls

All electrical installations in all premises under the control of ITT are in compliance with the ETCI national rules on electrical installations, third edition ET101: 2002 and Amendments No. 1 3rd Edition 2000 ET101A: 2001 the NSAI 15201:1989 Polyvinyl Chloride (PVC) insulated cable and flexible cords of rated voltage up to and including 450/750 volts and the relevant codes of practice for ancillary electrical systems, such as emergency lighting, intruder and fire alarm systems etc..

All new works carried out on behalf of ITT by contractors or authorised persons will be carried out in compliance with the above rules, current electrical regulations, codes of practice, current industrial guidelines and statutory regulations and provisions.

All electrical works, servicing, testing will be carried out in compliance with *Safety, Health and Welfare at Work (General Application), Regulations 1993* as amended by Part VIII (Regulations 33 - to - 53 inclusive).

The Estates Manager will operate a proof of isolation system at all times for staff and/or contractors who are required to work on electrical circuits which are remote from distribution boards and electrical control panels for the purposes of new installations and/or correction to existing electrical installations, when working on electrical plant and/or electrical equipment.

Any person carrying out work on the electrical installation and/or accessories, apparatus and equipment connected thereto should normally isolate the equipment first by removing the main fuse and locking off the isolator.

Live working will not be expected although if there is a chance of inadvertent contact with live parts, then special precautions will be taken by authorised electricians, e.g. the use of insulated test prods, insulating rubber mats and other back-up precautions. In such circumstances a second person must be in attendance to render emergency assistance if required. If in doubt, the electrical circuit must be tested using safe equipment to prove that it is dead. All external electrical fittings are suitably rated and afforded the appropriate IEC classification system for enclosures.

All electrical fittings in potentially flammable atmospheres must fully comply with the Guide to the Selection of Electrical Apparatus for use in Potentially Explosive Atmospheres ET 105: 2001 and the ATEX Guidelines, of May 2000 and any current amendments, portable equipment (other than portable transformers and portable generators) supplied at a voltage exceeding 125 volts must not be used in building operations, works of engineering construction or in damp or confined spaces unless it's rating exceeds 2 kilovolt amperes.

All electrical switchboards, control panels, cabinets and housings are securely locked with keys under the Buildings Maintenance control.

Only suitable qualified contractors are authorised to work on electrical installations.

No one else should interfere with, open up, connect to or carry out repairs on any electrical systems, equipment or electrical panel belonging to or under the control of ITT.

Access to high voltage sub-stations and transformer rooms is restricted to trained personnel only.

Work on high voltage equipment and/or transformer equipment must be carried out by ESB personnel or ESB authorised contractors.

The Estates Manager must ensure that an annual maintenance inspection on the entire electrical installation, including testing of the Residual Current Devices (RCDs) is carried out and that any unsafe systems or installations identified are rectified.

All new fixed and temporary wiring will be to the latest Irish standards and, where practicable, in compliance with the national rules for electrical installations.

Completion Certificates and/or Subsystem Completion Certificates must be provided in respect of new installations to comply with ETCI requirements.

Precautions to be adhered to as follows:

- Equipment must be fitted with correctly rated fuses.
- Portable or temporary equipment will be connected by means of switched socket outlets suitable for the environment.
- Flexible cables will also be adequately protected against external mechanical damage. Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- Cables used for outdoor equipment will be to a heavy duty protected or armoured design. Armouring, if of conducting material, must be earthed.
- Enclosures, plugs etc. will be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.
- Adequate fusing or excess protection, e.g. circuit breakers, must be provided for all fixed and portable equipment and regularly maintained.
- Portable 220-volt AC power tools and equipment if used out of doors (preference is to be given to 110 volt AC equipment to avoid this) must only be used in conjunction with a 30mA residual current device.
- It is essential that all accessible metalwork is earthed.
- Live parts of machines should be properly screened. Interlock switches provided for guards should not be capable of inadvertent operation.

- Flammable liquids should not be used or stored near to, or allowed to come into contact with live electrical parts.
- Where appropriate all equipment not in use to be switched off, especially at the end of a working day, unless of a specialist type, e.g. experimental apparatus, fridges, growth cabinets.
- Sufficient sockets will be provided to prevent overloading by use of adapters.
- Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Flexible cables should not be run across floors.
- Where damage at floor level to other cables is possible, protection by ramps, conduit or armouring will be considered and applied.

Appendix 7

Safe Work Practice Sheet No 7

Housekeeping

Hazards

- Poor housekeeping can pose a wide variety of risks to health and safety.
- Trips:- Materials left lying in aisles.
- Slips:- On floors with spills etc.
- Falls:- Use of inappropriate materials for accessing higher work areas.
- Collisions:- Blockage of access aisles with materials .
- Objects falling on people:- Improper stacking of materials.
- Fire:- Inadequately and infrequent disposal of combustible rubbish.

Risk

Medium

Controls

- All areas must be kept clean and tidy at all times.
- All corridors and entrances and exits must be dry and free from obstruction at all times. Where floors are wet as a result of cleaning operations, warning signs should be erected to that effect.
- All spillages must be cleaned up immediately.
- All workplaces, passageways and stairs must be adequately lit. Defects in flooring, stair treads, handrails and lighting must be reported immediately.
- All light fittings, windows will be regularly cleaned and broken light bulbs replaced. Used light bulbs should be appropriately disposed of.
- All refuse bins must be emptied as frequently as necessary to prevent build up of rubbish.
- All waste shall be properly cleared away daily.
- All rubbish and waste paper/plastic shall be picked up from the floor area, as created.

- All biological waste must be disposed of in the appropriate manner.
- Storage and stacking of goods must be done in specifically designated places and located in such a manner as to minimise the hazards of goods falling.
- Goods should not be stored temporarily or permanently in areas which may obstruct access to emergency exits.
- Goods must not be placed in overhead locations, such as on top of presses and ledges over doors where they can fall and strike persons below.
- Cleaning of wet floor areas shall be conducted with care.
- When cleaning areas of corridors, stairways or floors, caution signs will be in position.
- Office equipment and their surrounds should be kept clean and tidy.
- Any signs of vermin, (droppings, actual sightings etc) shall be reported at once and vermin control company requested to carry out a more thorough check.

Appendix 8

Safe Work Practice Sheet No 8

Slips, Trips and Falls

Hazards

Staff, Students, visitors and contractors may suffer injury through slipping, tripping or falling. Tripping on uneven surfaces, or over raised obstacles, slipping in wet floor conditions, are all possible risks.

Specific hazards include:

- Slipping on external areas in wet or icy conditions
- Slipping in any area due to slippery surface caused by minor spills or wet floors
- Tripping in any area due to trailing electrical leads, cables, obstructed passageways.

Risk

Low

Controls

The Estates Manager will ensure that surfaces are level, without potholes, awkward steps etc. Drain covers will be installed so that covers are level with the surrounding surfaces. They also maintain adequate lighting and drainage in their area of responsibility.

Good housekeeping techniques will be adhered to at all times.

Pedestrian routes will be clearly marked, illuminated and inspected regularly.

The Buildings Office will ensure that floor surfaces are cleaned periodically to maintain it as far as reasonably practical, free of residues (oil, reagents, chemicals etc.) which could make it slippery.

Pathways/walkways will be maintained in good condition at all times.

Changes in floor levels are identified and clearly marked out.

Doormats will be provided at entrances where necessary during wet weather conditions.

All stair nosings are fitted with antislip materials and maintained in good condition.

All spillages will be cleaned up immediately. Where immediate action is not possible, the area will be screened off until staff can obtain the necessary resources to clean up the spillage.

All trailing cables will be secured in such a manner that they will not create a hazard to staff or persons accessing or egressing the area.

All corridors and pedestrian ways should be maintained clear of obstruction.

Staff should take care not to leave drawers and filing cabinets open which could cause colleagues to trip and fall.

Staff, students, contractors and visitors should wear safety footwear with appropriate grip, where highlighted in the local safety statement.

Appendix 9

Safe Work Practice Sheet No 9

Vehicle Traffic

Hazards

Staff, students, contractors, visitors struck by or crushed between vehicles.

Specific hazards may be introduced by access and egress of delivery and collection vehicles to Campus locations.

Fork truck traffic can present a risk of injury if contact is made with pedestrians.

Staff, students, contractors and visitors driving into and out of carpark areas

Risk Low

Controls

The Estates Manager will ensure that pedestrian walkways and road crossings are in operation where required.

Signage will be erected to communicate the speed limit at each Campus location.

Adequate lighting will be provided externally in each location.

Estates/Security personnel will so far as is reasonably practicable, monitor to ensure that persons driving into and out of the Campus area do so at the restricted speed limit and take action with any individual and/or company not adhering to the speed limit.

High visibility jackets will be provided to anyone who must work outside.

All staff, students, contractors and visitors will be advised to exercise care for their own safety and the safety of others when driving into and out of the carpark areas and walking around vehicles.

Staff will be advised to walk in designated walkways and cross at defined crossing points and to take adequate care in areas where traffic barriers exist.

All staff, students, contractors and visitors will take responsibility to park their cars in a reasonable and proper manner and ensure that in doing so, "no parking" areas are observed.

All forklift trucks purchased must be designed and manufactured to comply with EU requirements for vehicles of this type. An EU certificate of conformity and certificate of safe working load must be signed and supplied by the vendor and verified by ITT prior to use of the fork truck.

The forklift truck should be included in the preventative maintenance programme and undergo all required checks.

Only trained authorised personnel must operate these trucks. They must have successfully completed a training course facilitated by ITT and carry their licence.

Signage will be provided in appropriate locations both within and on travel routes, warning of the movement of the trucks.

Local management should ensure that such operations are planned at such times when the likelihood of pedestrian traffic is low and put in place operational measures such as closing off certain areas for the duration of the traffic movement to eliminate the risk of contact with pedestrians.

Drivers will be advised to sound the fork truck warning horns when approaching corners or exiting areas.

Contractors will be advised of local regulations and Codes of Practice by local Management and Estates Manager.

Appendix 10

Safe Work Practice Sheet No 10

Working at Heights

Hazards

Fall from height causing fatality, serious injury

Objects dropped from height striking those below.

Falls through fragile roofs.

Working at height in ITT includes all work on building roofs, all work on top of equipment access platforms, storage tanks, ladders etc..

Weather conditions; high winds, snow, ice, rain, moss may also cause slippery conditions leading to falls and injury.

Risk Medium

Controls

The Estates Manager will ensure that there are protected access ladders to the top of storage tanks/access platforms and handrails and kick plates on tank tops/platforms and that the top of tank tops/platforms are provided with appropriate high grip surfaces.

Work at height will be restricted during poor weather conditions.

The Estates Manager will ensure that all stairways, walkways and associated handrails are maintained in good condition so to prevent falls from height.

The Estates Manager will ensure that railed access stairs are protected and access ladders are provided for access to roof.

They will ensure that edge protection or a working line system is provided around all roof ledges.

All Mobile Elevated Work Platforms (MEWPs) used on site whether directly owned or rented must have current certificate of inspection.

Only staff that are authorised and trained may operate a MEWP. Contractor's training and licenses should be verified by ITT prior to work commencing onsite.

All ladders should be in good condition and suitable for the use for which they are intended. They should be tagged to identify the owner, date of introduction and have a record of periodic inspection.

Contractors/staff should not walk along valleys, gutters or purlins unless there is suitable and sturdy support to prevent them falling.

Crawling boards should be provided where necessary.

Personal Protective equipment must be used or worn where necessary and inspected periodically for defects.

Materials, waste or other objects must not be thrown down from the roof area to the ground below. Where there are large amounts of rubbish or rubble to be disposed of, suitable chutes to a waste container must be provided.

All access doors to roofs should be locked at all times, and keys issued only to Estates Staff.

All staff, students, contractors, visitors should adhere to the Code of Practice for Safe use of Ladders.

Appendix 11

Safe Work Practice Sheet No 11

Lecture theatres and classrooms

Hazards

Tripping/slipping and falling
Poor lighting
Poor air quality
Broken/damaged desks/seats

Risk

Low

Controls

All lecture theatres will be maintained in line with best design and will be improved as resources become available. Where immediate repairs to floors/seating or other areas are required, the Estates Manager will ensure that they are carried out as quickly as possible.

All lighting will be maintained to obtain maximum lux in the theatres and lecture rooms.

Descending steps into theatres will be illuminated to highlight the step and so reduce the risk of tripping and falling.

Ceilings, walls, seating and the general décor will be maintained in line with best practice.

Suitable fire safety procedures will be provided which will include the provision of appropriate external fire escapes from the theatres.

Appendix 12

Safe Work Practice Sheet No 12

Plant Room areas

Hazards

Leakage of oil/gas

Fire/explosion

Lack of preventative maintenance

Unauthorised persons interfering with controls/equipment

Risk

Low

Controls

All heating plant equipment in each building will be maintained and operated in line with the manufacturers instructions.

Only authorised and competent persons will access plant rooms and operate and adjust equipment.

All plant will be surveyed in line with Insurance requirements where applicable.

All safety aspects of the equipment, such as interlocks on the gas/oil system will be checked at least once every six months.

Good house keeping systems will be put in place to maintain the areas at all times.

Plantrooms and electrical cupboards should be kept locked at all times.

Appendix 13

Safe Work Practice Sheet No 13

Lifts

HAZARDS

Lift failure
People trapped
Out of floor synchronisation
Fire in lift shafts

Risk Low

Controls

ITT will ensure that all lifts in buildings are maintained in line with the statutory requirements.

ITT will ensure that all repairs are carried out by competent persons.

ITT will maintain records and a register of all surveys, repairs and any other relevant works carried on the lifts for a period of at least five years.

ITT will ensure that in the event of a lift failure and (a) person(s) is/are trapped in the lift, emergency procedures are in place to access the lift as quickly as possible.

All lift rooms must be locked at all times and only authorised person with permission of the Estates Manager will be allowed access. All lift rooms to be maintained in good condition.

Lifts should not be used in the event of a fire evacuation.

Appendix 14

Safe Work Practice Sheet No 14

Main Entrances/Receptions/Foyer areas

Hazards

Slipping, tripping
Falling
Obstructions
Ice/snow
Wet floors during detrimental weather

Risk Low

Controls

ITT will ensure the following:

- That all main entrances/foyers are maintained to the highest standards of cleanliness.
- That all items are removed from the areas as quickly as possible.
- That bicycles do not obstruct doors or cause hazards to people coming into or out of the building.
- That appropriate mats are provided which are non-slip inside the main entrances on wet days.
- That in the event of a liquid spillage or wet/dangerous floor, the porter in charge will immediately screen off the area until the floor can be cleaned/dried/problem rectified.
- The caretaker in charge will have the authority and the responsibility for ensuring that no materials or packages are left in areas, which could cause an obstruction to people or prevent people evacuating the area safely in the event of an emergency. This includes all passageways leading from the main reception area.
- Where window cleaning/decorating or other works are to be undertaken in this area appropriate equipment will be provided to access the heights involved. Such works should

be undertaken only after consideration of the ongoing activities in the area.

- Where the reception /foyer area is to be used for special events such as promotions/open days etc, the format, space requirements/special equipment and any other related matter must be brought to the attention of the Estates prior to the event for his consideration and for him to consider the safety implication of the event on behalf of the ITT.