



Technological University Dublin – Tallaght Campus

**Reference should be made to the Technological University Dublin
Parent Safety Statement v.30Nov2018 as appropriate**

Ancillary Health, Safety & Welfare at Work Statement

Office of the Registrar

Academic Administration & Student Services

Version: 2019.1

Revision History					
Rev.	Reason for change	Effective from	Prepared by & date	Approved by & date	Description of change
2017.1	General revision	14-Mar-2017	K Carroll 14-Mar-2017	K Carroll 14-Mar-2017	General revision and renewal of the Safety Statement. Updated risk assessment.
2017.2	General revision	01-Sep-2017	K Carroll 01-Sep-2017	K Carroll 01-Sep-2017	Renewal of the Safety Statement. Updated areas and responsible persons p5 Update First Aiders p24 Updated risk assessment.
2018.1	General revision	21-Aug-2018	K Carroll 21-Aug-2018	K Carroll 21-Aug-2018	Renewal of the Safety Statement. Updated areas and responsible persons p5 Update First Aiders p24 Updated risk assessment.
2019.1	Update to TU Dublin	01-Jan-2019	01-Jan-2019 KC	01-Jan-2019 KC	Update to TU Dublin

Approved by:		
Signature:		Date: 15-Jan-2019
Ken Carroll - Registrar		

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Introduction

The purpose of the Safety, Health and Welfare at Work Act, 2005 is to set down general safety, health and welfare principles for all places of work, to prevent accidents and ill health arising at work or from a work or workplace related activity.

The Act applies to employers and employees in all types of work and embraces all the activities of the Institute of Technology, Tallaght. Health, Safety and Welfare is everyone's responsibility.

The Act requires the employer to prepare a written Safety Statement describing the employer's arrangements and the employee co-operation necessary to provide a safe workplace.

In response to this requirement, the Institute has prepared a **Parent Safety Statement** describing management's safety programme and employee co-operation. In recognition of the diverse working activities within the Institute, **Ancillary Safety Statements** have been prepared for different functional areas. These Statements focus on hazard identification and risk assessment as well as including safe operating procedures. This Ancillary Safety Statement relates to the Academic Administration and Student Services functional areas under the control of the Office of the Registrar.

Functional Area Statement on Safety

It is a prime objective of the Office of the Registrar to achieve and sustain high standards of Health and Safety and Welfare in so far as is reasonably practicable. It is the desire of the Office of the Registrar to do all that is reasonably practicable to prevent injury and damage to people and property from foreseeable work hazards. In particular the Office of the Registrar recognises its responsibility and commits itself to:

- a) Provide and maintain safe and healthy working conditions, taking into account statutory requirements;
- b) Provide training and instruction where necessary, to enable staff to perform their work safely and effectively;
- c) Make available all necessary safety devices and protective equipment and supervise their use;
- d) Maintain a constant and continuing interest in health and safety matters pertinent to the Office of the Registrar
- e) Keep this safety statement and other safety documents under review.

This Ancillary Safety Statement should be read in conjunction with the main Safety Statement so that all the work activities are covered.

Office of the Registrar - Organisation and Responsibilities

Staff within the Office of the Registrar is responsible for the academic administration and provision of student services to all students across the Institute. In addition to daily contact with students, staffs also provide information to members of the public. Management are responsible for ensuring safe conditions of work within those areas of the Institute under their control.

The overall Office of the Registrar includes those areas described in the table below which indicates the specific rooms/spaces covered and the persons responsible. Because of the diverse activities associated with each significant area, separate safety statements are provided for each.

This statement covers the areas of Academic Administration and Student Services.

Functional Area	Rooms/Area	Lead Person
Office of the Registrar - overall responsibility for health, safety and welfare in the Office of the Registrar ensuring that all functional areas within his/her control comply with the relevant Health, Safety & Welfare at work legislation	120 on the first floor / MIS Icon Court	<i>Ken Carroll, Registrar</i>
Academic Administration and Student Affairs Manager - responsibility for health, safety and welfare in the academic administration and student services offices.	120 on the first floor	<i>Teresa Ward, Academic Admin & Student Affairs Manager</i>
Sports and Recreation Service - responsibility for health, safety and welfare relating to the clubs and societies at	126 on the first floor	<i>Tim O'Connor, Sports Officer</i>
Student Medical Health Centre - responsibility for health, safety and welfare in the student medical centre	108 - 110 Health Centre on the first floor	<i>Orla Fleming, Nurse</i>
Library - responsibility for health, safety and welfare in the library	Library on the ground floor	<i>Gillian Kerins, Librarian</i>
Computing Services Department – responsibility for health, safety and welfare in computing services	205 / 207 on the second floor / Ground floor Comms Room	<i>Stephen Keegan, Computing Services Manager</i>
Centre for Learning and Teaching (CeLT) - responsibility for health, safety and welfare in the centre which provides learning and teaching supports for students and staff.	Icon Court – ground floor	<i>E Campbell</i>
Students Union Building (including Rugby and GAA Development Services)	Students Union Building – located next to the bicycle park	<i>Amy Keatinge</i>
Chaplaincy, Counselling and Disability Services	010B on the ground floor	<i>Bernadette Purcell</i>

Dignity and Respect in the Workplace

is committed to the development and maintenance of a positive working environment, in which all employees have the right to be treated with dignity and respect. The Institute will not tolerate bullying, harassment or victimisation and may take appropriate action, up to and including dismissal against those who contravene this policy. The Institute has in place policies and procedures to address allegations of bullying and harassment available from the Institute intranet (<http://intranet.it-tallaght.ie/human-resources>) or from Human Resources.

Disabilities

assesses the safety needs of employees, students and visitors with disabilities. The Disability Officer and the Health & Safety Officer provide advice in this area. It is the goal of the Disability Office to ensure adequate accessibility for all, and this is being continually improved upon.

Pregnant Employees and New Mothers

A pregnant employee or 'new' mother employee (i.e., a woman who has given birth within the last 14 weeks or who is breast feeding) is required to advise her line manager of her condition. This is to ensure that a pregnant employee risk assessment is completed as soon as possible and that the appropriate protective and preventive measures are put in place.

Occupational Stress

Occupational stress is a term used to define ongoing stress that is related to the workplace. The stress may have to do with the responsibilities associated with the work itself or personality conflicts. As with other forms of tension, occupation stress can eventually affect both physical and emotional well-being if not managed effectively. Staff who are experiencing occupational stress are strongly encouraged to discuss this matter with their manager or to seek advice from the Human Resources Office. The HR Office provides all staff with access to a confidential EAP – Employee Assistance Programme.

General and Specific Duties of Staff

Employees are requested to read the Safety, Health and Welfare at Work Act, 2005 a copy of which is available at <http://www.oireachtas.ie/documents/bills28/acts/2005/a1005.pdf> .

Attention is drawn particularly to Section 13 (p23-25) – replicated in Appendix A – Duties of Employees.

Employees are requested to read the Parent Safety Statement. Attention is drawn particularly to the emergency evacuation procedures (Appendix 3 of Parent Safety Statement).

Safe work practice sheets specifically relevant to the Office of the Registrar are appended to this document. It is incumbent upon each employee to carefully read and understand the Safe Work Practice Sheet (Appendix C).

Training

All staff in the Office of the Registrar receives induction training to ensure that they fully understand the hazards to which they may be exposed and the safety precautions and emergency procedures required. Training will be given, as appropriate, in the items listed below. This training is given to staff involved in activities, which necessitates such training. The Department detailed below is responsible for delivery of initial and refresher courses. Any training provided will meet the requirements of appropriate legislation, standards or guidelines and will be given by qualified instructors.

Training	Department
Office of the Registrar - Ancillary Safety Statement	Registrar
Parent Safety Statement	Human resources
First Aid	Human resources
Fire Safety	Human resources
Accident and Emergency procedures	Human resources
Safe Manual Handling	Human resources

Safety training records will be maintained by the Institute's Safety Officer, and will contain the following information:

- a) Date of Instruction / Exercise
- b) Duration
- c) Instructor
- d) Instructed
- e) Nature and content of instruction
- f) Late night normally worked by instructed

Hazard Identification and Control

The process of hazard identification is covered in section 5 of the Parent Safety Statement. While recognising that a safety audit cannot identify every single hazard, a safety audit of the Office of the Registrar and Administration will be carried out annually to reduce the overall risk from hazards.

Electricity and Electrical Appliances

Hazards: Electric Shock Fire Trips or falls from loose cables.

Risk Assessment Low

Control Measures

- a) If for any reason there is an electrical fault the Buildings Office should be contacted immediately to remedy the matter.
- b) Under **no** circumstances should employees or students attempt to carry out repairs either temporary or permanent to the electrical supply system or to any of the electrical appliances.
- c) Electrical equipment must only be repaired and serviced by a competent person. Do not use damaged equipment, electrical cords or plugs.
- d) The Buildings Officer will ensure that the wiring installation to the building is checked by a competent qualified electrician. Dangerous or defective material should be replaced or remedied in accordance with the E.T.C.I.'s rules.

Wiring Standards - Equipment and Machinery

- a) 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.
- b) Portable or temporary equipment will be connected by means of switched socket outlets suitable for the environment.
- c) Flexible cables will also be adequately protected against external mechanical damage.
- d) Adequate fusing or excess protection, e.g. circuit breakers, must be provided for all fixed and portable equipment and regularly maintained.
- e) Frayed and damaged cables shall be replaced immediately.
- f) Flexible cables should not be run across floors. Where damage at floor level to cables is possible, protection by ramps, conduit or armouring must be used.

General Housekeeping

Poor housekeeping can lead to a range of issues or accidents including slips, trips, falls, manual handling injuries or fire.

Hazards: Trips or falls from waste / spills Fire

Risk Assessment: Low- Medium

Control Measures

- a) It is the responsibility of all staff to keep their work areas as tidy as possible.
- b) Items will be allocated a specific storage area and must be kept in that area, e.g. projectors.
- c) Passage ways must be kept clear at all times. Keep aisles, stairs and walkways clear of obstacles.
- d) Avoid carrying loads that hinder sight
- e) Shut cabinet drawers, secure loose carpeting and clean up spills immediately.

Appendix A: Safety, Health and Welfare at Work Act 2005

Duties of employees

Sections 13 and 14 of the 2005 Act (which replaces section 9 of the 1989 Act) place a number of obligations on employees and others while at work.

Section 13 states that the employee must:

- 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 by, or under the supervision of, a registered 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 as may be reasonably 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 and equipment,
- h) report to his or her employer or to any or to any 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.

Appendix B: FIRE SAFETY

Emergency Procedures in the Event of a Fire Alarm

1. **If you hear a fire alarm:**
 - a. Leave your work location at once. DO NOT RETURN FOR BELONGINGS
 - b. Check that others in the area are leaving.
 - c. Shut all doors behind you as you leave. Evacuate the building through the nearest FIRE EXIT and do not use elevators.
 - d. Fire Wardens must ensure that all personnel evacuate the building and that all individuals who may need help are assisted to safety (a list of Fire Wardens and First Aiders is provided below).

2. **In the event of a fire, or on detecting smoke or flames:**
 - a. Confine the fire by closing the door.
 - b. Activate the nearest fire alarm.
 - c. Check that others in the area are leaving.
 - d. Report the fire to the relevant authorities, to Building Services, and to the Estates Manager.

3. **Telephone 9-911 / 9-119 / 9-112 for emergency assistance:**
 - a. State your name and exact location. Indicate where the problem is and if there are any injuries. Do not hang up until told to do so.
 - b. Evacuate the building by walking (not running) to the nearest **FIRE EXIT** and leave the building.
 - c. Do not use elevators. Once out of the building, do not re-enter until told to do so.
 - d. The caretaking staff should be contacted by dialling 2610 / 2601 to alert them to the extent of the fire

Fire Wardens

- Fire Wardens (named below) are in place assist in the evacuation of staff and students. Fire/Emergency Drills are organised annually by the Estates Manager or his assistant and the local Fire Wardens. Feedback on performance in terms of time taken to evacuate and particular difficulties with alarm systems / building fabric are notified to all staff via e-mail. Where the performance of a particular building in a fire drill falls short of the required standard, further drills will be carried out to confirm that required standard is reached.
- The Evacuation procedure is posted on the Health & Safety Website. A building by building listing of all trained Fire Wardens is also posted on the web. All Schools/Units/Campus Companies are required to ensure that they have sufficient trained Fire Wardens in place to provide for effective evacuation.

Persons with Designated Responsibilities

- The Estates Manager will be responsible for informing the College Safety Officer of any structural alterations that may affect the safe means of escape from the building in case of fire. It is the responsibility of the Estates Manager to ensure that all fire exits are kept clear, unlocked and functional when the building is occupied.
- Each building is fitted with a fully addressable Fire Alarm System which is maintained by the Estates Office. All alarm activations are received in the Buildings Services Office and are investigated by Caretaking / Security personnel.

Duties of the Fire Wardens

- A list of emergency numbers is given in Appendix E
- On hearing the alarm, they take charge of their section, ensuring the efficient escape of all persons.
- Check that all persons have left, close all doors and windows, switch off equipment if safe to do so (and if time permits) and leave all lights on.
- Report to the “Incident Controller” (one of the caretaking staff), who will be located outside the main front doors of the Institute, that their section is clear.
- If they know of anyone who is injured or trapped, they should inform the Incident Controller with maximum haste, giving all relevant information.
- Wardens should be aware of any person who is a wheelchair user or has impaired hearing, in order to assist them to a safe place. **Wheelchair** users should be brought to the landings in the fire escape staircases. They may have one person remain with them until they are assisted from the building.
- During fire drills, the Wardens should check that the alarm is heard throughout their section, noting any deficiencies in toilets, inner offices etc.
- Make note of any problems/observations for later discussion.
- On evacuating their area, the wardens will assist with the orderly and safe movement of personnel through the corridors, down the stairs and out of the building.
- Wardens should be familiar with the names and areas of responsibility of their fellow wardens on the same floor as indicated on the list. They should take over the responsibility of another area if it is apparent that the warden for that area is absent.

What to do in the event of a fire in a laboratory

- In the event of fire in the lab the following should be considered;
- Raise the alarm by breaking the nearest available break glass point.
- Dial **999** on an external line to call the fire brigade. The caretaking staff should be contacted by dialling **2610 / 2601** to alert them to the extent of the fire.
- The area must be evacuated immediately following the procedures outlined in the emergency evacuation procedure. The fire wardens in the area will normally perform this role.

- If the fire is small and contained, faculty/staff should consider using the nearest appropriate extinguisher provided, ensuring that the extinguisher is compatible with the fire.
- Carbon dioxide fire extinguishers may interact negatively with some lab chemicals. Dry powder extinguishers should generally be used on chemical fires.
- Water must never be used on an electrical fire or flammable liquid fires.
- Under no circumstances should students tackle the fire.

List of Fire Wardens and First Aiders

A list of Fire Wardens and First Aiders is provided in Appendix E of this document.

Fire Prevention

- Never place hot plates or other heating devices against walls or close to bench partitions.
- Gas burners should be isolated from the bench by heat-resistant material.
- Inspect gas tubing regularly and reject any that shows hardening or cracking.
- Open flames should only be used after carefully considering any adjacent apparatus, drafts, walkways, exits and other experiments.
- Flammable liquids should never be poured into the sink or laboratory drainage systems. This applies also to compounds liable to give off toxic fumes. For the correct disposal procedure consult the laboratory demonstrator in each case.
- Flammable liquids should only be stored in special fire resistant cabinets equipped with drip-trays or sumps.

Fire Prevention – Risk Assessment

Hazards

- In common with all premises there is always a risk of fire. Common fire hazards in laboratory and office areas include improperly stored combustible or flammable materials, use of naked flames (Bunsen burners) and faulty electrical equipment.

Risk Assessment Medium

Control Measures

- In order to guard against an outbreak of fire and to ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire the following control measures have been put in place along with the responsible person.
- The instruction and training of staff in the use of fire extinguishers – Estates Manager.
- The holding of fire and evacuation drills – Estates Manager.
- The maintenance of escape routes – Estates Manager.

- The provision, inspection and maintenance of adequate fire protection equipment and systems – Estates Manager.
- The provision of assistance to the fire authorities – Estates Manager.

Fire Extinguishers

Common types of fire and suitable extinguishers are:

Type of fire	Suitable extinguisher	Limitations
Ordinary combustible materials: wood paper, textiles	Water / carbon dioxide / sand	Never use water in the presence of electrical points or equipment
Flammable solvents oils, liquids electrical equipment	Carbon dioxide / dry powder	
Gases	Carbon dioxide	
Sodium, potassium metal hydrides magnesium pyrophoric catalysts	Special purpose / dry powder / sand	Never use water or carbon dioxide on these fires

- Know the locations of the nearest fire safety equipment (fire alarm break glass, fire hose reel, fire blanket, fire extinguishers etc.).
- Know the location of the nearest fire extinguishers (summarised in table below) in your work area. Be familiar with the conditions under which they can be used. Extinguishers should be fully visible and unobstructed.
- Remember that ordinary combustible materials (wood, paper, textiles) can be readily extinguished with water.

Carbon dioxide

- Carbon dioxide (CO₂) extinguishers are for general purposes and have the advantage that they leave no mess around the site of the fire. The action of smothering the fire with carbon dioxide excludes air and extinguishes the flames.
- Carbon dioxide extinguishers are suitable for dealing with burning fluids on both horizontal and vertical surfaces as well as for fires involving ordinary combustible materials such as wood, paper and textiles. As a non-conductor of electricity, carbon dioxide can be safely used where there is a risk of electric shock. It is also suitable for use on fires involving delicate laboratory equipment.
- The disadvantages of carbon dioxide extinguishers are:
 - It is necessary to get fairly close to the actual fire for them to be effective.
 - They have limited cooling action, and with solvent fires there may be re-ignition after the fire has been extinguished.
 - **Caution:** in confined spaces they reduce the oxygen level and can cause asphyxiation of the fire fighter.

Dry powder

- Dry powder extinguishers deliver an inert powder on to the fire, and this rapidly extinguishes flames.
- Dry powder extinguishers are suitable for burning liquids and ordinary combustible materials. They have the disadvantage of leaving a deposit of powder. There are special purpose powder extinguishers which are effective against particularly hazardous fires such as those involving alkali metals and metal hydrides.
- Dry powder is also a non-conductor of electricity and can be safely used on fires where there is a risk of electric shock.

Foam

- Foam extinguishers are of limited application and suitable for small fires in confined areas (e.g. a tray or oven) involving water-immiscible solvents such as petrol or oils. They form a blanket of foam which floats on the surface of the burning liquid, so that air is excluded and the fire extinguished.
- **Caution:** Foam must not be used where live electrical equipment is involved.

Water/carbon dioxide

- Water/carbon dioxide extinguishers discharge water under carbon dioxide pressure. Although not suitable for chemical fires, they are very effective against ordinary combustible materials (wood, paper, textiles).

Fire Blanket

- Each laboratory should have a fire blanket for extinguishing fires on clothing.
- A person whose clothing catches fire should lie horizontally whilst another person smothers the flames with the blanket.
- Never use a fire blanket on apparatus.

Governing Legislation

- *Fire Services Act, 1981.*
- *Fire Safety in Places of Assembly (Ease of Escape) Regulations, 1985.*
- *Licensing of Indoor Events Act 2003.*
- *Safety, Health and Welfare at Work (SHWW) Act, 2005.*
- *Safety, Health and Welfare at Work (General Application) Regulations, 2007.*
- *Building Regulations 1997 (Technical Document B) Fire Safety.*

Appendix C:

Safe Work Practice Sheet 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 reasons 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.

Follow the eight steps to safe lifting:

- a) Assess the area and the load
- b) Broad stable base – feet on floor
- c) Bend the knees
- d) Back straight
- e) Firm palmer grip
- f) Keep arms in line with trunk
- g) Keep weight close to the centre of gravity
- h) Turn feet in direction of movement

Ensure that sharp objects are not placed in plastic bags where they may protrude and cause injury whilst being transferred.

Safe Work Practice Sheet No 2: Workstation Management

Most employees in modern office areas are required to work regularly on a computer or similar equipment. The following basic precautions should be taken to minimise discomfort:

- a) Change your activity regularly.
- b) Adopt a good posture and, if possible, adjust your chair to support your back.
- c) If possible, arrange the equipment to avoid awkward positions that cause neck and shoulder discomfort.
- d) If possible, reposition the computer so that the monitor is glare-free.
- e) Take an eyesight test – this is available to employees who regularly use a computer/microfiche. Check with HR for details.

As required by the Safety, Health and Welfare at Work (General Application) Regulations 2007, computer workstations should be assessed; a number of employees have been trained to carry out these assessments on behalf of the relevant Head of Department.

The HSA provide a simple visual guide to workstation management at http://www.hsa.ie/eng/Workplace_Health/Manual_Handling/Manual_Handling_Guidance_Documents/DSE_Blank.pdf parts of which are extracted here.



Yes No

Characters on screen well defined and clearly formed (adequate size/spacing)



Yes No

Screen image stable, no flickering/instability, contrast and brightness adjustable



Yes No

Screen can swivel and tilt easily and freely



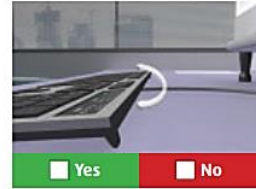
Yes No

Separate base for screen or an adjustable table provided



Yes No

Keyboard with matt surface. keyboard arrangements and characteristics of the keys suitable symbols on keys are legible and contrasted



Yes No

Keyboard tiltable and separate from the screen



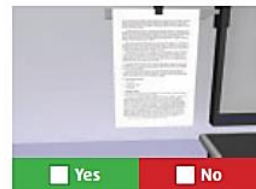
Yes No

Space in front of the keyboard sufficient to support hands/arms



Yes No

Work desk has sufficiently large low-reflectance surface and allows flexible arrangements



Yes No

Document holder stable, adjustable and positioned appropriately



Yes No

Adequate space for users to find comfortable position



Yes No

Work chair stable and allows freedom of movement



Yes No

Seat adjustable in height



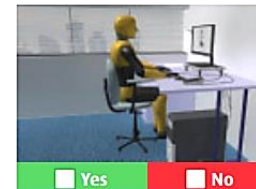
Yes No

Seat back adjustable in both height and tilt



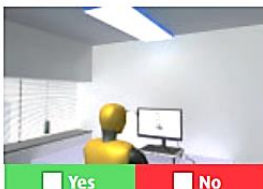
Yes No

Footrest should be made available where required



Yes No

Workstation provides space for user to change position and vary movements



Yes No

Satisfactory lighting conditions/contrast between screen and background/prevention of disturbing glare through correct position of light source



Yes No

Sources of light at workstation managed to reduce direct glare/distracting reflection – use adjustable covering for windows



Yes No

Adequate level of humidity/no excess heat at work station

Appendix D - Hazard Identification and Risk Assessment

Traffic Light Risk Assessment System	LOW	MEDIUM	HIGH
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REF (room)	CONCERN	HAZARD/CONSEQUENCE	CONTROLS	RISK ASSESS	DATE IDENTIFIED	ACTIONS	ACTION PERSON	DATE RECTIFIED
120 Registry	Entry/exit	Personal injury	Authorised persons only	LOW		None required		
120 Registry	Emergency Exits	Emergency exits not marked - Persons trapped inside during emergencies	All emergency exits clearly signposted	LOW		None required		
120 Registry	Disabled access	Restricted entry/exit - Persons trapped inside during emergencies	Disabled signposted access provided into building / lifts provided for access to upper floors	LOW		None required		
120 Registry	Lone Working	Attack on staff working alone. The person if incapacitated is unable to call for help	Develop college procedure to be followed and review and update on a regular basis. Where possible ensure that at least two staff are present at all times	LOW		None required		
120 Registry	Out of hours access	Out of hours access - Personal Injury	Authorised persons only (smart key / key)	LOW		None required		
120 Registry	General housekeeping	Personal Injury, slips, trips and falls	Area cleaned regularly / passageways kept clear	LOW		None required		
120 Registry	Slips, Trips and Falls	Slips, Trips and Falls- Personal Injury	Floors cleaned daily / Mats provided to wipe feet / Warning signs in place when floors are wet	LOW		None required		
120 Registry	Electricity	Plugs/Sockets. Fire and electric shock	Electric power outlets controlled by ELCBs. In the case of a major electrical fault, notify Building Services immediately	LOW		None required		

120 Registry	Electrical	Electrical cables/extensions - Slips and trips	Flexes/cables never to extend across pathways. Stow or fix cables neatly and securely	LOW	None required
120 Registry	Drinking water tower	Drinking water tower - if not cleaned, risk of contamination	Unit cleaned weekly, serviced Every 6 months	LOW	None required
120 Registry	Office Computers	Repetitive Strain Injury	Train staff in how to optimise their workstation set-up	LOW	
120 Registry	Trailing Cables	Trip	Stow cables neatly so that they don't pose a trip hazard	LOW	None required
120 Registry	Storeroom	Trip	Eliminate clutter. Waste removed regularly. Do not allow cardboard boxes/material to accumulate	LOW	Have waste / unneeded materials removed
120 Registry	Shelving	Shelving could fall over onto staff. Shelving could knock each other over – domino effect	Ensure shelving is in good order and stabilised	LOW	
120 Registry	Working at Height	Fall	Staff should always use sturdy step ladders and steps provided for accessing high areas	MEDIUM	
120 Registry	Fire & Electrical	Fire	All staff should be instructed in their role in the event of a fire	LOW	Review Fire Warden training
120 Registry	VDU Screens	Guidelines on the use of VDU's should be adhered to	Staff should be made aware of these guidelines	LOW	
120 Registry	Carrying and lifting of materials and equipment	Back injury	Manual Handling Training for all staff	LOW	

Students Union						
Students Union	Trailing Cables	Trip	Stow cables neatly so that they don't pose a trip hazard	Medium		Student Union President
Students Union	Circulation area	Trip	Regular cleaning and waste removal provided	Medium	Eliminate clutter. Do not allow cardboard boxes/material to accumulate	Student Union President
Students Union	Circulation area - clutter posing fire hazard	Fire	Fire alarms / smoke detectors installed. Extinguishers provided	LOW	Eliminate clutter. Do not allow cardboard boxes/material to accumulate	Student Union President
Students Union	Working at Height	Fall	Staff should always use sturdy step ladders and steps provided for accessing high areas	LOW		Student Union President
Students Union	Fire & Electrical	Fire	Fire alarms / smoke detectors installed. Extinguishers provided	LOW	Review Fire Warden training. Provide fire extinguisher training	Student Union President to arrange with Human Resources Manager
Students Union	Carrying and lifting of materials and equipment	Back injury	Manual Handling Training	Low		Students Union President to arrange with Human Resources Manager
Students Union	Coats on back of chairs	Trip hazard	Coat racks provided	Low	Coats not to be left on the back of chairs	Student Union President

Students Union	Extension leads under desks	Trip Hazard	Check if the use of extension leads can be reduced .Tidy and secure. Where necessary install Additional power sockets	Low	Student Union President
Students Union	Fixture and Fittings	Trip hazard	Area checked regularly to ensure that no hazards are posed. Regular cleaning and waste removal.	LOW	Student Union President

Appendix E: Emergency Contact Numbers

ITT Dublin	Extension Numbers to dial: 01-404-abcd
Reception	2100
Caretakers (to be notified if ambulance called)	2601/2610
Caretakers	2601 / 2610
Campus Security	087-771-0799
Assistant Estates Manager	2139
Estates Manager	2630
CASH Building Manager	2803 / 2060 / 2327
Technical Support - Laboratories	2391 / 2115 / 2414 / 2365
Medical Assistance	Extension Numbers to dial: 01-404-abcd
Student Health Centre / Nurse	2613
Orlagh/ Michelle-Nurses (Emergency mobile via reception/caretakers)	2613
Dr Siobhan Kierans GP	2614 / 01-4590962
Tallaght Hospital	To Dial external No.: 9-01-414-2000
Poisons Information Centre, Beaumont Hospital	To Dial external No.: 9-8379964 / 9-8379966
Emergency Services	External Number to Dial: <i>Dial 9 for external line</i>
Emergency Services – Fire / Ambulance / Gardaí	To Dial external No.: 9-999 / 9-911 / 9-112
Gardaí – Tallaght	To Dial external No.: 9-666-6000

Emergency Contact Numbers – First Aiders

First Aiders in the Office of the Registrar & Library

First Aiders	Extension Numbers to dial: 01-404-abcd
Office of the Registrar	
Brendan Harte – Student Services	2131
Elaine O'Connor	2162
Paul Coleman	2439
Lydia Cunningham	2048
Terry Brennan	2043
Clubs & Societies	
Tim O'Connor - Sports	2550
Gerry Anderson – Sports GAA	2551
Library	
Jennifer Ball - Library	2133
Philip Russell - Library	2202

First Aiders on Campus

First Aiders	Extension 404-abcd	First Aiders	Extension 404-abcd
Science Department		Computing Department	
Eleana Dunne	2366	Paul Butler - Computing	2829
Deborah Collins - Science	2365	Fernando Perez – Computing	2242
Hugh Gallagher - Science	2506		
Aine McParland - Science	2414	Business Department	
David Saville - Science	2115	Patricia Morris - Business	2878
Emma Caraher	2296		
Simon Devenney	2779	Synergy	
		Muire Coby – Research Office	2327
Engineering		Icon Court	
Eamon Quigley – Engineering	2837	Leone Hogan	2119
Terence O'Brien - Engineering	2884	Tracey Burke	2061
Elaine McGeough	2512	David Dunne	2743
Paul Tierney – Engineering	2393		
Suzanne Murphy	2515		

Emergency Contact Numbers – Fire Wardens

Fire Wardens – Area	Extension Numbers to dial: 01-404-abcd
Ken Carroll – Office of the Registrar	2090 / 086-884 6780
Sharon O'Brien – Office of the Registrar	2220