

Technological University Dublin Tallaght Campus



Ancillary Safety Statement for I.H.T.M and Culinary Arts

January 2019

Ancillary Safety Statement for two kitchens ,Restaurant and stores in ITT

Premier House is an off-site teaching building located at Belgard Sq South in Tallaght.

The building has an area of 1,787 square metres and comprises 6 classrooms, 4 lecture theatres and 2 computing laboratories, a staff office, open plan student recreation area/canteen and ancillary facilities. The building has teaching capacity of 600 as follows:

- 1 x 80 seat lecture theatre
- 3 x 60 seat lecture theatre
- 2 x 50 seat classrooms
- 4 x 40 seat classrooms
- 2 x 40 seat computer labs

It is envisaged that no staff be based in Premier house, however the staff office has hot desks to allow staff to access network services and printing.

A Concierge is based in the building at all times during opening hours and is located at the main reception area/security office.

The building currently opens from 8am to 6pm Monday to Friday.

Organisation and Responsibility

The overall assignment of responsibilities and the identification of “responsible persons” are detailed in the Parent Safety Statement. Premier house falls under the remit of the Estates Manager.

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 Antonio Sejean on the 13th August 2018

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

Emergency Evacuation Procedures

EVACUATION PROCEDURES

When the **ALARM** sounds

1. LEAVE THE BUILDING **IMMEDIATELY** BY THE **NEAREST** EXIT
2. CLOSE THE DOOR OF THE ROOM YOU VACATE
3. DO **NOT** USE THE LIFT
4. DO **NOT** RE-ENTER THE PREMISES FOR ANY REASON
5. **GO** TO THE NEAREST ASSEMBLY POINT
6. DO **NOT** LEAVE THE ASSEMBLY POINT UNTIL THE ALL CLEAR HAS BEEN GIVEN – 3 blasts of Air-horn

All staff, including those in control of students and visitors, must instruct them to vacate the premises in an orderly manner, and direct them to the nearest assembly point, using the nearest available escape route.

- *Familiarise yourself with the green evacuation signs in the corridors.*
- *Ensure that you are familiar with the fire exits*
- *Ensure that you are familiar with the assembly point.*
- *Keep the roadways around the building clear.*
- *Do not attempt to leave the grounds during the course of a drill/evacuation.*
- *Wheelchair users on the first floor should go to the escape stairways and use the disable refuge system.*

Nobody, **Staff, Student or Visitor**, should leave the assembly point until the all-clear is given.

The Concierge will act as Fire Wardens/Incident Controller and will floor to ensure that all rooms have been cleared.

Once the building has been cleared the incident controller will set up a control centre outside the main entrance and liaise with the Emergency services as required.

The Incident controller will sound the All Clear once it is safe to do so.

An Evacuation Report is to be subsequently completed by the Incident Controller.

**The silencing of the alarm does not indicate the all clear to re-enter the building.
The All Clear is signalled by three blasts from an Air-Horn**

Target evacuation time 2.5 minutes

Duties Of Fire Warden/Incident Controller

Ensure that the fire brigade is called, giving an exact location of the building and any details of the incident which are available at that time.

Ensure the efficient escape of all persons. Direct people to the designated Assembly Point.

Do not permit any unauthorised persons to enter the building.

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.

If they know of anyone who is injured or trapped, they should inform the Emergency Services with maximum haste, giving all relevant information.

The Fire Warden/Incident Controller should remain on duty until the Fire Officer in charge takes command and give him/her any information available. Follow any instructions he might issue.

The Fire Warden/Incident Controller must know the locations of the fire hydrants and hose reels in order to advise the Fire Officer in charge.

The Fire Warden/Incident Controller 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.

The fire alarm may only be switched off on the instructions of the Estates Manager (Paul Campbell), or in his absence the Assistant Estates Manager (Mark Parle), Heads of School, Head of Development or the President. If all are absent, the concierge acting as controller may issue this instruction. The silencing of the alarm does not indicate that it is safe to re-enter the building.

The all-clear signal to re-enter the building will consist of 3 blasts from an air horn and will be sounded by the Fire Warden/Incident Controller.

During fire drills, the Fire Warden/Incident Controller should check that the alarm is heard throughout, noting any deficiencies in toilets, inner offices etc.

Make note of any problems/observations for later discussion.

Hazard Control Sheet No.1 – Electricity

Hazard and consequence: Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries.

Control:

- All new electrical installations and all extensions are to be tested and certified as safe, by a competent qualified electrician.
- Electrical installations are to be checked regularly by a competent qualified electrician.
- Testing, certifying and repairs are carried out in accordance with appropriate E.T.C.I. standards (Electro Technical Council of Ireland).
- Enclosures/covers are in place to prevent contact with live electrical equipment/parts.
- Damaged extension leads are to be repaired or removed from use.
- Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations (e.g. fuses, trip switches).
- Work on live electrical equipment is to be avoided where reasonably practicable.
- Fire extinguishers that are suitable for fighting electrical fires are provided.
- All circuits supplying socket outlets are protected by an RCD (Residual Current Device).
- Operations of the RCD are to be tested regularly in accordance with the manufacturer's instructions.
- Where electrical portable appliances are subject to on-going wear and tear, they are to be inspected and tested.
- Any scorch marks associated with an electrical appliance or electrical wiring is to be checked urgently by a competent person.
- Electrical cable reels are to be uncoiled during prolonged use and when using high-power items (e.g. power-hose, large lighting circuit etc).

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date Rectify
1	Class kitchen Production Kitchen Scholar restaurant	As per sheet 1	As per sheet 1	L	January 2018	H.o.D	On going

Hazard Control sheet No.2 – Kitchen's Environment

Hazard and consequence: Slips, Trips and fall due to spills, inadequate materials storage space, delivery of supplies and inadequate lighting can cause injuries to students, employees and visitors.

Control:

- Running is prohibited within the kitchen and restaurant, passageways into laboratory areas, and student changing rooms
- Areas around machinery should be kept clear of obstructions
- Goods and material should be stacked carefully and tidily in their designated areas without causing protrusions or obstructions
- Electric cables should never extend across floors that are busy with traffic
- Gangways should be kept free from obstructions
- Changes in floor level should be clearly

- Clear, unobstructed, slip-resistant pedestrian routes are provided and maintained (Including entrances and exits).
- Adequate lighting is provided and is appropriate for the work being carried out.
- Absorbent materials and warning signage are available for dealing with spills.

- Spills are cleaned up immediately.

- Mats are properly located, fitted and secured.

- Trailing cables and leads are re-routed, removed or secured.

- Good house-keeping practices are in place and are maintained.

- Changes in levels are avoided if possible or are adequately highlighted where necessary (e.g. steps, slopes).

- Slip resistant footwear is provided and worn where necessary.

- **Gas supply is switched off at the end of teaching every day.**

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date Rectify
2	Class kitchen Production Kitchen Scholar restaurant	As per sheet 2	As per sheet 2	L	January 2018	H.o.D	On going

Hazard Control Sheet No.3 – Fire

Hazard and consequence: Fire can cause smoke inhalation, burns and other serious injuries

Control:

- Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed daily.
- Fire alarm, manual call points and smoke/heat detectors are in place where necessary, kept in good working order and checked regularly.
- Emergency routes and exits are clearly marked, kept clear at all times and lead directly outside or to a safe area.
- Emergency lights are installed on escape routes where necessary, at and outside exits and near call points/fire fighting equipment and are tested regularly.
- Fire extinguishers are accessible, kept in good working order and inspected regularly.
- Employees are trained in how to raise the alarm, what to do in the event of alarm sounding, emergency evacuation procedures and in the use of fire extinguishers.
- Emergency evacuation procedures are in place.
- Fire drills are held regularly.

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date Rectify
3	Class kitchen Production Kitchen Scholar restaurant	As per sheet 3	As per sheet 3	L	January 2018	H.o.D	On going

Hazard Control Sheet No.4 – Manual Handling

Hazard and consequence: 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.

Control:

- 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.
- 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.
- 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.

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date Rectify
4	Class kitchen Production Kitchen Scholar restaurant	As per sheet 4	As per sheet 4	L to M	January 2018	H.o.D	On going

Hazard Control Sheet No.5 – Display Screen Equipment

Hazard and consequence: Poor workstation set up, prolonged Display Screen Equipment (DSE) use and prolonged poor seating posture at DSE workstation can cause neck, back, shoulder or arm strain, eye strain or fatigue.

Control:

- An assessment of individual workstations is to be carried out.
- Work tasks are to be varied to ensure that staff are not working at their computers for long periods of time
- Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards
- Employees who use computers are made aware of their right to eye tests

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date Rectify
5	Staff area	As per sheet 5	As per sheet 5	L	January 2018	H.o.D	On going

Hazard Control Sheet No.6 – Chemicals

Hazard and consequence: Ingestion, skin, eye contact, inhalation, burns and incorrect storage.

Control:

- Only trained and authorised employees and students are allowed to use it.
- Chemicals are purchased from approved supplier
- Approved chemical products only are use.
- PPE is provided from use with chemicals.
- Chemical dispensers and spray bottles are labelled to indicate their contents
- Chemicals are stored in a designated storage area.
- Chemicals are used in accordance with supplier’s guidelines and chemical training.

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date Rectify
5	Staff area	As per sheet 5	As per sheet 5	L	January 2018	H.o.D	On going

Hazard Control Sheet No.7 – Maintenance Work

Hazard and consequence: Falls from height, Disturbing asbestos, falls of heavy items, Gaining access to the equipment, electrical hazard, exposure to dust, exposure to noise and musculoskeletal disorders,

Control:

- Maintenance employees must have adequate training, knowledge and experience for the maintenance tasks.
- Maintenance employees have full knowledge of all your machinery and equipment.
- Maintenance employees are trained in the use of work at height equipment, fire extinguishers, hot work permits and confined space entry as appropriate.
- Maintenance employees are aware of all external gas, water and electricity cut off points.
- Isolation of electricity, compressed air, gas, water etc. is crucial to safe maintenance work. Suitable labels should be placed at isolation points
- Guards are only removed to the extent that work requires and replaced as soon as maintenance is complete.
- Special care should be taken when testing out equipment after repairs or maintenance.
- Work areas. are cordoned off to exclude unauthorised access where necessary
- Hazardous areas are locked when not in use e.g. high voltage switch room.
- Appropriate Personal Protective Equipment is worn by maintenance employees and they have received training in its use.
- External maintenance workers report to designated person.
- Tools used for maintenance are in good working order and properly guarded where necessary.

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
7	Class kitchen Production Kitchen Scholar restaurant	As per sheet 7	As per sheet 7	L	January 2018	H.o.D	On going

Hazard Control Sheet No.8 – Lone Workers

Hazard and consequence: Lone workers may be more vulnerable to certain hazards which can cause ill health and other serious injuries.

Control:

- Means of communication is provided.
- Contact numbers are readily available for use in an emergency and an alarm is provided where relevant.
- Employees are trained on lone working procedures.

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
8	Class kitchen Production Kitchen Scholar restaurant	As per sheet 8	As per sheet 8	L	January 2018	H.o.D	On going

Hazard Control sheet No.9 – Deep fat fryer

Hazard and consequence: Deep fryer can cause serious burn and fire

Control:

- Only trained and authorised employees and students are allowed to use it.
- Student must be aware and familiar with the temperature control of the equipment
- Deep fat fryer must be switched off on the machine
- Dry foods thoroughly before frying, otherwise they will splutter and cause burns
- Move free standing fryers with great care so as not to jar them and spill oil
- Ensure lecturer and students are aware and trained in the use of correct fire prevention equipment related to burning oil/fat
- Allowed fat to cool before straining
- Never drain used hot fat into plastic containers for disposal

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
9	Class kitchen Production Kitchen	As per sheet 9	As per sheet 9	M to H	January 2018	Lecturer	On going

Hazard Control sheet No.10 – Dishwasher

Hazard and consequence: Dishwasher can cause burns resulting from contact with chemical.

Control:

- Only trained and authorised employees are allowed to use it.
- Scrape waste food into disposal container
- Pre-soak and scrub any utensils that are heavily soiled, before putting into dishwasher
- Sack items carefully in the racks, and place racks into machine
- Check temperature gauges during the wash and rinse
- When cycle is completed, remove racks allow dishes to air dry before stacking

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
10	Production kitchen	As per sheet 10	As per sheet 10	L	January 2018	S.T.O	On going

Hazard Control sheet No.11 – Mincer

Hazard and consequence: Mincer can cause cuts, amputation and entanglement.

Control:

- Only trained and authorised employees are allowed to use it.
- The operator must be not able to touch the worm through the feed throat if the worm can be touched by the operator, a restriction plate is required and must be securely fixed over the top
- If a restriction plate is used it must be sufficiently rigid to prevent it being bent out of position
- A push stick only should be used to force meat down the feed throat
- The push stick should be designed so that it cannot touch the worm
- The machine should be sited where it can be used and cleaned safely

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
11	Class kitchen Production Kitchen	As per sheet 11	As per sheet 11	L	January 2018	Lecturer	On going

Hazard Control sheet No.12 – Salamander

Hazard and consequence: Salamander can cause burn.

Control:

- Only trained and authorised employees are allowed to use it.
- Take care when removing foods from salamander
- Always use tongs for handling and turning grilled foods
- Salamander must be kept free from fat at all times
- Use mitts or other protection when removing container
- Salamander should be switched off when not in use
- Do not store items on top of the salamander

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
12	Class kitchen Production Kitchen	As per sheet 12	As per sheet 12	L	January 2018	Lecturer	On going

Hazard Control sheet No.13 – Bain-Maries

Hazard and consequence: Bain-maries can cause food poisoning, electrical shock, scalding and burning.

Control:

- Only trained and authorised employees are allowed to use it.
- Ensure unit is clean
- Ensure drain taps are closed
- Fill with water to appropriate level
- Make sure containers and lids are in place
- Use mitts or other protection when removing hot containers

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
13	Production Kitchen	As per sheet 13	As per sheet 13	L	January 2018	Lecturer	On going

Hazard Control sheet No.14 – Range /Cooker

Hazard and consequence: Range /Cooker can cause scalding and burning.

Control:

- Only trained and authorised employees are allowed to use it.
- Ensure unit is clean
- Ensure pilot light are switched on and working
- Ensure correct temperature is achieved
- Ensure rings are in working order
- Ensure pilot lights are switched on and working
- Ensure correct temperature is achieved
- Ensure rings are in working order
- When ranges/cookers are not use, check all gas is switched off at mains
- Carry out scheduled maintenance to ensure accurate temperature control.
- **Ensure the restraining wires attached to the hobs during cleaning.**

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
14	Production Kitchen Class Kitchen	As per sheet 14	As per sheet 14	L to M	January 2018	Lecturer	On going

Hazard Control sheet No.15 – Knives

Hazard and consequence: Knives can cause serious cuts, amputation and cross contamination.

Control:

- Only trained and authorised employees and students are allowed to use it.
- Use the right knife for each job
- Make sure knife is sharp. A sharp knife cuts more easily with less pressure, therefore is less likely to slip
- Do not leave knives in sink, or any place they cannot be seen easily, or where somebody might pick them up accidentally by the blade
- A person handling knife should not point it when she /he moves in kitchen area
- Staffs are alerted prior to new knives being put into use.

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
15	Production Kitchen Class Kitchen Scholar Restauran t	As per sheet 15	As per sheet 15	H	January 2018	Lecture r	On going

Hazard Control sheet No.16 – Slicer

Hazard and consequence: Slicer can cause serious cuts, amputation, cross contamination and electric shock.

Control:

- Only trained and authorised employees and students are allowed to use it.
- Make sure that the guard is in place prior to using the machine
- Ensure correct operation procedures are in place
- Make sure that all switches are off before you plug in the machine
- Ensure that food is properly trapped onto the food carriage before you switch on the machine
- Slice only when the spiked pressure plate is in position
- Never push the food towards blade by hand
- Do not catch food in your hand. Allow food to drop on tray
- Allow machine to stop before removing food

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
16	Production Kitchen Class Kitchen Scholar Restaurant	As per sheet 16	As per sheet 16	L to M	January 2018	Lecturer	On going

Hazard Control sheet No.17 – Microwave oven

Hazard and consequence: Microwave oven can cause food poisoning if foods not being thoroughly de-frosted or re-heated properly. Microwave mesh not in place can cause electric shocks and microwave radiation. Seal on the door can cause radiation if is worn.

Control:

- Only trained and authorised employees and students are allowed to use it.
- The operator must be familiar with the temperature controls of the equipment
- Not all containers are suitable for use in microwave ovens
- Limited oven space restricts use to small quantities
- Carry out scheduled maintenance and monitoring of radiation levels.

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
17	Production Kitchen	As per sheet 17	As per sheet 17	L	January 2018	Lecturer	On going

Hazard Control sheet No.18 – Convection Oven

Hazard and consequence: Convection oven can cause burns, scalding and musculoskeletal injury.

Control:

- Only trained and authorised employees and students are allowed to use it.
- Ensure door locks engage fully prior to operation
- Exercise extreme caution when opening door. Stand back, to allow steam release
- Use mitts or other protection when removing hot containers or trays
- Do not overfill containers to avoid spillage
- Cling film is not used to cover containers prior to placing in oven.
- Equipment defects are immediately reported to maintenance.

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
18	Production Kitchen Class Kitchen	As per sheet 18	As per sheet 18	L to M	January 2018	Lecturer	On going

Hazard Control sheet No.19 – Tea/ Coffee machine

Hazard and consequence: Tea and coffee machine can cause burns and electric shock.

Control:

- Only trained and authorised employees and students are allowed to use it
- Monitor levels frequently and exercise caution when re-filling unit
- Do not allow drainer trays to overflow

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
19	Scholars Restaurant	As per sheet 19	As per sheet 19	L	January 2018	Lecturer	Ongoing

Hazard Control sheet No.20 – Coffee percolator

Hazard and consequence: Coffee percolator can cause burns and electric shock.

Control:

- Only trained and authorised employees and students are allowed to use it.
- Unit mounted fixture which be in self service areas
- Monitor levels frequently and exercise caution when re-filling unit

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
20	Scholars Restaurant	As per sheet 20	As per sheet 20	L	January 2018	Lecturer	Ongoing

Hazard Control sheet No.21 – Food Processor

Hazard and consequence: Hazard and consequence: Food processor can cause serious cut, amputation, electric shock and cross contamination.

Control:

- Only trained and authorised employees and students are allowed to use it.
- Avoid sharp edges when changing the cutter
- Do not introduce hands or fingers to cutting area
- Do not overfill with hot ingredient for blending
- Clean bowl after each use to avoid cross contamination

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
21	Class Kitchen Production Kitchen	As per sheet 21	As per sheet 21	L to M	January 2018	Lecturer Kitchen attendants	On going

Hazard Control sheet No.22 – Hand blender

Hazard and consequence: Hand blander can cause serious cut, amputation, electric shock and cross contamination.

Control:

- Only trained and authorised employees and students are allowed to use it.
- Do not introduce hands or fingers to cutting area
- Exercise caution with hot liquids
- Clean blade after each use to avoid cross contamination
- Ensure blade rotation and unplug when cleaning hand blender
- Store blade safely

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
22	Class Kitchen Production Kitchen	As per sheet 22	As per sheet 22	L to M	January 2018	Lecturer Kitchen attendants	On going

Hazard Control sheet No.23 – Baker oven

Hazard and consequence: Baker oven can cause burns and scalding.

Control:

- Only trained and authorised employees and students are allowed to use it.
- Ensure door locks engage fully prior to operation
- Use mitts or other protection when removing hot containers or trays

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
23	Class Kitchen	As per sheet 23	As per sheet 23	L	January 2018	Lecturer	On going

Hazard Control sheet No.24 – Ice making machine

Hazard and consequence: Ice making can cause electric shock and cross contamination.

Control:

- Only trained and authorised employees and students are allowed to use it.
- Keep hand out of machine mechanism during operation
- Use only ice scoop to remove ice
- Exercise extreme caution to avoid ice spillage on floors while unloading
- Clean after each use to avoid cross contamination
- Check water supply

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
24	Class Kitchen Production Kitchen	As per sheet 24	As per sheet 24	L	January 2018	Lecturer Kitchen attendants	On going

Hazard Control sheet No.25 – Vacuum Packer

Hazard and consequence: Vacuum packer can cause electric shock.

Control:

- Only trained and authorised employees and students are allowed to use it.
- Never switch on when is empty
- Not all bags are suitable for use in vacuum packer
- Clean to avoid cross contamination

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
25	Class Kitchen Production Kitchen	As per sheet 25	As per sheet 25	L	January 2018	Lecturer Kitchen attendants	On going

Hazard Control sheet No.26 – Blast Chiller

Hazard and consequence: Blast chiller can cause electric shock.

Control:

- Only trained and authorised employees and students are allowed to use it.
- Never switch on empty
- Operator must be familiar with control panel

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
26	Class Kitchen Production Kitchen	As per sheet 26	As per sheet 26	L	January 2018	Lecturer Kitchen attendants	On going

Hazard Control sheet No.27 – Walk-in Fridge

Hazard and consequence: Walk-in fridge can cause cross contamination, slip and trips.

Control:

- Only trained and authorised employees are allowed to use it.
- Floor may be slippery, exercise caution when entering
- Do not store heavy items high shelving
- Do not leave door open for any length of time
- Report damaged door seals or light fittings
- Adhere to correct storage procedures for cooked and raw foods
- Store cooked foods above raw foods
- Do not store food on the ground

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
27	Production Kitchen	As per sheet 27	As per sheet 27	L	January 2018	Lecturer S.T.O Store person Kitchen attendants	On going

Hazard Control sheet No.28 – Walk-in Freezer

Hazard and consequence: Walk-in freezer can cause cross contamination, slip and trips.

Control:

- Only trained and authorised employees are allowed to use it.
- Do not store heavy items high shelving
- Do not leave door open for any length of time
- Report damaged door seals or light fittings
- Use protective gloves when handling frozen food for lengthy period
- Special mechanisms in place so freeze can be opened from inside

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
28	Production Kitchen	As per sheet 28	As per sheet 28	L	January 2018	Lecturer S.T.O Store person Kitchen attendants	On going

Hazard Control sheet No.29 – Saucepans and cooking utensils

Hazard and consequence: Saucepans and utensils can cause injury from fallen saucepans, burn and cross contamination Saucepans used for cooking should always have suitable handles attached.

Control:

- Only trained and authorised employees and students are allowed to use it.
- When carrying heavy trays etc. of hot liquid use one hand underneath container and the other on the side to secure tray
- Turn handles of saucepans , pans away from edge of stove, so that the saucepan is not overturned accidentally
- Do not leave handles of saucepans over gas flame, or metal spoon and ladles in boiling liquids. Metal conducts heat, and you will burn yourself or other
- Do not reach over a naked gas flame when reaching for saucepan
- Stand well back when straining hot liquids from one pot to another
- Clean after each use to avoid cross contamination

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
-----	------	-----------------------	---------	--------------------	------------------	------------------	-----------------

29	Class Kitchen Production Kitchen	As per sheet 29	As per sheet 29	L	January 2018	Lecturer Kitchen attendants	On going
----	-------------------------------------	-----------------	-----------------	---	--------------	--------------------------------	----------

Hazard Control sheet No.30 – Small Mixer

Hazard and consequence: Small mixer can cause injury and cross contamination.
Keep hand out of machine mechanism during operation.

Control:

- Only trained and authorised employees and students are allowed to use it
- Use safety guard
- Clean after each use to avoid cross contamination

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
30	Class Kitchen Production Kitchen	As per sheet 30	As per sheet 30	L	January 2018	Lecturer Kitchen attendants	On going

Hazard Control sheet No.31 – Large Mixer

Hazard and consequence: Large mixer can cause injury and cross contamination.

Keep hand out of machine mechanism during operation

Control:

- Only trained and authorised employees and students are allowed to use it
- Use safety guard
- Clean after each use to avoid cross contamination

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
31	Class Kitchen Production Kitchen	As per sheet 31	As per sheet 31	L	January 2018	Lecturer Kitchen attendants	On going

Hazard Control sheet No.32– Ice Cream Machine

Hazard and consequence: Ice cream machine can cause injury and cross contamination. Keep hand out of machine mechanism during operation

Control:

- Only trained and authorised employees and students are allowed to use it
- Use safety guard
- Clean after each use to avoid cross contamination

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
32	Class Kitchen Production Kitchen	As per sheet 32	As per sheet 32	L	January 2018	Lecturer Kitchen attendants	On going

Hazard Control sheet No.33 – Mandolin Slicer

Hazard and consequence: Mandolin slicer can cause injury and cross contamination.

Do not introduce hands or fingers to cutting area

Control:

- Only trained and authorised employees and students are allowed to use it
- Avoid sharp edges when changing level
- Slice only when is in safe position
- Clean after each use to avoid cross contamination

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
33	Class Kitchen Production Kitchen	As per sheet 33	As per sheet 33	L to M	January 2018	Lecturer Kitchen attendants	On going

Hazard Control sheet No.34 – Vacuum Cleaner

Hazard and consequence: Vacuum cleaner can cause injury, electric shock and Trips.

Control:

- Only trained and authorised employees and students are allowed to use it
- Cables should never extend across floors that are busy with traffic
- Report any damaged cable

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
34	Class Kitchen Production Kitchen	As per sheet 33	As per sheet 33	L	January 2018	Kitchen attendants	On going

Hazard Control sheet No.35 – Chafing Set

Hazard and consequence: Chafing set can cause burn and cross contamination.

Control:

- Only trained and authorised employees and students are allowed to use it
- Ensure unit is clean
- Ensure unit is on straight level
- Fill with water to appropriate level
- Ensure correct temperature is achieved
- Make sure containers and lids are in
- Clean after each use to avoid cross contamination

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
35	Class Kitchen Production Kitchen	As per sheet 35	As per sheet 35	L	January 2018	Lecturer Kitchen attendants	On going

Hazard Control sheet No.36 – Cash Register

Hazard and consequence: Cash register can cause electric shock.

Control:

- Only trained and authorised employees and students are allowed to use it
- Report any damage cable

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
36	Scholars restaurant	As per sheet 36	As per sheet 36	L	January 2018	Lecturer	On going

Hazard Control sheet No.37 – Bar Blander

Hazard and consequence: Bar blander can cause serious cut, amputation, electric shock and cross contamination.

Control:

- Only trained and authorised employees and students are allowed to use it.
- Do not introduce hands or fingers to cutting area
- Exercise caution with hot liquids
- Clean blade after each use to avoid cross contamination
- Ensure blade rotation and unplug when cleaning hand blender
- Store blade safely

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
37	Scholars restaurant	As per sheet 37	As per sheet 37	L	January 2018	Lecturer Kitchen attendants	On going

Hazard Control sheet No.38 – Flambé

Hazard and consequence: Flambé can cause burns.

Control:

- Only trained and authorised employees and students are allowed to use it.
- Do not overfill with alcohol
- Use proprietary taper for flame

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
38	Scholars restaurant	As per sheet 38	As per sheet 38	L	January 2018	Lecturer	On going

Hazard Control sheet No.39 – Carving Unit

Hazard and consequence: Carving unit can cause burns, electric shock and cross contamination

Control:

- Only trained and authorised employees and students are allowed to use it
- Must be aware and familiar with the temperature control of the equipment
- Take care of hot base when you are carving
- Clean after each use to avoid cross contamination

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
39	Production Kitchen	As per sheet 39	As per sheet 39	L	January 2018	Lecturer Kitchen attendants	On going

Hazard Control sheet No.40 – Knife Sharpener

Hazard and consequence: Knife sharpener can cause injury and electric shock and cross contamination

Control:

- Only trained and authorised employees and students are allowed to use it
- Ensure unit is clean
- Ensure unit is on straight solid level
- Never get your hand close to the sharpener blade
- Report any damage cable

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
-----	------	--------------------	---------	-----------------	---------------	---------------	--------------

40	Store	As per sheet 40	As per sheet 40	L	January 2018	Kitchen attendants	On going
----	-------	-----------------	-----------------	---	--------------	--------------------	----------

Hazard Control sheet No.41 – Juice Extractor

Hazard and consequence: Juice extractor can cause electric shock and cross contamination

Control:

- Only trained and authorised employees and students are allowed to use it
- Ensure unit is clean
- Ensure unit is on straight solid level
- Clean after each use to avoid cross contamination

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
41	Class Kitchen Production Kitchen	As per sheet 41	As per sheet 41	L	January 2018	Lecturer Kitchen attendants	On going

Hazard Control sheet No.42 – Caramelizer

Hazard and consequence: Caramelizer can cause burns and electric shock.

Control:

- Only trained and authorised employees and students are allowed to use it
- Handle it with caution due to the heat

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
42	Class Kitchen	As per sheet 42	As per sheet 42	L	January 2018	Lecturer	On going

	Production Kitchen						
--	--------------------	--	--	--	--	--	--

Hazard Control sheet No.43 – Blow Torch

Hazard and consequence: Blow torch can cause burns.

Control:

- Only trained and authorised employees and students are allowed to use it
- Ensure blow torch is off when not in use
- Do not turn on the torch for long time without flame

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
43	Class Kitchen Production Kitchen	As per sheet 43	As per sheet 43	L	January 2018	Lecturer	On going

Hazard Control sheet No.44 – Can Opener

Hazard and consequence: Can opener can cause injury.

Control:

- Only trained and authorised employees and students are allowed to use it
- Ensure when using the can opener the tin is in proper position
- Clean after each use to avoid cross contamination

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
-----	------	--------------------	---------	-----------------	---------------	---------------	--------------

44	Class Kitchen Production Kitchen	As per sheet 44	As per sheet 44	L	January 2018	Lecturer Kitchen attendants	On going
----	-------------------------------------	-----------------	-----------------	---	--------------	--------------------------------	----------

Hazard Control sheet No.45 – Staking chairs

Hazard and consequence: Staking chairs can cause injury.

Control:

- Only trained and authorised employees and students are allowed to use it
- Lift or drag no more than one chair
- Avoid pinching fingers or hand when lifting chairs to the table

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
45	Scholars restaurant	As per sheet 45	As per sheet 45	L	January 2018	Lecturer	On going

Hazard Control sheet No.46 – Counter Fridge

Hazard and consequence: Counter fridge can cause cross contamination,

Control:

- Do not leave door open for any length of time
- Report damaged door seals
- Adhere to correct storage procedures for cooked and raw foods

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
46	Class Kitchen Production Kitchen	As per sheet 46	As per sheet 46	L	January 2018	Lecturer	On going

Hazard Control sheet No.47 – Counter Freezer

Hazard and consequence: Counter freezer can cause cross contamination,

Control:

- Do not leave door open for any length of time
- Report damaged door seals
- Adhere to correct storage procedures for cooked and raw foods

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
47	Production Kitchen	As per sheet 47	As per sheet 47	L	January 2018	Lecturer	On going

Hazard Control sheet No.48 – Hot Water Boiler

Hazard and consequence: Hot water boiler can cause splashing of hot liquid, spillage, burns and scalds.

Control:

- Only trained and authorised employees and students are allowed to use it
- The area around the hot water boiler is laid out in a safe manner, free from obstruction.

- The boiler is located at a safe height and at a safe distance from tray set down area to prevent excessive stretching from students and employees.
- Water boiler is managed in line with portable electrical equipment safe system of work.

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
48	Production Kitchen	As per sheet 48	As per sheet 48	L to M	January 2018	Lecturer	On going

Hazard Control sheet No.49 – Customer Seating (tables and chairs)

Hazard and consequence: Collapse of furniture, falls to ground. Various injuries, including fractures, bruising, sprains, cut and concussion.

Control:

- Tables and chairs are maintained in a safe condition
- Defective tables and chairs are immediately removed from use until repaired or replaced.

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
49	Scholars Restaurant	As per sheet 49	As per sheet 49	L	January 2018	Lecturer	On going

Hazard Control sheet No.50 – Upright Freezer

Hazard and consequence: Incorrect storage and unsafe temperature

Control:

- Adequate space is provided around freezer to permit safe opening of freezer door
- Sufficient shelving is provided in freezer to enable safe storage of items
- Temperature is checked and recorded on a daily basis in line with HACCP

- Spillage are managed in line with floor safe system of work

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
50	Class Kitchen Production Kitchen	As per sheet 50	As per sheet 50	L	January 2018	S.T.O Store person Kitchen attendants	On going

Hazard Control sheet No.51 – Trolleys

Hazard and consequence: Unbalanced loads, overloading, pushing incorrectly, musculoskeletal and foot injury

Control:

- Only trained and authorised employees and students are allowed to use it

- Trolleys are maintained in a safe condition
- Trolleys are of a suitable size and can pass through doorways
- Trolleys are used in accordance with safe system of work
- Trolleys defects are immediately reported to maintenance and defective equipment is removed from use until repaired or replaced.
- Trolleys are stored safely when not in use
- Load are safely secured so as to prevent unsafe movement of loads during transport
- Manual handling training is adhered to when transporting trolleys

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
51	Class Kitchen Production Kitchen Store Scholars Restaurant	As per sheet 51	As per sheet 51	L	January 2018	S.T.O Kitchen attendants	On going

Hazard Control sheet No.52 – Wash-up Area

Hazard and consequence: Repeated lifting and handling of full crockery and cutlery trays. Repetitive twisting and bending overstretching, contact with broken glass, slips, trips, fall, cuts strains and heat stress.

Control:

- A safe system of work
- All new employees receive manual handling training prior to commencing in their role and records of training are maintained
- The dishwasher area is arranged in a manner that prevents bending, twisting and stretching with adequate working space provided
- Floor surfaces are managed in line with safe system of work for floors
- Adequate ventilation rate provided in wash-up area
- Job rotation is utilised in the wash-up area
- A safe system of work is in place for handling broken glass and crockery
- Equipment is highlighted to STO if damaged or not working

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
52	Class Kitchen Production Kitchen	As per sheet 52	As per sheet 52	L	January 2018	S.T.O Kitchen attendants	On going

Hazard Control sheet No.53 – Manual Ignition of Gas –Fired equipment

Hazard and consequence: Failure to light delay between turning the gas on and applying the ignition, leaking gas, fire and explosion. Various injuries, serious burns and respiratory irritation.

Control:

- Gas fired equipment is fitted with flame failure safeguards
- Only competent fully trained persons are permitted to light gas fired equipment
- A safe system of work
- Equipment defects are immediately reported to maintenance and equipment removed from used until repaired or replaced

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
53	Class Kitchen Production Kitchen	As per sheet 53	As per sheet 53	L	January 2018	Lecturer S.T.O	On going

Hazard Control sheet No.54 – Portable Electrical Equipment

Hazard and consequence: Electric shock, fire, electric burns and serious injury

Control:

- Equipment suitable for use in a commercial environment

- Equipment is maintained in a good condition
- Only trained and authorised staff and students are permitted to use and clean
- A safe system of work
- A sufficient number of socket outlets are provided for portable electrical equipment
- Equipment defects are immediately reported to maintenance and equipment removed from use until repaired or replaced
- Defective equipment is labelled as faulty
- Portable electrical equipment is stored safely when not in use.

Ref	Area	Hazard Consequence	Control	Risk Evaluation	Date Identify	Action Person	Date rectify
53	Class Kitchen Production Kitchen	As per sheet 53	As per sheet 53	L	January 2018	Lecturer S.T.O	On going



Creative Digital Media & College Wide Audio Visual

ANCILLARY SAFETY STATEMENT

TABLE OF CONTENTS

DEPARTMENTAL STATEMENT ON SAFETY	3
GENERAL AND SPECIFIC DUTIES OF STAFF	3
TRAINING	4
STUDENT ACCESS TO LABORATORIES	5
PROCEDURE FOR ACCESS TO PREMISES OUTSIDE OF NORMAL OPENING HOURS	5
DELIVERY ON SITE OF CHEMICAL SUBSTANCES AND FOOD SUBSTANCES	7
WASTE DISPOSAL	8
GENERAL LABORATORY SAFETY	9
CHEMICAL HAZARDS	11
HAZARD IDENTIFICATION AND RISK ASSESSMENT (by area)	13
Note on amendments procedure	28

DEPARTMENTAL STATEMENT ON SAFETY

It is a prime objective of the Department of Humanities to achieve and sustain high standards of Health and Safety in so far as is reasonably practicable. This means at a minimum to conform to the requirements of Irish legislation as it pertains to Occupational Health and Safety.

It is the Department's desire to do all that is reasonably practicable to prevent damage to property and injury from foreseeable work hazards.

In particular the Department recognizes its responsibility and commits itself to:

- Provide and maintain safe and healthy working conditions, taking account of statutory requirements;
- Provide training and instruction, where necessary, to enable staff to perform their work safely and effectively;
- Make available all necessary safety devices and protective equipment and supervise their use;
- Maintain a constant and continuing interest in health and safety matters pertinent to the Department of Humanities; and,
- Keep this Safety Statement and other safety documents under review.
- Design and implement appropriate Standard Operating Procedures (as required)

GENERAL AND SPECIFIC DUTIES OF STAFF

Staff are requested to read the Safety, Health and Welfare at Work Act, 2005, a copy of which is attached and available on <http://www.oireachtas.ie/documents/bills28/acts/2005/a1005.pdf>. Attention is drawn particularly to Section 13ff of this Act.

In the case of practical demonstrations and practical classes, the institute takes the view while the student, whether full-time or part-time, is under the supervision of the staff member that the staff member in question is responsible for the safety and welfare of the student. In the instance where there may exist more than one staff member present at student practicals, in a supervisory capacity, the primary responsibility for safety in the laboratory situation rests with the main or lead supervisor.

It is an understanding that the laboratory designation in this document signifies kitchens, training restaurant, photography and audio facilities, language laboratories, TV studio post production, and IT & multimedia facilities.

Staff should familiarize themselves, where appropriate, with the contents of Material Safety Data Sheets (MSDS). A hard copy is available in the Audio Visual Centre office and from the Food & Beverage Controller and a CD-ROM copy is available in the Library.

TRAINING

Training a person to do any job is accepted to carry the implication that he/she is being trained to do the job safely.

All Audio Visual, Culinary Arts, and Hospitality staff employed by the Department of Humanities will receive 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 necessitate such training. The Department detailed in parentheses is responsible for delivery of initial and refresher courses.

- Humanities Ancillary Safety Statement (Humanities Department)
- Use of Personal Protective Equipment (HR Department)
- Waste Disposal Procedures (Humanities Department)
- Fire Safety (HR Department)
- Accident and Emergency Procedures (HR Department)
- Safe Manual Handling (HR Department)

Any training provided will meet the requirements of appropriate legislation, standards or guidelines and will be given by qualified instructors.

Safety training records will be maintained by the Safety Officer and will contain the following information:

1. Date of instruction or exercise;
2. Duration;
3. Name of instructor;
4. Name of person receiving instruction; and,
5. Nature and content of instruction.

STUDENT ACCESS TO LABORATORIES

Undergraduate students

All undergraduate students must be supervised by a member of academic staff or technical support person at all times when using equipment for which they have not demonstrated an appropriate level of proficiency according to the skills deemed appropriate by staff and assessed by a "Module Proficiency Test".

In the case of access to kitchens, and training restaurant all undergraduate students must be supervised by a member of academic staff at all times.

No undergraduate should have access to the laboratories (except those students in Audio Visual Media who have passed the appropriate proficiency tests) outside of normal working hours. Students working in all laboratories (excluding audio, television, multimedia and language laboratories are required to wear laboratory coat and safety glasses (in the case of students working in darkrooms) or other protective clothing as appropriate to the laboratory area at all times.

Postgraduate students and staff

Postgraduate students are to be encouraged to arrange their work times. It is recognized that on occasion, postgraduate students may be required to work in laboratories outside of normal work hours. This should be the exception rather than the rule.

PROCEDURE FOR ACCESS TO PREMISES OUTSIDE OF NORMAL OPENING HOURS

Please note that normal official opening hours for the Institute are as follows:

During Semester: - 0800 Hrs to 2200 Hrs Mon. to Thurs.
to 1800 Hrs Fri.
to 1300 Hrs Sat.

Outside Semester - (e.g. Summer and Easter breaks etc.) -

0900 Hrs to 1800 Hrs Mon. to Fri.

- 1 A Signing-In / Signing-Out Book has been placed at reception, so that outside normal hours, Security Personnel can at all times ascertain who is on the premises and in what locations.
- 2 Staff requiring access must book same in advance by contacting their Head of Dept. or one of the named post holders below, and should specify the area or areas of the building to which access is required - including days and times.
- 3 On arrival, the staff member must present themselves to Security - showing ID - and if necessary, restate the area or areas of the building to which access is required, and indicate how long they expect to be on the premises.
- 4 Staff member signs in.
- 5 Prior to departing the building, the staff member signs out.
- 6 The designated people to contact if you wish to access the premises outside normal hours are as follows:
 - Head of Dept
 - Buildings Officer
 - Personnel Officer
 - Secretary / Financial Controller

**REQUEST FOR ACCESS TO COLLEGE FACILITIES OUTSIDE NORMAL WORKING HOURS
FOR POSTGRADUATE RESEARCHERS**

I request access for
to room numbers
on (days & dates)
from (times) to
to carry out approved procedures.

I confirm that
is fully versed and competent to work on these procedures, unsupervised.

Signed _____

Title _____

Date _____

DELIVERY ON SITE OF CONSUMMABLES, CHEMICAL SUBSTANCES, PHYSICAL EQUIPMENT AND FOOD SUBSTANCES

The Technical Support Staff generates orders of the above items intended for use in the support of courses other than postgraduate research. At the time of ordering MSDS sheets, relevant data sheets in the case of biological and chemical substances, and written procedures for clean up of accidental spillage's will be requested from the suppliers where appropriate.

When deliveries arrive at the premises a caretaker or administrative personnel should immediately inform the Audio Visual technicians and Food and Beverage Controller of such deliveries.

The Audio Visual Technicians and Food and Beverage Controller will inspect the goods for signs of damage or leaks etc. They will inspect the package or container and decide on an external or internal storage location for the item.

Transportation And Storage Delivered Items - General

The Audio Visual Technicians and Food and Beverage Controller (including kitchen attendants) wearing safety glasses (if appropriate) and white coats or protective clothing as appropriate to the laboratory area will carry out transportation of such items to the appropriate storage location.

The Audio Visual technicians and Food and Beverage Controller (including kitchen attendants) will be familiar with correct manual handling procedures. In the case of items, which cannot be comfortably and safely carried the appropriate mechanical aid should be used.

Accidental Release, Spillage and Breakage

Only trained personnel wearing suitable PPE should deal with such occurrences. In the case of accidental release and spillage the affected area will be cordoned off and clearly identified as a hazardous area (usually by means of self-standing signs). In the case of odour producing spills, the area will be ventilated as best as is practical. Decontamination procedures should follow those outlined in the MSDS or data sheets

In general **acid spills** can be decontaminated by covering the affected area with alkali spills can be diluted with water. The spill can then be moped up or an absorbent substance used (such as sodium bicarbonate or sawdust). These items are available in the technicians' area. Individuals affected by the accidental release should be immediately brought to the nurse.

Glass breakages should be collected and disposed of in the "sharps" containers in the kitchen and photographic laboratories. All such accidental releases must be reported on the incident report form.

The Safety Officer (the technical support person responsible for the lab/kitchen/hospitality area) will decide whether the affected area has been made safe or not.

Storage of Chemicals

In general chemicals will be stored in the stores area and logged into the stock book. Prior to storage, the Audio Visual Technicians suitably attired in safety glasses (if appropriate) and white coats, will look up the list of incompatible chemicals kept in stores to help decide on suitable storage areas. Incompatible chemicals will be separated from one another and where appropriate segregated into chemical storage presses. In general the chemicals will be stored in accordance with their physico-chemical hazard identification.

Access to either the stores should only be through the Audio Visual Technicians. While access is through the Audio Visual Technicians, separated chemicals are stored in the cages area. This is open at appointed times

as the AV Equipment Loans, Collection and Return area and during these times Students are present but with a Technician present. The store is locked and the Audio Visual Technical Support Staff holds the only key.

Any chemicals used in the Photographic Darkroom areas should be suitably stored with due regard to their incompatibility.

General Considerations

- Chemicals should be stored at eye level or below
- Equipment and apparatus should not be stored among the chemicals
- Solids should be stored above liquids
- Spillage cleanup kits/supplies should be stored nearby
- Any bottles filled from a larger source should be adequately labeled
- All stored containers should be properly designed and must be adequately labeled to identify content and hazards - any old or damaged labels should be replaced, any chemicals that are unidentifiable should be disposed of safely as per Waste Disposal procedures.
- Chemicals, equipment and apparatus should not be stored on the floor, or on shelves so as to protrude into traffic areas. Storage of chemicals should be regularly reviewed and any out-of-date materials, safely disposed of (as per Waste Disposal Procedures).

WASTE DISPOSAL

Waste and excess must be disposed of quickly to avoid accumulation of large stocks. Fastened White coats and safety glasses or goggles must be worn at all times when dealing with all categories of waste. It is important to appreciate that chemicals of an oxidizing, flammable, explosive, toxic, carcinogenic or harmful nature remain so even when they are considered as waste. The waste material is at least as hazardous as the sum of its components. The Department's Photographic Chemical waste is separated by chemical and collected, recycled and disposed of by a specialist chemical recycling company. Service C1 Form and Environment Agency Levies are paid for by the Department as part of this company's services.

Solid Waste

Powders should be in a bag, tin or bottle. Broken glass, fragile glass objects, sharp metal pieces, and anything that could easily cause cuts should be disposed of in the bin designed for that purpose.

Empty Containers

The small effort expended in cleaning a container after it has been emptied is a good investment. Prior to disposal, empty containers should be cleaned free of any chemical residues by, for example rinsing with cold water or leaving to evaporate in a fumehood. Accidents frequently occur from the use of a dirty container returned to stores or left in the laboratory.

Sharps

Broken glassware, heavily chipped glassware are cleaned and placed in metal bins designated as “sharp”. The contents are disposed of via skip hire service.

General ‘Household’ Type Waste

General waste containers are clearly marked. Paper products plastic and packaging materials are placed in such bins. The janitorial section of the institute disposes of such office or household waste.

GENERAL LABORATORY SAFETY

General Rules for Working in the Laboratory

The following rules are to be observed in the laboratory at all times:

- (1) Only work in the laboratory during the authorized time period.
- (2) Always wear a white laboratory coat or appropriate laboratory clothing in the case of kitchens and training restaurant to protect you and your clothing from contamination and spillages.
- (3) Eating, drinking and smoking are strictly forbidden.
- (4) Do not taste chemicals.
- (5) If there is any danger of hazardous chemicals splashing (e.g. acids) WEAR YOUR SAFETY GLASSES.
- (6) Learn the location of the first aid kit, eye wash station, fire alarm and fire extinguisher. Report all accidents to your supervisor immediately. There is no substitute for immediate medical treatment.
- (7) Keep your work area neat and tidy. Ensure that chemical spills are cleared up immediately and that your work area is left clear at the end of each practical.
- (8) Always wash your hands immediately after lab work and if you leave the laboratory for coffee etc. And in general, all uses of labs should implement good hygiene practices when working in a laboratory.

Safe Use of Gases & Electricity

The most common source of fire and accidents in a lab is from the misuse of gas and electricity supplies. The following points should be observed:

- Only members of staff should turn on or off the electricity and gas supply.
- In the case of students no piece of electrical equipment may be turned on or plugged in, without first checking with a member of staff in its correct use.
- Staff should note the positions of all emergency electrical cut-off switches and their correct use.
- The laboratory lead supervisor (lecturer or audio visual technician or Food and Beverage Controller, as appropriate) must ensure that all gas and electricity supplies are turned off before they leave the lab, unless otherwise arranged.
- Trained persons may only turn on instrument gases with tapers as matches and lighters are not to be used.

CHEMICAL HAZARDS

Virtually all chemicals are potentially hazardous e.g. they may be flammable, toxic, corrosive, water reactive, oxidizing agents, organic peroxides, spontaneously combustible on contact with air or any combination of the above hazards.

Material Safety Data Sheets (MSDS) must be consulted before using any chemical if appropriate.

BEFORE using any chemical you must:

- Ascertain the correct handling procedure for all chemicals used and produced in the particular task to be undertaken.
- Examine each step of the proposed experiment for potential hazards and acquire the necessary safety equipment.
- Find proper procedures for safe disposal of all waste material from the experiment. The above information can usually be obtained from literature and or chemical suppliers.
- Particular caution should be exercised if there is no recorded information about material and/or handling procedures.
- Students are requested to make a declaration at the time of registration using the medical questionnaire if they have any allergies or any medical condition(s) such that they cannot use chemicals. Students should also inform relevant Audio Visual Technical Support Staff or the Food and Beverage Controller, as appropriate as a matter of correct procedure also who will then refer the matter to the medical centre if not advised earlier.

Physiochemical Hazards

All chemicals should be considered potentially hazardous and handled accordingly.

Avoid contact with skin and clothing and do not taste or smell chemicals.

Hazard warning symbols, which are black on an orange background are on reagent bottles to warn of specific dangers.

(i) Corrosive and irritant substances

A corrosive substance is one that destroys living tissue, such as strong acids and alkalis, and the dangers of them coming in contact with living skin are obvious. Irritants may cause local inflammation of tissue but not destruction of tissue. Repeated exposure may suddenly give rise to irritation.

(ii) Toxic compounds

The dangers of swallowing a toxic compound are obvious but the dangers of absorption through the skin or inhalation are not always appreciated. Carcinogenic or teratogenic compounds may have a delayed effect.

To Minimize Hazards of Toxic Chemicals:

- Regard all chemicals as hazardous until you know otherwise. Avoid unnecessary skin contact or inhalation of chemicals.

- Never taste or smell chemicals.
- Prevent spills and absorption of chemicals through the skin by wearing suitable protective clothing e.g. laboratory coat, safety glasses or goggles, proper footwear, impermeable gloves and **PROMPTLY** wash off any chemicals spilt on the skin or splashed into eyes with plenty of cold water from the tap or the shower hose.
- Prevent ingestion of chemicals by:
 - **NEVER INGEST CHEMICALS BY MOUTH**
 - Do not consume or store food or drink in any laboratory- other than as directed by an appropriate supervisor in the kitchens or training restaurant.
 - Clean up immediately accidental spills of chemicals on benches or floor (see emergency procedures 'spills').

HAZARD IDENTIFICATION AND RISK ASSESSMENT

DEPARTMENT/SECTION: HUMANITIES/AV

OPERATION/USE: DIGITAL PHOTOGRAPHY LAB

ROOM: 020

OCCUPANT/S: AVSTUDENTS / STAFF

ASSESSMENT UNDERTAKEN BY: G. Blanch

DATE: June 2017

HAZARD	RISK	PEOPLE AFFECTED	CONTROLS/ ARRANGEMENTS	PERSON RESPONSIBLE
Electrical Equipment.	Shock /Severe injury.	AV students Technical support Staff Lecturers.	All equipment checked regularly Regular maintenance check by College electrician.	Technician Lecturer Estates Manager
Fire	Burns/Severe Injury/ Choking	AV students Technical support Staff Lecturers.	Fire Drills conducted by college at regular intervals. H&S induction provided to students	Technician Lecturer Students
Working with VDU's	Sore Eyes/Headaches/Nausea	AV students Technical support Staff Lecturers.	Students trained to take breaks Limits placed on computer usage H&S induction provided to students	

HAZARD IDENTIFICATION AND RISK ASSESSMENT

DEPARTMENT/SECTION: HUMANITIES/AV

OPERATION/USE: MULTIMEDIA LAB

ROOM: 107

OCCUPANT/S: AVSTUDENTS / STAFF

ASSESSMENT UNDERTAKEN BY: Brian Mullan

DATE: June 2017

HAZARD	RISK	PEOPLE AFFECTED	CONTROLS/ ARRANGEMENTS	PERSON RESPONSIBLE
Electrical Equipment.	Shock /Severe injury.	AV students Technical support Staff Lecturers.	All equipment checked regularly Regular maintenance check by College electrician.	Technician Lecturer
Fire	Burns/SevereInjury/ Choking	AV students Technical support Staff Lecturers.	Fire Drills conducted by college at regular intervals. H&S induction provided to students	Technician Lecturer Technician Lecturer Students
Working with VDU's	SoreEyes/Headaches/Na usea	AV students Technical support Staff Lecturers.	Students trained to take breaks Limits placed on computer usage H&S induction provided to students	Technician Lecturer
Air Quality	Nausea /Coughing Headaches/ Possible fainting	AV students Technical support Staff Lecturers.	Regular Air quality reports to Building Services. Air conditioning provided	

HAZARD IDENTIFICATION AND RISK ASSESSMENT

DEPARTMENT/SECTION: HUMANITIES/AV

OPERATION/USE: RADIO STUDIO

ROOM: 202

OCCUPANT/S: AVSTUDENTS /STAFF

ASSESSMENT UNDERTAKEN BY: Brian Mullan

DATE: June 2017

HAZARD	RISK	PEOPLE AFFECTED	CONTROLS/ ARRANGEMENTS	PERSON RESPONSIBLE
--------	------	--------------------	---------------------------	-----------------------

Electrical Equipment.	Shock /Severe injury.	AV students Technical support Staff Lecturers.	All equipment checked regularly Regular maintenance check by College electrician. H&S induction provided to students	Technician Lecturer
Fire	Burns/Severe Injury/ Choking	AV students Technical support Staff Lecturers.	Fire Drills conducted by college At regular intervals H&S induction provided to students	Technician Lecturer
Slipping/Tripping hazards/ Microphone cables on floor etc.	Cuts/Bruises/Falls	AV students Technical support Staff Lecturers.	All cables tidied after use. Students trained to tidy equipment.	Technician Lecturer Student
Working with VDU's	Sore Eyes/Headaches/ Nausea	AV students Technical support Staff Lecturers.	Students trained to take breaks Limits placed on computer usage	Technician Lecturer
Air Quality	Nausea /coughing Headaches/ Possible fainting	AV students Technical support Staff Lecturers.	Regular Air quality reports to Building Services. Window ventilation accessible.	

HAZARD IDENTIFICATION AND RISK ASSESSMENT

DEPARTMENT/SECTION: HUMANITIES/AV

OPERATION/USE: RADIO STUDIO/MULTIMEDIA LAB

ROOM: 204

OCCUPANT/S: AVSTUDENTS /STAFF

ASSESSMENT UNDERTAKEN BY: Brian Mullan

DATE: June 2017

HAZARD	RISK	PEOPLE AFFECTED	CONTROLS/ ARRANGEMENTS	PERSON RESPONSIBLE
--------	------	--------------------	---------------------------	-----------------------

Electrical Equipment.	Shock /Severe injury.	AV students Technical support Staff Lecturers.	All equipment checked regularly Regular maintenance check by College electrician.	Technician Lecturer
Fire	Burns/Severe Injury/ Choking	AV students Technical support Staff Lecturers.	Fire Drills conducted by college At regular intervals H&S induction provided to students	Technician Lecturer Technician Lecturer Students
Working with VDU's	Sore Eyes/Headaches/ Nausea	AV students Technical support Staff Lecturers.	Students trained to take breaks Limits placed on computer usage	Technician Lecturer Student
Slipping/Tripping hazards/ Microphone cables on floor etc.	Cuts/Brusies/Falls	AV students Technical support Staff Lecturers.	All cables tidied after use. Students trained to tidy equipment.	Technician Lecturer
Air Quality	Nausea /coughing Headaches/ Possible fainting	AV students Technical support Staff Lecturers.	Regular Air quality reports to Building Services. Window ventilation accessible.	

HAZARD IDENTIFICATION AND RISK ASSESSMENT

DEPARTMENT/SECTION: HUMANITIES/AV

OPERATION/USE: Photography Studio

ROOM: 048

OCCUPANT/S: AVSTUDENTS /STAFF

ASSESSMENT UNDERTAKEN BY: Brian Mullan

DATE: June 2017

HAZARD	RISK	PEOPLE AFFECTED	CONTROLS/ ARRANGEMENTS	PERSON RESPONSIBLE
--------	------	--------------------	---------------------------	-----------------------

Electrical Equipment.	Shock /Severe injury.	AV students Technical support Staff Lecturers.	All equipment checked regularly Regular maintenance check by College electrician.	Technician Lecturer
Fire	Burns/Severe Injury/ Choking	AV students Technical support Staff Lecturers.	Fire Drills conducted by college At regular intervals H&S induction provided to students	Technician Lecturer
Manual handling of Equipment	Back Injury/Muscle Injury	AV students Technical support Staff Lecturers.	Equipment trolleys provided by Technical support staff	Technician Lecturer
Slipping/Tripping hazards/ Light cables on floor etc.	Cuts/Brusies/Falls	AV students Technical support Staff Lecturers.	All cables tidied after use. Students trained to tidy equipment.	Technician Lecturer Student
Working with VDU's	Sore Eyes/Headaches/ Nausea	AV students Technical support Staff Lecturers.	Students trained to take breaks Limits placed on computer usage	Technician Lecturer
Air Quality	Nausea /coughing Headaches/ Possible fainting	AV students Technical support Staff Lecturers.	Regular Air quality reports to Building Services. Air conditioning in room	

HAZARD IDENTIFICATION AND RISK ASSESSMENT

DEPARTMENT/SECTION: HUMANITIES/AV

OPERATION/USE: Photographic darkrooms

ROOM: 025/029/213

OCCUPANT/S: AVSTUDENTS /STAFF

ASSESSMENT UNDERTAKEN BY: Brian Mullan

DATE: June 2017

HAZARD	RISK	PEOPLE AFFECTED	CONTROLS/ ARRANGEMENTS	PERSON RESPONSIBLE
--------	------	--------------------	---------------------------	-----------------------

Electrical Equipment.	Shock /Severe injury.	AV students Technical support Staff Lecturers.	All equipment checked regularly Regular maintenance check by College electrician.	Technician Lecturer
Fire	Burns/Severe Injury/ Choking	AV students Technical support Staff Lecturers.	Fire Drills conducted by college At regular intervals H&S induction provided to students	Technician Lecturer
Manual handling of Equipment	Back Injury/Muscle Injury	AV students Technical support Staff Lecturers.	Equipment trolleys provided by Technical support staff	Technician Lecturer
Slipping/Tripping hazards/	Cuts/Brusies/Falls	AV students Technical support Staff Lecturers.	All cables tidied after use. Students trained to tidy equipment. Spills cleaned up. No Bags/ coats etc in darkrooms	Technician Lecturer
Air Quality	Nausea /coughing Headaches/ Possible fainting	AV students Technical support Staff Lecturers.	Regular Air quality reports to Building Services. Use of extractor fans.	Technician Lecturer
Photographic Chemistry	Refer to MSDS	AV students Technical support Staff Lecturers.		
		AV students		

		Technical support Staff Lecturers.	Students notified of hazards, use of gloves when handling chemistry	
--	--	--	---	--

HAZARD IDENTIFICATION AND RISK ASSESSMENT

DEPARTMENT/SECTION: HUMANITIES/AV

OPERATION/USE: TELEVISION STUDIO

ROOM: 012

OCCUPANT/S: AVSTUDENTS /STAFF

ASSESSMENT UNDERTAKEN BY: Brian Mullan

DATE: June 2017

HAZARD	RISK	PEOPLE AFFECTED	CONTROLS/ ARRANGEMENTS	PERSON RESPONSIBLE
--------	------	--------------------	---------------------------	-----------------------

Electrical Equipment.	Shock /Severe injury.	AV students Technical support Staff Lecturers.	All equipment checked regularly Regular maintenance check by College electrician.	Technician Lecturer
Fire	Burns/Severe Injury/ Choking	AV students Technical support Staff Lecturers.	Fire Drills conducted by college At regular intervals H&S induction provided to students	Technician Lecturer
Manual handling of Equipment	Back Injury/Muscle Injury	AV students Technical support Staff Lecturers.	Equipment trolleys provided by Technical support staff	Technician Lecturer
Slipping/Tripping hazards/ Microphone/Video cables on floor etc.	Cuts/Bruises/Falls	AV students Technical support Staff Lecturers.	All cables tidied after use. Students trained to tidy equipment.	Technician Lecturer Student
Working with VDU's	Sore Eyes/Headaches/ Nausea	AV students Technical support Staff Lecturers.	Students trained to take breaks Limits placed on computer usage	Technician Lecturer
Air Quality	Nausea /coughing Headaches/ Possible fainting	AV students Technical support Staff Lecturers.	Regular Air quality reports to Building Services. Window ventilation accessible.	Technician Lecturer

			Air circulation fans installed	
--	--	--	--------------------------------	--

HAZARD IDENTIFICATION AND RISK ASSESSMENT

DEPARTMENT/SECTION: HUMANITIES/AV

OPERATION/USE: TELEVISION EDITING STUDIO

ROOM: 012 CONT'D

OCCUPANT/S: AVSTUDENTS /STAFF

ASSESSMENT UNDERTAKEN BY: Brian Mullan

DATE: June 2017

HAZARD	RISK	PEOPLE AFFECTED	CONTROLS/ ARRANGEMENTS	PERSON RESPONSIBLE
--------	------	--------------------	---------------------------	-----------------------

Lighting	Tripping over leads/stands	AV students Technical support Staff Lecturers.	Students trained to set up stands correctly. Slack on leads stored under stands.	Technician Lecturer Student
Lighting	Falling from ladders	AV students Technical support Staff Lecturers.	Ladder to be held by two people	Technician Lecturer Student
Heat in Edit suite	Possible fainting	AV students Technical support Staff Lecturers.	Increase ventilation. Air circulation fans installed.	Building services
Heat in Studio	Possible fainting	AV students Technical support Staff Lecturers.	Increase ventilation. Air circulation fans installed.	Building services
Erecting flats/ general studio set ups	Flats/props falling	AV students Technical support Staff Lecturers.	Manual handling issues to be discussed before set up	AV students Technical support Staff Lecturers.

