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| **School of Languages, Law & Social Sciences**  **Safety Arrangements &**  **Risk Assessments**  **5 October 2021**  C:\Users\James.p.murphy\Desktop\TUD_RGB.jpg  **IMPORTANT:** The Technological University Dublin (TU Dublin) City Safety Statement **2021/2022** now supersedes all School/ Function Safety Statements. This document enclosed therefore ONLY covers the School/ Function safety arrangements and risk assessments. Please refer to the TU Dublin City Safety Statement for other information   |  |  | | --- | --- | | **Safety Arrangements & Risk Assessments Document Record** | | | Version | 1.0 | | Approval Body | College Health & Safety Committee | | Effective Date | 6 October 2021 | | Review Date | 1 July 2022 | | Status | draft | |

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| **IMPORTANT NOTE:** This document has been prepared by the School of Languages, Law & Social Sciences and facilitated by the Health and Safety Office. It is based solely on the information provided to the author(s) on the date of completion. If there is any inaccuracy, misstatement, omission or any other error of whatever nature contained herein, it should be reported immediately to the Head of School/ Function and the Health and Safety Office.  This document is to be reviewed annually and in the event any changes occur within the School/ Function.    Dr David Irwin  Head, School of Languages, Law & Social Sciences  Date: 6 October 2021  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Edel Niland Name  Health and Safety Advisor Occupational Health Advisor  Date: |

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**SCHOOL OF LANGUAGES, LAW, AND SOCIAL SCIENCES SAFETY CONTACT DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Name** | **Location** | **Email** | **Telephone Extension Number** |
| **Head of School** | David Irwin | Grangegorman | david.irwin@tudublin.ie | 35312205451 |
| **Assistant Head of School** | Deirdre McGowan | Grangegorman | deirdre.mcgowan@tudublin.ie | 35312205450 |
| **Assistant Head of School** | Kevin Lalor | Grangegorman | kevin.lalor@tudublin.ie | 35312205449 |
| **Assistant Head of School** | Christopher Dixon | Aungier St. | chris.dixon@tudublin.ie | 35312205479 |
| **School Administrator** | Joanne Boyle | Grangegorman | joanne.boyle@tudbulin.ie | 35312205452 |
| **School Administration** | Kellie Payne | Aungier St. | Kellieanne.payne@tudbulin.ie | 35312206183 |
| **School Administrator** | Teri O’Boyle | Aungier St. | teri.oboyle@tudbulin.ie | 35312205503 |
| **Nominee(s) on College Safety Team** | David Irwin | Grangegorman | david.irwin@tudublin.ie | 35312205451 |
| **School**  **First-Aider** | David Irwin | Grangegorman | david.irwin@tudublin.ie | 35312205451 |
| **School**  **First-Aider** | Joanne Boyle | Grangegorman | joanne.boyle@tudbulin.ie | 35312205452 |
| **Elected Staff Safety Representative** | Dr Brian Murphy | Central Quad, Grangegorman | Brian.murphy@tudublin.ie | 353 1 2205820 |
|  |  |  |  |  |

**Full listing of all School staff:**

|  |  |  |  |
| --- | --- | --- | --- |
| Dr | Lalor | Kevin | 35312205449 |
| Dr | McGowan | Deirdre | 35312205450 |
| Dr | Irwin | David | 35312205451 |
| Ms | Boyle | Joanne | 35312205452 (School) |
| Ms | Carey | Leanne | 35312205454 |
| Mr | Cassells | Leslie | 35312205455 |
| Dr | Costello | Aisling | 35312208114 |
| Dr | Barry | Brian | 35312205456 |
| Dr | Broughton Coveney | Fiona | 35312205457 |
| Ms | Cannon | Ruth | 35312205458 |
| Dr. | Carolan | Gene | 35312205459 |
| Dr | Carruthers | Stephen | 35312205460 |
| Dr | Curran | Cathal | 35312205461 |
| Ms | Delany | Mary | 35312205760 |
| Dr | Dolan | Paddy | 35312205462 |
| Ms | Doyle | Judy | 35312205463 |
| Ms | Fingleton | Margaret | 35312205464 |
| Dr. | Freeman | Sinead | 35312205465 |
| Dr | Halpenny | Anne Marie | 35312205467 |
| Dr | Hughes | Nicola | 35312205468 |
| Ms | Kiernan | Caoimhe | caoimhe.mckiernan@tudublin.ie |
| Ms | Maguire | Clare | 3531220764 |
| Mr | McKeown | Andrew | andrew.mckeown@tudublin.ie |
| Dr. | Mcsweeney | Fiona | 35312205469 |
| Ms | Murphy | Eavan | 35312205470 |
| Mr | Neligan | Niall | 35312205471 |
| Ms | Ozonyia | Martina | 35312205472 |
| Dr | Seymour | Mairead | 35312205473 |
| Mr | Pettersen | Jan Age | 35312205475 |
| Ms | Shier | Anne Marie | 35312205476 |
| Dr. | Williams | David | 35312205477 |
| Dr | Behan | Cormac | 35312205478 |
| Ms. | Filipovic | Katarina | 35312205759 |
| Dr. | Hanlon | Niall | 35312205762 |
| Mr | Hussey | Gerard | **3531220 6290** |
| Ms. | Byrne | Deborah | 35312205476 |
| Mr. | McCarthy | Michael | **35312205464** |
| Ms. | McEvoy | Judy | 35312205477 |
|  |  |  |  |
| Dr | Dixon | Christopher | 35312205479 |
|  | Boisbourdin | Michele | 35312205480 |
| Dr | Buckley | Claire | 35312205481 |
| Dr | Connolly | Aoife | 35312205482 |
|  | Fischer | Dagmar | 35312205483 |
| Ms | Gabaudan | Odette | 35312205484 |
|  | Gonzalez | Maria-Jose | 35312205485 |
| Dr | Harris | Sascha | 35312205486 |
|  | Hoefer | Ute | 35312205487 |
| Dr | Kelly | Deirdre | 35312205488 |
| Dr | NI Laoire | Siobhan | 35312205489 |
| Dr | Norton | Susan | 35312205490 |
|  | O'Neill | Martin M | 35312205491 |
| Ms | Oshaughnessy | Susan Mary | 35312205492 |
|  | Paveau | Laurence-Anne | 35312205493 |
| Dr | Seemann | Daphne | 35312205494 |
|  | Soudry | Isabelle | 35312205495 |
| Dr | Spencer | Catherine | 35312205496 |
| Ms | Martinez | Isabel | 35312205497 |
| Dr | Nevin | Barry | 35312205498 |
| Ms | NI | Jun | 35312205499 |
| Ms | Nocchi | Susanna | 35312205501 |
| Mr | Ó Cadhla | Seán | 35312205502 |
| Ms | O'Boyle | Teri | 35312205503 |
| Dr | Olmos | Susana | 35312205504 |
| Dr | Perez Valdes | Paloma | 35312205505 |
| Mr | Urda Munoz | Jesús | 35312205506 |
| Ms | Watson | Etain | 35312205507 |
| Dr | Molina | Pilar | 35312205508 |
| Ms | Hascoet | Valerie | 35312206134 |
| Dr | Meinardi | Marty | 35312206135 |
| Mr | O'Farachain | Antaine | 35312206136 |
| Ms | O'Reilly | Carmel | 35312206137 |
| Ms | Perreau | Pascale | 35312206138 |
| Mr | Gallagher | Marc Gerard | 35312206139 |
| Dr | Vohnsen | Mirna | mirna.vohnsen@tudublin.ie |
|  |  |  |  |
|  |  |  |  |

### **Emergency Contact Information and Emergency Services Contact Details**

**TU Dublin City Internal Contact Numbers**

|  |  |  |
| --- | --- | --- |
| Central Switchboard | (01) 220 5000 | |
|  | | |
| Chaplaincy | (01) 2207076 | |
|  | | |
| Security Control Centre 24 hour  (Orchard House, Grangegorman) | 01) 402 4209 control room  (01) 402 4206 control room  (01) 8385892 analog | Internal Extension  2999 |
|  | | |
| Student Counselling Service | 086 0820543 | |
|  | | |
| Corporate Employee Assistance Programme  (Spectrum Life)  24 hours a day/365 days per year | * calling freephone **1800 814 243**or * text “Hi” using WhatsApp or SMS to **087 369 0010** or * you may email an enquiry to the specialist information service at [**eap@spectrum.life**](mailto:eap@spectrum.life) | |
|  | | |
| Estates Helpdesk | (01) 220 7666 | |
|  | | |
| Estates Officer | (01) 220 5034  0872250015 | |
|  | | |
| Health & Safety Advisor | 086 3891080 | |
|  | | |
| Public Affairs Office | (01) 2206108 | |
|  | | |
| Student Health Centres:*Rathdown House, Grangegorman*  *Aungier St.* | (01) 2207024  (01) 2207025 | |
|  | | |
| FRONT DESK/RECEPTION CONTACTS | | |
| **AUNGIER STREET CAMPUS** | | |
| Aungier Street Entrance | (01) 402 3061 | |
| Bishop Street Entrance | (01) 402 7004 | |
|  | | |
| **BOLTON STREET CAMPUS** | | |
| Kings Inn Street Entrance | (01) 402 3607 | |
| E-Block | (01) 402 2998 | |
| Linenhall | (01) 402 4000 | |
| Beresford Street | (01) 402 2950 | |
|  | | |
|  | | |
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|  |  | |
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|  |  | |
|  | | |
| **GRANGEGORMAN CAMPUS** | | |
| Security Control Centre (Orchard House) 24 HOUR | (01) 402 4209/ (01) 402 4206/ (01) 8385892 | Internal Extension 2999 |
| Rathdown House | (01) 402 4270 | |
| Park House | (01) 2205500 | |
| Central Quad | (01) 2207163 | |
| East Quad | (01) 2205211 | |
| Lower House | a/w | |
|  | | |
|  | | |
| National Optometry Centre | (01) 220 5900 | |
|  |  | |
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|  |  | |
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**External Emergency Contact Numbers**

|  |  |  |
| --- | --- | --- |
| **Emergency Services** | 112/999 (If dialling from a landline  phone you may need to dial “0” for an outside line) | |
| **Hospital** | Northside (01) 803 2000 Mater Hospital  Southside (01) 410 3000 St. James Hospital | |
| **Dublin City Council** | (01) 222 22 22 | |
| **Garda Síochána** | **Northside:**  Bridewell: 01 666 8200  Mountjoy Square: 01 666 8600  Fitzgibbon Street: 01 666 8400  Store Street: 01 666 8000 | **Southside:**  Kevin Street: 01 666 9400  Pearse Street: 01 666 9000 |
| **Gas Networks Ireland 24-hour Emergency** | 1850 20 50 50 | |
| **ESB Fault Emergency Line** | 1850 372 999 Fault and Emergency: 021 4537000 (open 24 hours, 7 days per week) | |
| **Health and Safety Authority** | 1890 289 389 | |
| **Samaritans** | 1850 60 90 90 | |
| **Environmental Protection Agency** | 1890 33 55 99 | |
| Employee Assistance Programme  (Spectrum Life)  24 hours a day/365 days per year | * calling freephone **1800 814 243**or * text “Hi” using WhatsApp or SMS to **087 369 0010** or * you may email an enquiry to the specialist information service at [**eap@spectrum.life**](mailto:eap@spectrum.life) | |
| National Poisons Information Centre | **Members of Public**:+353 (1) 809 2166.  (8.00 a.m. to 10.00 p.m. 7 days a week) | |

**INTRODUCTION & SCOPE**

**The** **scope of our operations** **include:**

**Undergraduate and postgraduate programmes in:**

* **Languages (Aungier Street and Grangegorman)**
* **Law (Grangegorman)**
* **Social care; Early Childhood Education; Criminology; Social Care Management; Child, Family and Community Studies (Grangegorman)**

**The scope of our operations includes: lectures and invited lectures; tutorials, practice placements, research, travel to seminars and conferences, and trips with students.**

**For all Policies and Procedures on a University level see the TU Dublin City Safety Statement. See below bullet points.**

* [**TU Dublin City Occupational Safety and Health Policy**](#_Toc19712309)
* [**Identification of Hazards, Assessment of Risks, Precautions**](#_Toc19712314)
* [**Implementation and Operation: Safety Arrangements and Information Resources, Roles, Responsibility, Accountability, Authority**](#_Toc19712315)
* [**Duties of the Employer and Employee under the 2005 Act**](#_Toc19712331)
* [**Responsibilities of Others**](#_Toc19712336)
* [**Commitment to Legal Compliance**](#_Toc19712340)
* [**Protective and Preventative Measures**](#_Toc19712341)
* [**Competence, Training & Awareness**](#_Toc19712343)
* [**An Emergency or Serious Danger, including First-aid and Fire**](#_Toc19712347)
* [**Accident & Dangerous Occurrence Reporting and Investigation**](#_Toc19712356)
* [**Sensitive Risk Groups**](#_Toc19712362)
* [**Student Placement**](#_Toc19712365)
* [**Visitors**](#_Toc19712366)
* [**Out of Hours Access**](#_Toc19712367)
* [**Health Surveillance, Health Assessment and Medical Fitness to Work**](#_Toc19712368)
* [**Personal Protective Equipment (PPE)**](#_Toc19712369)
* [**Workplace Drugs, Intoxicants and Alcohol**](#_Toc19712370)
* [**Dignity at Work, Anti-Bullying and Harassment**](#_Toc19712371)
* [**Work-Related Stress**](#_Toc19712372)
* [**Manual Handling of Loads**](#_Toc19712373)
* [**Use of Display Screen Equipment (DSE)**](#_Toc19712374)
* [**Work Equipment**](#_Toc19712375)
* [**Electrical Safety**](#_Toc19712376)
* [**Biological Agents**](#_Toc19712377)
* [**Chemical Agents including Carcinogens and Mutagens**](#_Toc19712378)
* [**Smoke-Free Buildings**](#_Toc19712379)
* [**Workplace Transport Safety and Traffic Management on Campus**](#_Toc19712380)
* [**Driving for Work**](#_Toc19712381)
* [**Asbestos**](#_Toc19712382)
* [**Radiation Safety**](#_Toc19712383)
* [**Trips, Travel and Events**](#_Toc19712384)
* [**Management of Contractors and Service Providers**](#_Toc19712385)
* [**Safe Systems of Work**](#_Toc19712386)
* [**Monitoring, review and continuous improvement**](#_Toc19712388)
* [**Forms and Records**](#_Toc19712398)
* [**Organisational Safety Responsibilities**](#_Toc19712408)
* [**Health and Safety Sub-committee and Safety Team Overview**](#_Toc19712409)
* [**TU Dublin City Safety Team Organisational Structure**](#_Toc19712410)
* [**Controlled Document Register**](#_Toc19712412)
* [**Procedure: Hazard Identification, Risk Assessment and Determining Controls.**](#_Toc19712414)
* [**Procedure: New Risk Assessments and Safe Work Practice Sheets**](#_Toc19712415)
* [**Terms of Reference: Health and Safety Sub-committee (Reporting to ORC)**](#_Toc19712416)
* [**Terms of Reference: Safety Teams (Reporting to the Health & Safety Sub-committee)**](#_Toc19712417)
* [**Terms of Reference: Allergen Working Group**](#_Toc19712418)
* [**Terms of Reference: Chemical Safety Working Group**](#_Toc19712419)
* [**Guidance document for school/Function safety committee**](#_Toc19712420)
* [**TU Dublin City Accident Report Form**](#_Toc19712422)
* [**Listing of Health and Safety Related Legislation**](#_Toc19712424)
* [**Risk Assessments**](#_Toc19712426)
* [**TU Dublin City – Associated Buildings**](#_Toc19712428)
* [**Technological University Dublin First Response Procedures for all Campus Users**](#_Toc19712430)

**EMERGENCY RESPONSE**

**Action for fire/evacuation warning** - The immediate response to fire/evacuation warning for all campus users

* **On suspecting a fire i.e. smelling or seeing smoke**
  + Do not investigate alone; and
  + Alert front desk/reception and wait for further instruction. Prepare to evacuate if necessary.
* **On discovering a fire:**
* Activate the nearest alarm call point or break glass unit, after which;
* Alert the front desk/reception or Emergency Services if possible;
* Fight the fire with the appropriate fire extinguisher **only** if it is safe to do so and you are trained; and
* Follow the evacuation procedure below.

**If you hear the evacuation alarm**

* Proceed to evacuate without delay, do not wait for further information or instruction;
* If there is time and it is safe to do so, shut down electricity and gas, and close doors and windows;
* Leave the building using the nearest emergency exit;
* Do not use the lift;
* Form a single file on stairways and corridors and leave the centre passageway clear for emergency access;
* If you encounter crowd congestion, smoke or other danger proceed to another exit if possible;
* Disperse from the building and report to the designated Assembly Point; and
* Do not re-enter the building until the “all clear” has been given.

**CONTACTING EMERGENCY SERVICES**

* Dial 112 or 999 (if dialling from a campus landline phone you may need to dial “0” for an outside line);
* Ask for correct service(s); and
* Give the following information: Your name, telephone number, exact location (TU Dublin Campus building, street, landmarks, Eircode if known), type of incident, contact details, number of casualties, type of injuries, any hazards etc.

***DON'T HANG UP THE PHONE UNTIL THE OPERATOR CLEARS THE LINE***

* If dialling 112 or 999 from a campus landline phone, remember to dial “0” first to get an outside line. The dial tone may differ from the usual tone;
* Designate someone to inform the front desk/reception of the situation; and
* Designate a person to go to the front of the building to guide the Emergency Services to the scene.

### **Evacuation Marshals (ALL EMPLOYEES)**

All employees are required to act as evacuation marshals during an evacuation. The main role of an evacuation marshal is to carry out a “sweep/search” of rooms in their area and instruct all occupants to leave the building promptly by the nearest and safest exit and report to the Assembly Point. They report information about their area to the Incident Controller outside the building. Evacuation marshals are advised not put themselves in any danger while undertaking their duties. The role and duty of an evacuation marshal is covered in Emergency Response Training.

[**Assembly Points**](https://www.dit.ie/healthsafety/emergencyresponse/assemblypoints/#d.en.45837) **:**

# **Aungier Street Campus:**

## [Whitefriar Street to Golden Lane](https://www.google.ie/maps/place/Whitefriar+St,+Dublin/@53.3401177,-6.2676415,17z/data=!4m2!3m1!1s0x48670c2754049c8b:0xb4b0819280995197)



2. [Bishop Street Lane – Kevin Street Path](https://www.dit.ie/healthsafety/emergencyresponse/assemblypoints/Whitefriar%20Street%20to%20Golden%20Lane)



### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Grangegorman Campus**

### [Grangegorman Emergency Exit Plan](https://www.dit.ie/media/healthandsafety/documents/Grangegorman%20Emergency%20Exit%20Plan.pdf)

### [Campus Landscape](https://www.dit.ie/media/healthandsafety/documents/Campus%20landscapeing%203.pdf)

### [Grangegorman](https://www.dit.ie/healthsafety/emergencyresponse/assemblypoints/DIT%20Grangegorman) Campus

### Assembly Point A - North House, Grangegorman

### Assembly Point A - North House Grangegorman

### Assembly Point B - Courtyard, Grangegorman



### Assembly Point C - Hoarding at Cultural Gardens, Grangegorman

### Assembly Point C - Hoarding at Cultural Gardens, Grangegorman

## Central Quad - **Main Pitches**

## East Quad - Lower House Carpark

## Lower House - Lower House Carpark

# **Park House Grangegorman**

**The assembly point is**[**Annamoe Road to Annamoe Drive**](https://www.google.com/maps/@53.3590631,-6.2873806,3a,75y,21.48h,83.86t/data=!3m6!1e1!3m4!1swtR9mPGygaPZGpyvSzWIQQ!2e0!7i16384!8i8192)

****

**EMERGENCY FIRST-AID PROCEDURE FOR CITY CAMPUS**

**INJURY/ UNWELL**

**FIRST-AID ARRANGEMENTS:**

* A first-aid kit and Automatic External Defibrillator (AED) are available at the front desk/reception area of all main buildings.
* First-aid kits are also located in kitchens, workshops and laboratories.
* A list of trained first-aiders is available on the [website](http://www.dit.ie/safework).
* Follow the traffic light steps below. If in any doubt about the category of injury/illness or treatment required, please phone for advice:

Student Health Centre (01) 2207024 / 2207025

Health & Safety Office 087 9809194/ 087 9809131

/ 087 9809135

**USE THE TRAFFIC LIGHT COLOURS**

|  |
| --- |
| **MINOR:**  **SEEK FIRST-AID** |
| * Minor injuries generally require first-aid treatment only e.g. small superficial cuts and burns. * First-aid treatment should be provided in accordance with training protocols. |

**TO ASSESS & TREAT**

1. **GREEN – MINOR**
2. **AMBER – MODERATE**
3. **RED – SERIOUS**

|  |
| --- |
| **MODERATE:**  **SEEK MEDICAL ATTENTION** |
| * Moderate injuries generally require medical attention e.g. large/deep cuts, eye injuries, deep/chemical burns. * Whilst providing initial first-aid treatment, arrange transport (e.g. taxi) for the person to their local GP or nearest A&E Department. * Students (*whole-time and apprentice students only*)can attend the Student Health Centre, ideally phone in advance of arrival:   Aungier Street (01) 2207024 / Grangegorman Rathdown House (01) 2207025   * Most eye injuries will require same day referral to the Mater Emergency Eye Clinic, contact the Student Health Centre firstly to arrange referral. * Out-of-hours urgent GP care D-DOC can be reached 6pm-8am at 1850 22 44 77. |

|  |
| --- |
| **SERIOUS:**  **CALL EMERGENCY SERVICES 112/999** |
| * Serious injuries/illnesses generally require transportation to hospital by ambulance e.g. unconsciousness, severe breathing difficulty, head trauma, extensive bleeding/burns, chest pain, cardiac arrest etc. * Dial 112/999 (If using a campus landline you may need to dial “0” for an outside line) * Keep the person comfortable until the ambulance arrives * A friend/ responsible person should accompany the person to hospital if possible * Contact the Health & Safety Office 086 3891080/ 0879809194/ 0879809131/ 0879809135 |

|  |
| --- |
| **FOR ALL INCIDENTS COMPLETE AN INCIDENT REPORT FORM** |
| Incident Report Forms are available from the front desk and on the [health and safety website](https://www.dit.ie/healthsafety/) |

|  |  |
| --- | --- |
| **Location of First-Aid Equipment** | |
| First-Aid Kits | First-aid kits are available at the front desk/reception in main buildings.  First Aid kits will also be available in rooms EQ-210 and EQ-210 (staff collaborative spaces) |
| Automated External Defibrillators (AEDs) | AEDs are available at the front desk/reception in main buildings. A full listing of all AED locations is available on the website |
| Emergency Showers | no emergency showers in the School |
| Eye-Wash Stations | no eye wash stations in the School |

### **Location of first-aid rooms**

These rooms also serve as a rest facility for pregnant women and breastfeeding mothers.

|  |  |
| --- | --- |
| **Building** | **Room/Area** |
| Bolton Street | Room 136.1, Ground Floor |
| Central Quad, Grangegorman | Room CQ-0372 |
| East Quad, Grangegorman | Room EQ-020 |
| Park House, Grangegorman | Room PH-LG 08 |
| Rathdown House, Grangegorman | Room RD003, Ground Floor |

### **Reporting Accidents/Near misses/Dangerous Occurrences and Hazards**

Employees and students are required to immediately inform their Supervisor/Line Manager of any accident/near miss/dangerous occurrence/hazard. A report form must be completed and sent to the Health & Safety Office within 24 hours. Forms are available the Health & Safety website.

Statutory testing – inspection and contractors

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Location** | **Test Frequency** | **Test Company Details** |
| Photocopiers | Various Offices | Annually or as needed | TU Dublin IS |
| Printers | Various Offices | Annually or as needed | TU Dublin IS |
| Computers/ laptops | Various Offices | Annually or as needed | TU Dublin IS |

Specialised training

Specific hazards: chemical, biological, laser, machinery and plat, working at heights, specialised contractors, young person

|  |  |  |  |
| --- | --- | --- | --- |
| **HAZARD CHECKLIST**  *(please tick yes or no)* | **No** | **YES** | ***If YES, please provide details***  **See the Coded Risk Assessment and Safety Procedures below.** |
| **Biological agents**  e.g. Blood/ food/air/ water borne  pathogens, hepatitis  sharps,  clinical waste | **X** |  | **053** |
| **Chemicals**  e.g. solvents,  paints, degreasers  cleaning products,  asbestos, acetylene | **X** |  | **051** |
| **Lasers** | **X** |  |  |
| **Gases**  (natural gas/ and gases in cylinders) | **X** |  | **022, 052** |
| **Physical** |  |  |  |
| Equipment/Machinery |  |  | **N/A** |
| Electricity |  | **X** | **019** |
| Hand Tools |  | **X** | **004** |
| Heat Sources /  High Temperatures /  Hot Surfaces |  | **X** | **013, 014** |
| Instrumentation |  |  | **N/A** |
| Manual Handling |  | **X** | **002** |
| Maintenance/Construction |  | **X** | **023** |
| Lifting Equipment / Mechanical Aids | **X** |  | **011** |
| Work Equipment |  | **X** | **003** |
| Noise | **X** |  | **005** |
| Power Tools | **X** |  | **N/A** |
| Pressure Systems | **X** |  | **N/A** |
| Fire Emergency Response and Evacuation |  | **X** | **001** |
| Incidents (including Hazard Reporting, First Aid) |  | **X** | **029** |
| Ventilation and Temperature |  | **X** | **018** |
| Structural |  | **X** | **006, 007, 008, 009, 010, 020, 021, 028, 031, 035** |
| **Radiation** | **X** |  | **015** |
| **Vibration** | **X** |  | **016** |
| Lighting |  | **X** | **017** |
| Working at Height  (incl. use of ladders) |  | **X** | **030** |
| **Human Factors** (including use of PPE) |  | **X** | **050** |
| Events and Conferences |  | **X** | **034, 035** |
| Trips and Travel |  | **X** | **032** |
| Year Abroad |  | **X** | **055** |
| Work Placement |  | **X** | **033** |
| **Sensitive Work Groups:**  Pregnant Employees /Students & Nursing Mothers |  | **X** | **037, 038, 039, 040, 041, 042,** |
| Young Persons |  | **X** | **012** |
| People with Disabilities |  | **X** | **012** |
| Visitors |  | **X** | **012, 047,** |
| Contractors/ Service Providers |  | **X** | **012, 048** |
| **Psychosocial**  e.g. Violence,  aggression, stress, bullying, harassment, horse play |  | **X** | **043, 044, 045, 046, 049** |
| Work Activities |  | **X** | **024, 025, 026, 027** |
| Drama/Art/ECE Activities |  | **X** | **054** |

**Personal Protective Equipment (PPE)**

**All PPE and safety equipment** purchased by the School/Function (or by students at the request of the School/Function) must be of approved standards and comply with relevant EC Directives regarding design and manufacture. Defects shall be reported to Managers/Supervisors.

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

Staff issued with visors or face masks are responsible for ensuring that they are washed on a regular basis, and stored in a hygienic environment when not in use. Lecturing Desks/Podium table are to be cleaned each time by each member of staff on the conclusion of their lecture/tutorial/demonstration before and after lectures/tutorials/demonstrations.

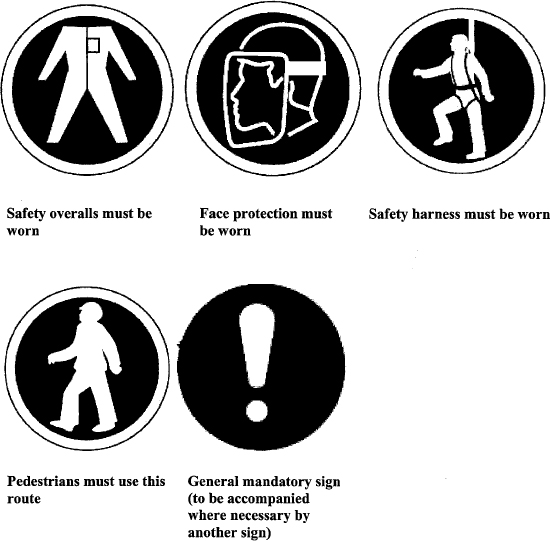
Student desks are to be cleaned by the TU Dublin cleaning contractor employed for such purposes.

No specific PPE training is required other than reinforcing the importance of wearing face masks, hand washing, and social distancing within the guidelines published by the university and HSE.

**PPE relevant to the School of Languages, Law, and Social Sciences:**



X



X

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| **Chef uniform** | n/a |
| **Laboratory Coat (Howie)** | n/a |
| **Safety Shoes**  **PPE Equipment** | n/a  n/a |

**RISK ASSESSMENTS**

A **Risk Assessment** is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

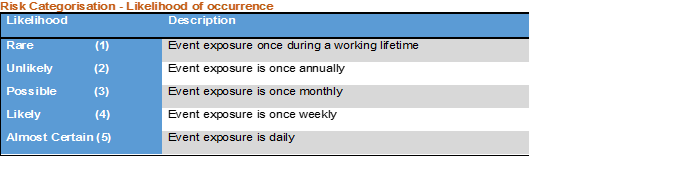
The School/Function must identify hazards in the workplace, assess the risk to safety and health and control these risks as far as is reasonably practicable.

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

* Physical;
* Chemical;
* Biological;
* Operational; and
* Human Factors.

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







**Risk Assessments and Safety Procedures for the School of Languages Law & Social Sciences**

**Note:** References in the following data sheets to the Estates Office/Estates Manager are campus specific depending on whether staff/students/public/contractors are availing of facilities or providing services on either the Grangegorman Campus or in Aungier St.

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| **PHYSICAL** | | | | | | | |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **001** | **Fire**  **Emergency Response & Evacuation**  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Staff unfamiliar with evacuation procedure * Lack of evacuation drills * Use of naked flames * Improper storage of flammable or combustible materials * Smoking in undesignated areas * Faulty electrics * Inadequate emergency equipment * Misuse of equipment | * Staff trained in ERT * Sufficient firefighting equipment available break glass units, extinguishers, fire blanket) * Firefighting equipment and detection systems maintained and tested * Evacuation signage * Emergency and first-aid procedures posted * Good housekeeping standards maintained * Several means of escape present and known to occupants * Evacuation procedure practiced each semester * Assembly point known to occupants * Occupants escort visitors out * All exits are clear and free from obstructions * All staff members act as evacuation marshals * No smoking policy in place * Proper storage of flammable liquids and gas cylinders * Scheduled maintenance of buildings services (heating, electricity, ventilation etc.) * Hot work permit system * Compliance with building regulations * Site specific Emergency Manuals * All service ducts will be maintained for that purpose only. No other materials (toilet rolls, cleaning materials, old furniture) will be allowed to be stored in these ducts | * Maintain current controls * Ensure compliance with ERT and evacuation procedure * Ensure clear access to firefighting equipment * Ensure escape routes and emergency exits are kept clear and unobstructed * Ensure all staff participation in the role of evacuation marshal * Induction to be provided to staff and students for the transition to Grangegorman site * Announce the position of emergency exits and Assembly Point(s) at the commencement of meeting/seminar with visitors, and classes/ lectures with students * Familiarise yourself with the layout and location of exits, assembly point, firefighting equipment in TU Dublin buildings | **With current controls:**  **3**  **With Actions applied:**  **1** | **Head of School, Estates Office, Sodexo**  **all staff and students**  **All staff**  **Head of School and all staff**  **Head of School**  **Head of School and all staff**  **All staff and students** | **Ongoing**  **Ongoing**  **Ongoing**  **As necessary**  **As necessary**  **Ongoing** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **002** | **Manual Handling**  ***(lifting, putting down, pushing, pulling, carrying or moving of a load)***   * Office supplies * Paper work/ class material/ exam scripts/ books * Files * Laptops   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Manual Handling-related injuries, e.g. back injury * Slips, trips, falls * Load is too heavy, large, and awkward or is carried away from the body. Load is lifted too high or carried too far/too often or involves bending and/or twisting. Inadequate space, uneven floor or steps/ramps | * All staff compliant with and adhere to mandatory manual handling training * Trolleys available for staff for transporting * Manual handling risk assessments available to all staff, contact local Occupational Health Officer * Good housekeeping maintained * Suitable environment * Implement team lifting were required * Adequate lighting maintained * Assistance from colleagues –implement team lifting * Report issues to Line Manager * Items not stored above shoulder height * Goods lift available in TU DUBLIN buildings * Wear appropriate PPE where required * Seek assistance from the Estates Office if required | * Maintain current controls * Refresher training to be carried out where necessary * Head of School must correct any staff member who may be lifting loads improperly * Matrix of staff members who require training to be compiled * Ensure racking/shelving is maintained and checked for stability * Heavy or large/unwieldy loads are broken down into more manageable weights or are lifted by 2 people * Work is planned to avoid long distances, repetition, twisting, bending and/or unstable posture * Place heavier items on shelving at mid-rift level and lightweight items at higher levels * Use steps to access shelving * Designated contractors to be utilised for the move of office equipment | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School and all staff**  **All staff**  **Head of School**  **Head of School and all staff** | **Ongoing**  **As necessary**  **As necessary**  **Ongoing** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **003** | **Work Equipment**   * IS equipment/ computers in class rooms/ lecture theatres/ offices/ language labs * Desktop PCs,   Photocopiers,  Shredders,  Guillotine,  Filing Cabinets  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Electrics * Slip, trips, falls | * Service and maintenance of equipment used by the School including IS equipment * Visual check before use * Report defects to Line Manager * Follow manufacturer’s instructions * Shut down after use and end of day * CE mark on equipment * Damaged equipment marked and taken out of service * Filing cabinets fitted with ant-tilt mechanism * Label defective equipment and report to Line Manager | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **TU Dublin Information Services, Head of School, all staff and students** | **Ongoing** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **004** | **Portable Appliances & Handheld Equipment** | * Electrical | * It is TU Dublin Policy that the use of domestic appliances is prohibited in offices/ class rooms | * Ensure monitoring of compliance with policy * PAT testing of portable electrical appliances subject to wear and tear | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School** | **Ongoing**  **As necessary** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **005** | **Noise** | N/A | N/A | N/A | N/A | N/A | N/A |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **006** | **Structural:**  Floors  Walls  Ceilings  Doors  Fixtures and fittings  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Personal Injury * Slips, Trips and Falls * Collapse * Trapping | * Building and associated fixtures and fittings appear to be stable and structurally sound * Defects and hazards are reported to the Estates Manager or through online hazard reporting * Opening / closing safely * Vision panel in place * Contact the Estates or Sodexo Help Desk to report a fault or request a service | * Maintain current controls * Contact Estates or Sodexo helpdesk if problems arise * Ensure where vision panels on fitted on doors they are not obstructed * Maintenance and inspection programme to be implemented | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School, all staff and students**  **All staff**  **Estates Office** | **As necessary**  **Ongoing**  **Ongoing** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **007** | **Slips, Trips & Falls**   * Flooring type: carpet, tiling and marble   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Slips, trips and falls * Uneven surfaces * Wet floor conditions * Raised obstacles * Poor housekeeping | * Sodexo to ensure upkeep and maintenance of internal and external access and egress routes e.g. walkways, paths, driveways, floors, corridors, steps and stairs in the East Quad * Estates Office to ensure upkeep and maintenance of internal and external access and egress routes e.g. walkways, paths, driveways, floors, corridors, steps and stairs in the East Quad * Estates Office ensure upkeep in Aungier Street * All routes kept clear and unobstructed * SOP for cleaning – floors generally cleaned early morning when most personnel are off site (see Noonan risk assessments for Aungier Street and Sodexo risk assessments for the East Quad) * Use of warning signage where appropriate * Report hazards to Line Manager * Good cable management * Pedestrian routes marked * Changes in floor levels identified and marked * Door mats provided at entrance (main entrance) * SOP for spillages (see Noonan risk assessments and Sodexo risk assessments) * Hand-rail on steps/stairs * Stair nosing fitted with anti-slip finish * Adequate lighting * Good housekeeping maintained | * Maintain current controls * Trailing cables and leads are re-routed, removed or secured * Staff should not leave drawers and filing cabinets open which could cause trip hazards | **With current controls:**  **1**  **With Actions applied:**  **1** | **Estates Office,**  **Sodexo,**  **cleaning contracts, all staff and students**  **All staff** | **Ongoing**  **Ongoing** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **008** | **Access and Egress**  **Opening Times:**  Opening times are on the TU DUBLIN [website](http://www.dit.ie/buildingsoffice/ditbuildingopeningclosinghours/)  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Security threats * Threats from public * Violence / Assault * Unwanted visitors | * Front desk/reception is manned at all times by Estates in the East Quad and the Lower House * Front desk/reception is manned at all times by Estates in Aungier Street * Access to public areas for students/staff/public is through unlocked swipe card points into the Lower House lobby or East Quad lobby * Access to the East Quad and Lower House beyond public areas is controlled by authorised swipe card points, except Monday-Friday 2.30 pm to 7.30 pm (U18 routes to lessons/classes/ensembles in the Conservatoire) and Saturday 9.00 am to 6.00 pm * Aungier Street Main Building Monday- Fri 08.00 - 22.00 (cling at the earlier time of 21.30 on Fri.); Sat 08.30 -17.00 * Security camera in common areas * Suspicious activity reported to porters * Rooms locked when not in use * Students and staff have TU Dublin I.D. card * Vision panels on doors * Grangegorman; controlled access to buildings and rooms (staff must use their TU Dublin I.D. cards to access) * Contact the Estates Help Desk to report a fault or request a service | * Maintain current controls * Do not allow suspect individuals access – inform porter on duty * Students and staff required to carry ID cards – ID cards needed to access TU Dublin Grangegorman/Aungier St. | **With current controls:**  **1**  **With Actions applied:**  **1** | **Estates Office, Sodexo**  **and all staff**  **All staff and students** | **Ongoing**  **Ongoing** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **009** | **Office and Class Room Equipment:**   * Desktop PCs * Laptops * Photocopiers * Printers * Shredders * Guillotines * Filing Cabinets * AV Projectors   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Personal injury due to: * Chemical contact when changing toner * Burns from clearing jams * Electrical shock/contact with live parts * Entanglement in moving parts * Contact with sharp edges * Incorrect disposal of office waste/ toner etc. * Lack of information/ training | * Gloves worn when changing cartridges and wash hands after use * Power turned off before clearing jams or making adjustments * Manufacturer’s instructions followed * PCs supported and maintained by TU Dublin Information Services * Correct disposal of waste cartridges * Ensure no loose or dangling clothing/personal effects when operating equipment with moving/rotating parts e.g. shredder * Do not overload electrical sockets * Ensure guard in place on guillotine * Filing cabinets fitted with ant-tilt mechanism * Label defective equipment and report to Line Manager | * Maintain current controls * Staff to be provided with training in safe operation and daily routine maintenance of the equipment by Service Engineers * Where necessary, competent Service Engineers will be called to carry out repairs and scheduled maintenance * Equipment should be located in areas only where there is suitable ventilation to remove the dust and heat generated by the equipment | **With current controls:**  **1**  **With Actions applied:**  **1** | **All staff and students**  **Head of School and all staff** | **Ongoing**  **Ongoing** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **010** | **Ergonomics/ Workstation**  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * MSD’s * Upper limb disorders * Poor posture * Back problems * Fatigue | * Online eLearning programme available * Workstation risk assessments and information and training available from the Health & Safety Office on request * Contact TU DUBLIN Health and Safety Office if risk assessments are required * Eye tests available for staff at the TU DUBLIN National Optometry Centre (NOC) * Adjustable chairs * Window blinds in place * Adequate space * Adequate storage * Good housekeeping * Good cable management * Adequate building services (heating, lighting ventilation) * Follow manufacturer’s instructions for use of equipment | * Maintain current controls * Contact TU DUBLIN Health and Safety Office for assessment of individual workstations * Contact NOC for eye test * Where refurbishment is being carried out, consideration should be given to the types of chairs provided for the task, foot rests, lighting/noise levels in the area, the types of screens/monitors provided, temperature/humidity TU Dublin levels in the area, access and egress and general space requirements * All chairs to be checked annually by a designated person. Defective to be removed and labelled until repair/disposal | **With current controls:**  **1**  **With Actions applied:**  **1** | **All staff**  **Head of School** | **Ongoing**  **As necessary** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **011** | **Mechanical Lifting Systems** | N/A | N/A | N/A | N/A | N/A | N/A |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **012** | **Transport:**   * Delivery and collection vehicles * Vehicle traffic when staff evacuating/exiting premises   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Injury to person/ struck by vehicle * Poor access and egress | * Deliveries co-ordinated with supplies for off peak times * Access and egress is restricted to Estates Office/Sodexo personnel * Vehicles are parked to prevent movement during loading/unloading * Car park is authorised access only * CCTV in place in car park * Entry to campus car-parks is controlled by a physical barrier (Estates Office control the barrier) * Safe access and egress maintained * Car park spaces marked out clearly * Speed limit in place * Designated walk ways * Designated area for loading and unloading goods * Defects reported to TU DUBLIN Estates Office * Adequate lighting in place * Hi Vis clothing worn where required | * Maintain current controls * Garda assistance to be sought if traffic calming measures are required in the event of an emergency evacuation * Speed limit signage required for the Grangegorman Campus * Marshals to supervise evacuations and wear a high visibility jacket when directing people * Care with vehicle collision in the event of evacuation from TU Dublin buildings * Extra vigilance required when crossing roads * Grangegorman: Construction traffic use a designated entrance * Hoarding separating construction site and TU Dublin | **With current controls:**  **1**  **With Actions applied:**  **1** | **Estates Office**  **Sodexo**  **Estates Office**  **Sodexo**  **All staff**  **All staff and students**  **Users of the construction site** | **Ongoing**  **As necessary**  **Ongoing**  **Ongoing** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **013** | **Hot Surfaces/ Liquids/ Solids**  E.g. Cups of hot beverages  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Contact burns * Scalds * Spillage | * Lids available for cups * Notify Front desk/Reception of spillages * Spillages cleaned up immediately * SOP in place for spillages * Wet floor signage available for spillages | * Maintain current controls * Place correct & suitable covers on food in microwave * Care with kitchen appliances | **With current controls:**  **1**  **With Actions applied:**  **1** | **All staff and students** | **Ongoing** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **014** | **Services:**  **Heating**   * Source of heating: oil/ gas central heating   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Environment too hot or cold * Electrical hazards * Misuse of portable heaters * Leaks * Fire * Burns * Carbon monoxide poisoning | * Heating in working order controlled by Estates Office in the Lower House and Sodexo in the East Quad. And the Estates Office in Aungier St. * Room users can adjust heating levels * Service and maintenance by competent person * Combustible materials kept away from heat source * Heat source kept clear and free from obstructions * Environmental monitoring from the Health and Safety Office on request * Fire detection systems in place * Cables neatly positioned * Contact the Sodexo or Estates Help Desk to report a fault or request a service | * Maintain current controls * Contact Sodexo helpdesk if problems or defects arise in EQ and Estates if defects arise in the Lower House * Ensure that no storage heater is covered or used to dry clothes | **With current controls:**  **1**  **With Actions applied:**  **1** | **Sodexo, Estates, all staff and students**  **All staff and students** | **Ongoing**  **As necessary** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **015** | **Radiation** | N/A | N/A | N/A | N/A | N/A | N/A |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **016** | **Vibration** | N/A | N/A | N/A | N/A | N/A | N/A |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **017** | **Lighting**  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Inadequate lighting * Glare * Eyestrain * Slips, trips , falls | * Light switches easily accessible (height)/ areas have motion detection lighting * Adequate lighting level for nature of work * Environmental monitoring available from the Health and Safety Office on request * Service and maintenance by competent person * Report defects to Line Manager * Contact the Sodexo Help Desk to report a fault or request a service | * Maintain current controls * Contact Sodexo Office if problems or defects arise * Emergency lighting of adequate intensity should be provided where required   Contact Estates Office for changing light fittings where required | **With current controls:**  1  **With Actions applied:**  1 | **Sodexo, Estates Office and all staff**  **All staff** | **Ongoing**  **As necessary** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **018** | **Ventilation and Temperature**   * E.g. sash windows/ windows opening in or out   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Environment too hot or cold * Inadequate ventilation * Falls from heights from windows | * Openable windows available for intake of fresh air * Blinds in place and in working order * Suitable equipment/devices available for the opening and closing of high level windows * Service and maintenance of ventilation system by competent person * Office temperature of at least 17.5 degrees Celsius (after one hour of work) * Environmental monitoring from the Health and Safety Office on request * Contact the Estates or Sodexo Help Desk to report a fault or request a service | * Maintain current   controls   * Contact Estates Office if problems or defects arise * All ventilation, heating and air conditioning systems are used and maintained in accordance with the manufacturer's instructions | **With current controls:**  **1**  **With Actions applied:**  **1** | **Sodexo, Estates Office, all staff and students**  **All staff and students**  **Sodexo and Estates Office** | **Ongoing**  **As necessary**  **Ongoing** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **019** | **Electricity**  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Electric shock * Electrocution * Ignition source * Fire * Explosion * Death * Electrical arcing * Damaged electrical equipment * Use of faulty equipment * Contact with live parts * Unmarked distribution boards * Inadequate electrical installations | * Sufficient numbers of electrical sockets * Electric leads not trailing or worn * Competent person to carry out repairs / works * All works servicing and testing is carried out as per regulations * Shut equipment down when not in use and end of day * Contact Estates Office or Sodexo if problems arise * Adequate protection for circuit boards, distribution boards etc. * Report defects, take equipment out of use * Good housekeeping maintained * Adequate protection for circuit boards, distribution boards etc. * Suitable fire extinguishers provided * Switch off equipment before cleaning or making adjustments * Keep use of adaptors and extension leads to a minimum * Contact the Sodexo or Estates Help Desk to report a fault or request a service | * Maintain current controls * Contact Estates Office if problems arise * Do not overload sockets * Staff are aware of how to cut off power to electrical installations and equipment * PAT testing of portable electrical appliances subject to wear and tear * Where damage at floor level to other cables is possible, protection by ramps, conduits or armoring will be applied | **With current controls:**  **3**  **With Actions applied:**  **1** | **Sodexo,**  **Estates Office, Head of School all staff and students**  **All staff**  **Head of School**  **Sodexo, Estates Office** | **Ongoing**  **Ongoing**  **As necessary**  **As necessary** |

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| **PHYSICAL** | | |  | |  |  |  |
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| **Current Controls** | **Further**  **Actions Required** |
| **020** | **Asbestos** | N/A | N/A | * Review if changes develop * Where maintenance work may involve disturbing asbestos, all possible types and locations will be identified by a competent person and suitable control measures put in place before the work commences | N/A | N/A | N/A |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **021** | **Confined Spaces** | N/A | N/A | N/A | N/A | N/A | N/A |

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| **PHYSICAL** | | |  | |  |  |  |
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| **Current Controls** | **Further**  **Actions Required** |
| **022** | **Radon** | N/A | N/A | * Indoor workplaces at ground floor or basement level to have radon measurements carried out. Where reference levels are exceeded, appropriate measures to be taken | N/A | N/A | N/A |

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| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **023** | **Construction / Maintenance Work**  **Example:**   * Contract   Cleaners   * Building contractors * Construction works on site in Grangegorman   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Unfamiliar with TU DUBLIN buildings and safety procedures * Injury to contractors, staff, students, members of the public | * Only trained and authorised employees carry out maintenance work * Maintenance employees and building contractors are made aware of all risks e.g. gas, water and electricity points and possible locations of asbestos * Sodexo control all contractors in the East Quad. * Estates control all contractors in the Lower House, Grangegorman and Aungier St * Permit to work system for hot works, work at height, confined spaces etc. * Front desk/ reception in the East Quad and the Lower House manned at all time by Estates * Sign-in required by contractors/service providers at the front desk * Compliance with TU Dublin code of practice for contractors * eLearning induction programme for contractors * Risk assessment and method statements completed by contractors and submitted to the Estates Office * Appropriate PPE worn/used as required * Tools and equipment in good working order * Warning signage put in place as required * Good housekeeping maintained * Areas of hazardous works cordoned off to prevent unauthorised access * Grangegorman construction site is enclosed by hoarding. * All staff/ students/ visitors to abide by rules regarding hoarding * Access to Grangegorman construction site is restricted * See GDA Method Statements and risk assessments | * Maintain current controls * Grangegorman: Hoarding encloses the construction sites on the campus * TU Dublin students/ staff/ visitors are not permitted on the construction grounds of Grangegorman | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School in conjunction with Estates Office/Sodexo**  **GDA**  **Head of School, all staff and students** | **Ongoing**  **Ongoing**  **Ongoing** |

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| **OPERATIONAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **024** | **Work Activities / Processes**  See Ref 009 & 010 for Office Work and Equipment | N/A | N/A | N/A | N/A | N/A | N/A |

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| **Current Controls** | **Further**  **Actions Required** |
| **025** | **Housekeeping**  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Slips, trips and falls * Increased fire load * Falling objects * Collisions | * Fire load kept to a minimum * All escape routes and emergency exits kept clear and unobstructed * Wet floor signs where required * Spillages cleaned immediately * Adequate lighting * Adequate waste disposal * Refuse and recycling bins are provided in offices and class rooms * Lockers available for storage of personal belongings * Designated storage * Goods should not be stored temporarily or permanently in areas which may obstruct access to emergency exits | * Maintain current controls * Arrange weekly spot checks of areas to ensure escape routes and emergency exits are kept clear and unobstructed * Storage and stacking of goods must be done in specifically designated places and located in such a manner to minimise the hazard of falling objects * Any signs of vermin to be reported to the Estates Office immediately and Pest Control notified | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School all staff and students**  **Head of School**  **All staff** | **Ongoing**  **Ongoing**  **Ongoing** |

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| **Current Controls** | **Further**  **Actions Required** |
| **026** | **Cleaning**  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Lack of cleanliness or hygiene * Manual handling injury * Exposure to hazardous substances * Spillages: slips, trips and falls * Lack of/inappropriate PPE | * Daily cleaning schedule * Signage (e.g. wet floor signs) available and used * Proper storage of cleaning equipment and cleaning substances * Proper labelling of cleaning agents * Use of appropriate cleaning equipment * Report defects and hazards to Line Manager * Information and training for cleaning staff * SOPs in place for cleaning   (including Sodexo risk assessments)   * Sodexo remove bins and waste daily from office and lecture rooms /studios/labs * PPE provided and used and worn by cleaning staff * Manual handling training of contract cleaners | * Maintain current controls * No TU Dublin staff to perform cleaning tasks unless appropriate training provided | **With current controls:**  **1**  **With Actions applied:**  **1** | **Sodexo (including Sodexo cleaning staff), Estates Office staff**  **All staff** | **Ongoing**  **Ongoing** |

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| **Current Controls** | **Further**  **Actions Required** |
| **027** | **Waste Disposal & Removal**   * No specialist or hazardous waste * Bins in offices, class rooms and common areas are removed on regular basis   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Waste accumulation * Fire * Sharps injuries * Exposure to bodily fluids * Manual handling injury * Exposure to hazardous substances * Spillages: slips, trips and falls * Lack of/inappropriate PPE | * Paper recycling bins present * Shredding facility present * General waste bins present * Dispose of waste appropriately in bins provided * Segregate waste as appropriate * Waste removed on a regular basis by cleaning contractors * Keep waste away from sources of ignition e.g. heaters, electrical appliances * Food waste bins located in kitchens and canteen * Trolleys used for collecting waste bins in the building * Sodexo cleaning staff remove bins and waste as required * Contract Cleaning staff (Aungier St) remove bins and waste as required | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Estates Office, Sodexo staff, Head of School and all staff** | **Ongoing** |

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| **Current Controls** | **Further**  **Actions Required** |
| **028** | **Signage and Documentation**  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Lack of knowledge regarding safety procedures | * Signage in place: * Emergency Exit signage * Emergency First-aid Procedures in place * Evacuation plan posted throughout * Safety Notice points posted throughout * Fire Action Notice Point posted throughout * No Smoking signage in place * Emergency contact numbers * Refuge point signage | * Maintain current controls and update signage as required * Observe signage in place * Emergency contact numbers available at each reception/ front desk phones * Recommend that School posts a list of trained first-aiders | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School and Estates Office, Sodexo**  **All building users**  **Estates Office, Sodexo**  **Head of School** | **Ongoing**  **Ongoing**  **Ongoing**  **September 2021** |

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| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **029** | **Incidents**  **Hazard Reporting**  **First-aid**  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Lack of first-aid supplies * Lack of trained first-aiders * Lack of knowledge of procedure in the event of an incident * No reporting of incident(s) * No reporting of hazards | * First-aid kit available at the Front desk * Incident report forms available at the front desk and online [www.TU Dublin.ie/healthsafety/](http://www.dit.ie/healthsafety/) * All incidents to be reported immediately and an incident report form completed * First-aid supplies available from Health & Safety Office on request * Staff trained in ERT * List of trained first-aiders available [www.TU Dublin.ie/healthsafety/](file:///Y:\Safety%20Statements%20currently%20under%20review\Orlaith%20Waters\2016%20College%20of%20Arts%20&%20Tourism\www.dit.ie\healthsafety\) * Emergency first-aid procedure posted * AED available * Individuals trained in first-aid and the use of the AED * Online hazard reporting facility available | * Attend training for staff in ERT and First-aid as per TU Dublin Policy * Ensure adequate number of staff trained in first-aid | **With current controls:**  **1**  **With Actions applied:**  **1** | **All staff**  **Head of School** | **Ongoing**  **Ongoing** |

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| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **030** | **Use of Ladders / Working at Height**   * Access to goods stored at a height * Opening high level windows   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Falls from height * Falling objects * Falls through fragile roofs * Slips, trips and falls * Manual handling injuries * Inclement weather | * Avoid working at heights if possible * Store all items/ material below shoulder height * Avoid storing material at a height * Work at height activities are supervised * Ladders are only used for light work of short duration * Only trained staff are permitted to use ladders * Where ladders are used, they must be in good condition (inspected & records maintained), used on a firm level surface and tied at the top or stabilized at the bottom * Use of chairs /tables for access to height is prohibited * Suitable equipment/devices available for the opening and closing of high level windows * Supervision of students by staff | * Maintain current controls * Contact Estates Office for assistance if required * Step stools may be used by staff but should be inspected frequently * Items should not be thrown from a height * Ensure any School staff using ladders are trained and fit to do so * Appropriate work equipment e.g. scaffolding, mobile working platforms, scissors lifts, are used to prevent falls where work at height cannot be avoided | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School and**  **all staff**  **Head of School**  **Estates Office** | **Ongoing**  **As necessary**  **As necessary** |

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| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **031** | **Lone/ Out of Hours Access** | N/A | N/A | N/A | N/A | N/A | N/A |

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| **Current Controls** | **Further**  **Actions Required** |
| **032** | **Trip/ Travel**   * Staff take students on trips during the academic year – e.g. Islamic Cultural Centre museums, prisons, community and voluntary organisations   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Injuries * Medical emergencies * Accidents and incidents * Missing persons * Substance abuse * Road Traffic Accidents * Inclement weather * Site terrain * Chemical * Human Factor | * TU Dublin trip/ travel Guidelines in place * Separate trip/ travel risk assessment template completed by School staff for each trip and control measures implemented * Health and safety information provided to trip participants * eLearning programme available from Health and safety office to participants Adequate supervision of students * Provision of PPE where appropriate * Adherence to local/site rules and evacuation procedures | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School,**  **all staff and students** | **Ongoing** |

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| **OPERATIONAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **033** | **Work Placement**   * Early childhood education/ social care sector   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Injuries * Accidents and incidents * Lack of familiarity with work environment and work practices * Access to drugs/medicines * Contact with blood, body fluids or infectious diseases * Working outdoors * Visiting other premises | * Specific risk assessment carried out and control measures implemented * Signing by students of the Placement Declaration * Work placement factsheets provided to host organisation, students and mentors (TU Dublin staff) * Pre-placement induction safety talks available from the Health & Safety Office on request * TU Dublin work placement mentor appointed * TU Dublin guidance notes on work placements * Report all incidents and accidents to TU Dublin * Insurance cover in place * Training and supervision of students by host organization * Immunisation and vaccination procedures are in place and offered free of charge to students – Hep. B vaccination available * Host organisation provides student with training and information in the prevention and control of healthcare associated infections, including potential risks to health, standard precautions, transmission based precautions, hand hygiene, use of appropriate PPE and dealing with spillages * Hand hygiene practices implement to prevent, control and reduce the risk of spread of infection are in place * It is the organisations responsibility to ensure drugs and medication is stored in a safe and secure location (authorised persons only have access) * Students to follow training provided by host organisation * Exposure to contaminated sharps is avoided where possible, and where this is not possible the risk of exposure is reduced by using safe work practices and procedures * Students are trained not to enter any premises without prior permission from the contact person/ host * On arrival at a customer's premises students make their presence known at reception | * Maintain current controls * Students advised by School staff/ placement mentor to notify their employer if they have any medical conditions and / food allergies * Placement employer to ensure a safe working environment for students. Implement first-aid response plans and risk assessment where necessary | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School, all staff and students**  **Head of School and students**  **Placement employer** | **Ongoing**  **Ongoing**  **During placement** |

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| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **034** | **Events Hosting**   * Hosting conferences/ open day   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Injuries * Accidents and incidents * Unfamiliar with TU DUBLIN premises and emergency plans | * Specific risk assessment carried out for each event and control measures implemented * Emergency plans in place with regard to evacuation and first-aid * Report all incidents and accidents to TU Dublin * Provide relevant health and safety information to event participants | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School, all staff** | **Ongoing** |

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| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **035** | **Conferences / Seminars**  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Travel to and from * Road traffic accidents * Unfamiliar with venue * Medical emergency * Missing persons | * Taxi vouchers available to staff * Staff obey rules of the road if driving or cycling * Adequate insurance, tax and NCT on vehicles used for transport * Familiarise yourself with local emergency procedures and first-aid arrangements * Report defects and incidents to venue management * Approval sought from Line Manager as per TU Dublin procedures * Report incident/ accidents to TU Dublin | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School and all staff** | **Ongoing** |

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| **Current Controls** | **Further**  **Actions Required** |
| **036** | **Storage**  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Inadequate storage * Improper storage * Inadequate space for safe manual handling * Poor housekeeping * Slips, trips and falls * Unsafe access and egress * Inadequate lighting and/or ventilation | * Safe access and egress * Storage avoided above shoulder height where possible * Items stored appropriately and securely * Items segregated where necessary * Storage units/shelves/racking secure and fit for purpose * Storage units/shelves/racking not overloaded * Step ladder/foot stool or other suitable equipment available for accessing higher shelving units * Staff trained in manual handling * Items not stored in walkways * Defects reported to Line Manager * Adequate lighting and ventilation * Lockers available to students for personal belongings | * Maintain current controls * Inspection and maintenance programme for storage units/shelves/ racking | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School and all staff**  **Head of School** | **Ongoing**  **As necessary** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
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| **Current Controls** | **Further**  **Actions Required** |
| **037** | **Sensitive Work Groups:**  **Pregnant Employees /Students & Nursing Mothers** | * Harm to mother, unborn child or breastfeeding baby * Physical risks * Chemical risks * Biological risks | * Specific risk assessment carried out for individual pregnant employees/students and control measures implemented as identified and necessary by Health & Safety Office * Sanitary facilities available TU Dublin buildings * Follow medical advice | * Pregnant employees/students and nursing mothers to contact the Health & Safety Office to ensure a risk assessment is carried out | **With current controls:**  **1**  **With Actions applied:**  **1** | **All staff and students** | **Ongoing** |

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| **Current Controls** | **Further**  **Actions Required** |
| **038** | **Sensitive Work Groups:**  **Young Persons** | * Injuries * Accidents and incidents * Lack of training and experience * Lack of familiarity with TU Dublin work environment, work practices and emergency plans * Physical risks * Chemical risks * Biological risks * Hours of work | * Induction process * Training and supervision * TU Dublin Child Protection Policy * TU Dublin emergency plans in place * Report all incidents and accidents to TU Dublin * Student support services available * Garda vetting in place | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School, all staff and students** | **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **039** | **Sensitive Work Groups:**  **People with Disabilities**  **Wheelchair access in East Quad and Lower House (toilet facilities are available on the ground floor)** | * Lack of access/egress * Difficulty with evacuation * No risk assessment (RA) completed | * Specific Risk Assessment carried out by Health & Safety Office * Personal Emergency Egress Plan (PEEP) completed where necessary * Reasonable accommodation identified in risk assessment * Lift present and in working order * Disability Support Service available * Disabled toilets are available on all floors in the East Quad and the Lower House * Health & Safety Induction available to staff and students | * Staff/students with disabilities to contact the Health & Safety Office to ensure a risk assessment is carried out * Advise visitors to the School to notify TU Dublin host in advance of any special needs | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School,**  **All staff and students**  **Head of School** | **Ongoing**  **As necessary** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **040** | **Sensitive Work Groups:**  **New Recruits** | * Lack of experience * Lack of training * Injuries * Accidents and incidents * Lack of training and experience * Lack of familiarity with TU DUBLIN work environment, work practices and emergency plans | * Induction available (in person or online) * Line Manager gives induction for department * Mandatory training to be completed as soon as possible after recruitment * Supervision of new staff | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School, and new staff** | **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **041** | **Sensitive Work Groups:**  **Undergraduates** | * Lack of experience * Lack of training * Injuries * Accidents and incidents * Lack of familiarity with TU DUBLIN work environment, work practices and emergency plans | * Induction programme for new students * Supervision by staff in practical environments e.g. workshop classes, trips etc. * Emergency procedures in place * First-aid facilities available * Task-specific instructions/ demonstrations provided by staff * Student support services available | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School all staff and students** | **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **042** | **Sensitive Work Groups:**  **Postgraduates**  Taught and research postgraduates | * Lack of experience * Lack of training * Injuries * Accidents and incidents * Lack of familiarity with TU Dublin work environment, work practices and emergency plans | * Induction available (in person or online) * Supervisor gives induction for department * Mandatory training to be completed as soon as possible after recruitment * Supervision of postgraduates | * Maintain current control | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School, all staff and students** | **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **043** | **Stress**  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Physical health effects * Mental health effects * Behavioural effects * Cognitive effects * Workload | * Communication between staff, students and management * Employee Assistance Programme (EAP) in place * Student health centre and counselling service available * Occupational Stress Management Policy & Procedures in place * Training and development courses available to staff on Stress Management, Time Management personal skills etc. | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School and all staff** | **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **044** | **Violence**   * Staff dealing with difficult student/ staff   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Theft * Attacks/assault | * Emergency Response Training (ERT) mandatory for staff * Porter on duty at front desks * TU Dublin staff and students report suspect individuals to Estates Office or Sodexo * Adequate lighting * Lone working policy in place * Rooms locked when not in use * CCTV in common areas * Vision panels fitted on doors * Prior to placement, social care and early childhood education students receive pre-placement seminars that include the possibilities of ‘challenging behaviour’. TU996 students complete a module on ‘Challenging behaviour’ | * Maintain current controls * Lone working is avoided where possible | **With current controls:**  **1**  **With Actions applied:**  **1** | **All staff, Head of School and Estates Office and Sodexo**  **Head of School and staff** | **Ongoing**  **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **045** | **Bullying & Harassment**  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Effects on physical and mental well-being | * TU Dublin Dignity at Work: Anti Bullying & Harassment Policy in place * Dignity at Work contact persons available * Dignity at Work training programme for staff * Employee Assistance Programme (EAP) in place * TU Dublin Procedure for complaints and investigations * Student support services available | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **All staff and students** | **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **046** | **Welfare Facilities:**  **Sanitary Facilities;**  **staffroom / canteen**  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Inadequate facilities * No potable water * No means for boiling water / heating food * No seating / resting area * No hand-washing facilities | * Staffroom/canteen present with seating facilities * Drinking water available * Hot and cold water available in sanitary facilities * Disabled toilet available on all floors in the East Quad and Lower House, Grangegorman, and in Aungier St. * Adequate sanitary facilities available * Hand washing facilities adequate | * Maintain current controls * Care to be taken with hot surfaces, hot drinks and boiling water * Designated storage to be allocated for foodstuffs * Fridge and kitchen appliances in staff canteen areas to be included on cleaning schedule | **With current controls:**  **1**  **With Actions applied:**  **1** | **Sodexo, Estates Office, and all staff**  **All staff** | **Ongoing**  **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **047** | **Visitors**   * External examiners, public, people from visiting Universities/ Colleges   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Lack of experience * Lack of training * Injuries * Accidents and incidents * Lack of familiarity with TU DUBLIN work environment, work practices and emergency plans | * Front desk manned at all times by Estates in the East Quad and Lower House, and Aungier St * Visitors report to Front desk/ Reception * Safety booklets and safety wallet cards available * Signage * Risk assessments completed for specific events where groups of visitors are expected * CCTV in building * Deliveries handled by Sodexo in the East Quad and Estates in the Lower House * Visitors briefed on emergency procedures by the person they are visiting | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School, all staff and students** | **Ongoing** |
| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **048** | **Contractors / Service Providers**  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Unfamiliar with TU DUBLIN buildings and safety procedures * Injury to contractors, staff, students, members of the public | * Sodexo control all contractors in the East Quad. * Estates Office control all contractors in the Lower House, and Aungier St (as appropriate) * Reception is manned at all times by a porter * Sign in required * Compliance with TU Dublin Code of Practice for Contractors * eLearning programme completed by contractors/service providers * TU DUBLIN Contractor safety badge * Risk assessment and method statements completed and submitted to the Estates Office * Good housekeeping maintained * Areas of works cordoned off if required | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Sodexo, Estates Office, Head of School, Contractors/ Service Providers** | **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **049** | **Behaviour**  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Aggression * Violence * Stress * Bullying * Harassment | * TU Dublin Dignity at Work: Anti Bullying & Harassment Policy in place * Employee Assistance Programme (EAP) in place * Occupational Stress Management Policy & Procedures in place * Training courses available on Stress Management, personal skills etc. to staff * All incidents are reported immediately * TU DUBLIN Disciplinary procedures in place * TU DUBLIN Procedure for the Resolution of Disputes/Grievances in place | * Follow procedures in TU Dublin’s Dignity at Work: Anti Bullying & Harassment Policy | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School, all staff and students** | **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **050** | **Personal Protective Equipment (PPE)** | * Covid-19 * See Schools COVID-19 risk assessment for further details | * Face masks, hand sanitisers, social distancing measures | N/A | **1** | Staff, Students | Ongoing |

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| **CHEMICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **051** | **No chemicals in use** | N/A | N/A | N/A | N/A | N/A | N/A |

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| **CHEMICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **052** | **Gas**  **No industrial gas present** | N/A | N/A | N/A | N/A | N/A | N/A |

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| **BIOLOGICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **053** | **Biological Agents** | N/A | N/A | N/A | N/A | N/A | N/A |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **054** | **Drama. Art Activities**   * Involve the use of a class/drama room/ floor space.   Examples of activities include the following:  group work, exercises, team buildings, ball games, tag games, movement work to music, sitting on the floor, use of props/ costumes, hula hoops, blind fold work, sensory tasks  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * **Slip/ trips &falls** * **Personal injury: fall/ cut/ bruising** | * Access routes walkways, entrances and exits to be kept clear and free from obstruction * Appropriate storage of all items so as not to pose risk to health and safety i.e. items such as rubbish, cables, spillages, costumes, props, chairs etc. * Disposal of waste in accordance with TU Dublin’s policies * Adequate lighting must be supplied at all times to ensure that visibility is sufficient * Clean areas/ room as required * All presses/ cupboards are locked in the room. They are only opened by lecturers/ and when the lecturer is present in the room * Escape routes, emergency exits and firefighting equipment to be kept clear at all times * Lecturer to inform all students of TU Dublin evacuation Procedure, location of nearest emergency exits and assembly point * Incident report forms located at the Front desk and on-line * Emergency first-aid kit and AED located at the Front desk * Carry out maintenances checks on chairs and equipment used for drama * Chairs are only to be used for the purpose of   sitting   * Report any defects’ hazards to Estates Office helpdesk or Sodexo * Student are supervised at all times during class * Warmup; stretching before drama activities | * Maintain current controls * Recommendation: Post an information poster in the drama/Art/Early Childhood Education room to assist lectures to communicate information to students regarding cleaning and tidying at the end of class * Recommendation: School to implements the use of a consent form for students to sign before participating in drama/art/ECE actives to confirm they are fit to participate * Ensure there are no trip/ slip hazards present in drama rooms before class commences | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School, all staff and students**  **Head of School**  **Head of School and staff** | **Ongoing**  **As necessary**  **Ongoing** |

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| **OPERATIONAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **055** | **Year aboard**   * Students in third year (Languages) study for a year at a partner institution in the country of their first choice language   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Injuries * Accidents and incidents * Lack of familiarity with workings of new Institution * Violence | * Specific risk assessment carried out and control measures implemented * Health & Safety Induction for students going to study a abroad on request * Students to familarise themselves with the new Institute they are studying in: * Evacuation plan * Emergency exits * Assembly point(s) * First-aid arrangements * School contact details * Emergency contact numbers/ emergency services * High risk or no go areas/ unsafe areas * Report all incidents/ accidents to the relevant Institute and TU Dublin * Insurance cover in place * Host Institute provides student induction * Students advised not to travel alone * Avoid carrying large sums of cash/ or valuables * TU Dublin Health & Safety Office Guidelines for students going on trip/ travelling and * Guidelines students overseas trip/ travel | * Maintain current controls * An Institute wide sub-committee has recently been formed to examine TU Dublin’s obligations of care while students are abroad * Recommend School Policy document and guidelines for students going to study aboard for a year | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School, all staff and students**  **Head of School and relevant Institute committee** | **Ongoing**  **Ongoing** |