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| **Dublin School of Creative Arts**  **Safety Arrangements &**  **Risk Assessments**  **6 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 |

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| **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 Dublin School of Creative Arts 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.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Kieran Corcoran  Head, Dublin School of Creative Arts  Date: 7th October 2021  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Edel Niland Name  Health and Safety Advisor Occupational Health Advisor  Date: |

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### **NAME OF SCHOOL/FUNCTION CONTACT DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Name** | **Location** | **Email** | **Telephone Extension Number** |
| **Head of School/Function** | Kieran Corcoran | EQ-329b, East Quad | [Kieran.corcoran@tudublin.ie](mailto:Kieran.corcoran@dit.ie) | 01 2205869 |
| **Assistant Head of School** | Barry Sheehan | EQ-329b, East Quad | [Barry.sheehan@tudublin.ie](mailto:Barry.sheehan@dit.ie) | 01 2205870 |
| **Assistant Head of School** | John Walsh | EQ-329b, East Quad | [John.walsh@tudublin.ie](mailto:John.walsh@tudublin.ie) | 01 2205871 |
| **School/Function Administrator** | Elaine Lawlor | EQ-410, East Quad | [Elaine.lawlor@tudublin.ie](mailto:Elaine.lawlor@dit.ie) or [creativearts@tudublin.ie](mailto:creativearts@dit.ie) | 01 2205912 |
| **Nominee(s) on College/ Function/Directorate Safety Team** | Kieran Corcoran | EQ-329b, East Quad | [Kieran.corcoran@tudublin.ie](mailto:Kieran.corcoran@dit.ie) | 01 2205869 |
| **School/Function**  **First-Aiders** | Liam Sharkey | EQ-003, East Quad | [Liam.sharkey@tudublin.ie](mailto:Liam.sharkey@tudublin.ie) | 01 205909 |
|  | Ivan Rynn | EQ-003, East Quad | [Ivan.rynn@tudublin.ie](mailto:Ivan.rynn@tudublin.ie) | 01 2205897 |
|  | Anthony Collins | Print Workshop, East Quad | [Anthony.collins@tudublin.ie](mailto:Anthony.collins@tudublin.ie) | 01 2205910 |
|  | Joseph Malone | Room 108, Bolton Street | [Joseph.malone@tudublin.ie](mailto:Joseph.malone@tudublin.ie) | 01 023946 |
|  | Thomas Raven | EQ-410, East Quad | [Thomas.raven@tudublin.ie](mailto:Thomas.raven@tudublin.ie) | 01 2205884 |
|  | Peter Jones | EQ-410, East Quad | [Peter.jones@tudublin.ie](mailto:Peter.jones@tudublin.ie) | 01 2205902 |
|  | Mark Ennis | EQ-410, East Quad | [Mark.ennis@tudublin.ie](mailto:Mark.ennis@tudublin.ie) | 01 2205881 |
|  | Conor Heelan | Room 217, Bolton Street | [Conor.heelan@tudublin.ie](mailto:Conor.heelan@tudublin.ie) | 01 2206161 |
|  | Andrew Horan | Room 217, Bolton Street | [Andrew.horan@tudublin.ie](mailto:Andrew.horan@tudublin.ie) | 01 2205767 |
|  | Elaine Lawlor | EQ-410, East Quad | [Elaine.lawlor@tudublin.ie](mailto:Elaine.lawlor@tudublin.ie) | 01 2205912 |
|  | Barry Sheehan | EQ-329b, East Quad | [Barry.sheehan@tudublin.ie](mailto:Barry.sheehan@tudublin.ie) | 01 2205870 |
|  | John Walsh | EQ-329b, East Quad | [John.walsh@tudublin.ie](mailto:John.walsh@tudublin.ie) | 01 2205871 |

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| **Elected Staff Safety Representative** | Dr Brian Murphy (attends the College Safety Team meetings) | CQ-101, Grangegorman | [Brian.murphy@tudublin.ie](mailto:Brian.murphy@tudublin.ie) | 353 1 2205820 |

**Please see** [**School Contacts**](http://www.dit.ie/creativearts/people/staff/) **for a full Listing**

### **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 Whatsaap 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 | |
|  | | |
| **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 | |
|  | | |

**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 Whatsaap 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:**

The primary function of the Dublin School of Creative Arts is the education, research and training (including trips and work placements) of students. This applies to various levels such as apprenticeship, undergraduate, postgraduate including all stakeholders. The school has 65 staff (including part-time) and approximately 550 students and runs programmes at various levels over several disciplines. These activities are conducted in studios, workshops, classrooms, computer laboratories, staff offices and meeting rooms. Students are based on sites in Grangegorman, Bolton Street and Aungier Street for the duration of their studies. Some students participate in industrial visits and work placements which are based in the premises of companies or other organisations.

**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)

# **Assembly Point Maps and Evacuation Routes**

# **Aungier Street Campus:**

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





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# **Bolton Street Campus**

## Bolton Street Main building:

### [Cineworld Cinema, Parnell Street](https://www.google.ie/maps/place/Cineworld+Cinemas/@53.3503585,-6.27009,17z/data=!3m1!4b1!4m2!3m1!1s0x48670e8218b111ad:0x8460869c573ae386)



E-Block, 81 Capel Street :

### [Cineworld Cinema, Parnell Street](https://www.google.ie/maps/place/Cineworld+Cinemas/@53.3503585,-6.27009,17z/data=!3m1!4b1!4m2!3m1!1s0x48670e8218b111ad:0x8460869c573ae386)



## Linenhall, Student Health Centre:

### [Henrietta Street](https://www.google.ie/maps/place/Henrietta+St,+Dublin/@53.3523774,-6.2719022,17z/data=!4m2!3m1!1s0x48670c2a78300f7d:0x11eb0903068b2a22)



## Beresford Street:

### [Stirrup Lane](https://www.google.ie/maps/place/Stirrup+Ln,+Dublin/@53.3498587,-6.2762678,17z/data=!3m1!4b1!4m2!3m1!1s0x48670c296431b8e5:0xf78efea53b17ae81)

## Assembly Point Maps

### ‌ [Beresford Street Fire Assembly Point Map](https://www.dit.ie/media/healthandsafety/images/Emergency%20Evac%20Plan%20-%20Bilingual%201.pdf)

### [Bolton Street including E. Block Fire Assembly Point Map](https://www.dit.ie/media/healthandsafety/images/Emergency%20Evac%20Plan%20-%20Bilingual%202.pdf)

### [E-Block Fire Assembly Point Map](https://www.dit.ie/media/healthandsafety/images/Emergency%20Evac%20Plan%20-%20Bilingual%203.pdf)

### [Linenhall Fire Assembly Point Map](https://www.dit.ie/media/healthandsafety/images/Emergency%20Evac%20Plan%20-%20Bilingual%204.pdf)

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# **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)

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**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**

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| **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**

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| **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. |

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| **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 |

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| **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/) |

|  |  |
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| **Location of First-Aid Equipment** | |
| First-Aid Kits | First-aid kits are available at the front desk/reception in main buildings.  First aid kits available in:  **East Quad:** workshops/studios and room EQ-410, East Quad  **Bolton Street:** workshops |
| 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 | Print Works |
| Eye-Wash Stations | Print Works |

### **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** |
| *Portable power tools*  *Potable Appliances Testing (PAT)* | *TU DUBLIN Grangegorman, and Bolton Street* | *Annually*  *(Schedule to implement a testing programme)* |  |
| *Forklift* | *TU DUBLIN Grangegorman* | *2 years* | *Contractor/ Service Provider* |
| *Gas Installations* | *TU DUBLIN Grangegorman* | *Annually* | *Contractor/ Service Provider* |

Specialised training

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

|  |  |  |
| --- | --- | --- |
| **Reference Number** | **Hazard** | **Page number** |
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**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.

Please outline staff and student arrangements for PPE e.g. staff are supplied with PPE by the School/Function and students purchase their own PPE.

Tick the box for PPE relevant to your School/Function.

**X**

**√**

**√**



**√**

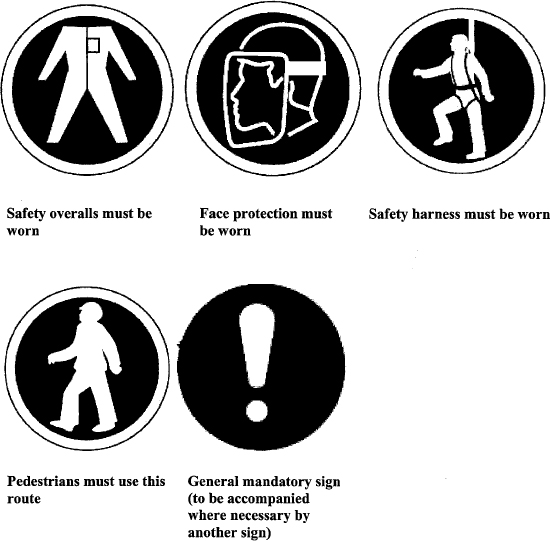
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| --- | --- |
| **Chef uniform** |  |
| **Laboratory Coat (Howie)** |  |
| **Safety Shoes** |  |
|  |  |

Please outline if PPE is disposable/reusable and the maintenance required e.g. cleaned daily/weekly/ monthly etc…

PPE is reusable as each student provide their own

Please outline the PPE training provided to staff and students.

**Training in relation to using PPE is provided for all staff and students using the Print Works and 3D workshop.**

**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.

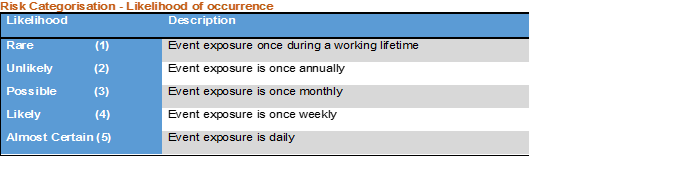
The School/Function must identify hazards in the workplace, assess the risk to safety and health and control these risks as far as is reasonably practicable.

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 for the TU Dublin School of Creative Arts**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 Emergency Response Training (ERT) * Sufficient firefighting equipment available break glass units, extinguishers, fire blanket) * Firefighting equipment and detection systems maintained and tested * Fire and evacuation signage in place * Emergency and first-aid procedures posted * Good housekeeping standards maintained * Waste removed regularly * Evacuation procedure practiced each semester * Assembly point known to occupants * Several means of escape present and known to occupants * Occupants escort visitors out * Emergency exits are clearly marked and free from obstructions * Emergency lighting in place * Staff members act as evacuation marshals * No smoking policy in place * Proper storage of flammable liquids and gas cylinders * Scheduled maintenance of buildings services (heating, electricity, ventilation etc.) * Hot work permit system in place * Compliance with building regulations * Site specific Emergency Manual available on the website [www.TU Dublin.ie/safework](http://www.dit.ie/safework) | * 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 staff participation in the role of evacuation marshal * 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 Grangegorman | | **With current controls:**  **3**  **With Actions applied:**  **1** | | **Estates Office (Bolton Street), Sodexo and Estates (East Quad), Head of School,**  **all staff and students**  **All staff**  **Head of School and all staff**  **All staff and students** | | **Ongoing**  **Ongoing**  **Ongoing**  **Ongoing** | |
| **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)***  Admin Areas:   * Office supplies * Paperwork   Teaching Areas:   * Bench projectors * Class materials   Workshops/ Studios Areas:   * Equipment and art material (sculptures, raw materials etc.)   **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 | * All staff compliant with and adhere to mandatory manual handling training * Students working in studios and workshops are supervised at all times by staff * Mechanical aids in use where possible e.g. trolleys * Tasks are organised to ensure handling is carried out between waist and shoulder height * Heavy or large/unwieldy loads are broken down into more manageable weights or are lifted by 2 people (implement team lifting) * Work is planned to prevent handling over long distances or frequent repetition * Manual handling risk assessments available to all staff, contact the Health & Safety Office * Wear PPE where required: safety shoes etc. * Good housekeeping maintained * Suitable environment:   workplace is organised to ensure adequate room to prevent bending, twisting, and/or unstable posture   * Adequate lighting maintained * Report issues and health concerns to Line Manager * Items not stored above shoulder height * Passenger lift available in TU DUBLIN buildings * Safety ladder/step stools available for access to height * Ensure shelving is safe and fit for use (visual check carried out) * Avoid overloading shelves * Deliveries – to the goods inwards area of TU DUBLIN buildings/ or to the Front desk/ receptions area * Forklift available in TU DUBLIN Grangegorman for moving loads (operated by trained staff member only) * Forklift is maintained and inspected regularly * Students are instructed by School staff how to handle loads safety * Seek assistance from the Estates Office staff if required | | | * Maintain current controls * Refresher training to be carried out where necessary * Provide information and training to students on safe manual handling techniques (eLearning programme, safety video library and toolbox talk available on request) * 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/ workshop equipment | | **With current controls:**  **1**  **With Actions applied:**  **1** | | **Head of School,**  **all staff**  **and students**  **Head of School,**  **and staff**  **Head of School**  **Head of School and**  **all staff**  **All staff**  **Head of School** | | **Ongoing**  **As necessary**  **As necessary**  **Annually**  **As necessary**  **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** |
| **003** | **Work Equipment, Machinery & Tools**   * Bandsaw, handheld electric power tools, angle grinder, saw, hand sander, metal cutting chop saw   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Noise * Vibration * Entanglement/ crushing * Electrics * Fumes/ dust * Contact with moving parts * Fire * See specific equipment risk assessments | * Guards on all equipment (where required) * SOP; for use and maintenance of all equipment * Training programme provided to students in the safe use of equipment * SOP’s followed when using equipment * Service and maintenance * Signage – PPE, hearing protection, safety glasses * Supervision * Daily checks of equipment guards before use * Report defects to Line Manager * Emergency stop buttons located in workshops * Wear PPE where required: safety shoes, glasses, hearing protection etc. * Follow manufacturer’s instructions * Shut down after use and end of day * CE mark * Damaged equipment marked and taken out of service * Safety-critical repairs carried out by competent person * Ensure loose clothing is removed prior to commencing work. And clothing is not near moving parts of equipment. Tie long hair back. * Preventative maintenance Programme | * Maintain current controls * Any person purchasing machinery/ equipment should seek to ensure that they meet relevant safety standards | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School, all staff and students**  **Head of School** | **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** |
| **004** | **Manually Operated**  **Hand Tools**   * Pliers * Screwdrivers * Hammers * Hand-saws * Scalpels   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Cuts and lacerations * Blunt trauma/impact * Eye injuries | * Hand tools kept clean, sharp and in good condition * Hand tools visually checked before each use * Defects reported and faulty tools taken out of use * First-aid kit provided * Mandatory training for staff in one day Emergency First-Aid course * Information and training provided in safe use of hand tools * Inspection and maintenance programme for hand tools * Supervision of students by staff * Adequate lighting to ensure good visibility for work tasks * PPE provided and worn as required * Edges of sharp hand tools protected/sheathed when not in use and when being carried * Hand tools stored safely when not in use * Safety tool box talk available from the Health & Safety Office on request | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **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** |
| **005** | **Power Tools**  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Burns * Entanglement * Eye injuries * Cuts * Amputation * Trauma from ejected materials/flying particles * Vibration * Noise * Contact with moving parts * See specific equipment risk assessments | * All dangerous parts of equipment suitably and adequately guarded * Power tools used and maintained in accordance with manufacturer’s instructions * Operators manual available * SOP/ operators manual followed when using equipment * Equipment is CE marked and comes with CE certificate of conformity * Power tools visually checked before each use * Defects reported to Line Manager/ School staff and faulty/damaged tools taken out of use * Safety guards provided and used * First-aid kit provided * Mandatory training for staff in one day Emergency First-Aid course * Information and training provided in safe use of power tools * Inspection and maintenance programme for power tools * Supervision of students by staff * Adequate lighting to ensure good visibility for work tasks * PPE provided and worn as required * Vice/clamps provided and used as required to secure work pieces * loose or dangling clothing/personal effects when operating power tools with moving/rotating parts * Isolate power before making adjustments or changing accessories * Mandatory safety signage in place: PPE/ hearing protection/ safety glasses * Ensure no Power tools greater than 110 volts are not used in external or damp locations * Daily checks of equipment guards before use * Emergency stops buttons located in workshops * Shut down after use and end of day * Students are not permitted to use power tools unsupervised | * Maintain current controls * Implement a preventative maintenance schedule. * Portable Appliance Testing (PAT testing) of portable electrical appliances subject to wear and tear * Complete Standard Operating Procedure (SOP) for each piece of equipment | **With current controls:**  **3**  **With Actions applied:**  **1** | **Head of School, all staff and students**  **Head of School** | **Ongoing**  **September 2020**  New PAT Testing Policy agreed by the ORC as of 16th October 2019  **September 2021** |

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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** | **Noise**  Note noise sources:   * Tools & equipment * Engines   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Hearing loss/ damage * Disruption/ distraction * Interference with communications and warning signals * Fatigue * Tinnitus | * Assessment of noise levels carried out 2018 * Health surveillance provided to relevant staff * Provision of hearing protection * Supervision to ensure wearing of hearing protection * Information and training with regard to noise and use of hearing protection * Signs in place re: noise levels and use of hearing protection * Wear PPE: hearing protections * Engineering controls * Follow manufacturer’s instructions when using equipment * Refer to detailed risk assessment completed by OHSS available from Head of School and Health & Safety Office | * Maintain current controls * Introduce engineering and administrative controls to control noise or reduce exposure e.g. enclose the source of noise, minimise time spent in noisy areas, job rotation etc. * Noise assessment to be carried out and health surveillance for relevant staff | **With current controls:**  **3**  **With Actions applied:**  **1** | **Head of School**  **Head of School to liaise with Health & Safety Office** | **Ongoing**  **Ongoing**  **To do 2020 (Health Surveillance if 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** | | |
| **007** | **Structural:**  Floors  Walls  Ceilings  Doors  Fixtures and fittings  Shelving, furniture, partitions  **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 Sodexo help desk in the East Quad and Estates in Bolton Street * Opening / closing safely * Vision panel in place * Contact Sodexo Help Desk for the East Quad and Estates for Bolton Street to report a fault or request a service | | * Contact Sodexo help desk if problems arise in the East Quad * Contact Estates if problems arise in Bolton Street * 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 | | | **Sodexo, Estates, Head of School and**  **all staff**  **All staff and students**  **Sodexo/Estates** | | | **As necessary**  **Ongoing**  **Ongoing** | |
| **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** | **Slips, Trips & Falls**   * Flooring: wooden, tiles, carpet/ concrete   **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 | | * Sodexo in East Quad to ensure upkeep and ensure floors are maintained * Estates in Bolton Street to ensure upkeep and ensure floors are maintained * All routes kept clear and unobstructed * SOP for cleaning – floors generally cleaned early morning when most personnel are off site * Use of warning signage where appropriate * Report hazards * Good cable management * Pedestrian routes marked where required * Changes in floor levels identified and marked * Door mats provided at entrance (main entrance) * SOP for slippages (see Noonan risk assessments) * Safety foot wear wore where required (i.e. workshops) * Hand-rail on steps/stairs * Stair nosing fitted with anti-slip finish * Adequate lighting * Good housekeeping maintained | | | | | * Maintain current controls * Sodexo in East Quad and Estates in Bolton Street to ensure upkeep and maintenance of internal and external access and egress routes e.g. walkways, paths, driveways, floors, corridors, steps and stairs. | | | **With current controls:**  **1**  **With Actions applied:**  **1** | | | **All staff and students**  **Sodexo/Estates** | | | **Ongoing**  **Ongoing** |
| **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** | **Access and Egress**  Opening Times:  Opening times are on the [TU DUBLIN website](http://www.dit.ie/library/openinghours/)  **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 (East Quad) is manned at all times by Estates/Sodexo * Front desk/reception (Bolton Street) is manned at all times by Estates * Sign in key system in place * Security camera in common areas * Suspicious activity reported to porters * Rooms, studios and workshops 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) | | * Maintain current controls * Report suspicious activity to porters * Secure personal property * Ensure vision panels on doors are not obscured * Carry out spot-checks of student I.D. cards | | | **With current controls:**  **1**  **With Actions applied:**  **1** | | | **Estates Office/Sodexo**  **All staff and students**  **All staff and students**  **All staff and students**  **Porter on duty** | | | **On going**  **As necessary**  **Ongoing**  **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** | **Office Equipment**   * Desktop PCs * Photocopiers * Printers * Shredders * Guillotines * Filing Cabinets   **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 * Incorrect disposal * Lack of information / training | * Gloves worn when changing cartridges/toner and wash hands after use * Power turned off before clearing jams or making adjustments to office equipment * 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 * 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 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 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 and students**  **Head of School and all staff**  **Head of School** | **Ongoing**  **As necessary**  **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** | **Office / Workstation**  **Ergonomics**  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Musculoskeletal Disorders (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 Health and Safety Officeif 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 | **With current controls:**  **1**  **With Actions applied:**  **1** | **All staff**  **All staff** | **Ongoing**  **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** |
| **012** | **Mechanical Lifting Systems** | N/A | N/A | N/A | 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** |
| **013** | **Transport:**   * Delivery and collection vehicles * Forklift truck operations   **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 * Collision with building or structure * Overturning forklift truck * Unauthorised use of the forklift truck * Falling loads * Warning signage in place at entrance with regard to forklift truck | * Vehicles are parked to prevent movement during loading/unloading * Obey speed limit * Car park is authorised access only * Entry to the Grangegorman and Bolton St. campus car-parks is controlled by a physical barrier (Estates /Sodexo Office control the barrier) * CCTV in place in car park(s) * Safe access and egress maintained * Car park spaces marked out clearly * Adequate lighting * Hi-Vis clothing worn * Walk way for pedestrians * Defects reported to Estates Office * Forklift training provided to staff * Forklift operated by trained staff only * Car park surface and other external areas are   checked and maintained by Estates Office   * Estates Office: SOP Snow and Ice Clearance * Grangegorman: Construction traffic use a designated entrance.   Designated pedestrian entrance   * Hoarding separating construction site and TU DUBLIN pedestrian/ vehicle entrance * Adequate lighting provided * Vehicle reversing is avoided where possible * Refuse skips are located away from overhead electrical power lines * Forklift truck fitted with lights, flashing beacon, reversing signal and seat belt * Forklift truck operated by trained staff only * Forklift driver wears hi-vis vest * Warning signage in place re: forklift truck operations * Forklift truck is operated within the workshop for short duration only * Forklift truck is stored in a secure storage area and keys removed when not in use * Adequate ventilation during forklift operations indoors * Forklift training provided to staff * Loads are adequately secured for safe transportation * Contact the Estates Help Desk to report a fault or request a service | * Maintain current controls * Consider marking out designated walkways for pedestrians * Deliveries to be coordinated with suppliers for off-peak times * Identify a designated area for the loading/   unloading of goods   * Appoint TU DUBLIN staff member to act as banksman to assist with directing vehicle access/egress and movement around the premises * Inspection and maintenance programme for forklift truck * Ensure refresher training takes place for forklift drivers * Garda assistance to be sought if traffic calming measures are required in the event of an emergency evacuation * Care with vehicle collision in the event of evacuation from TU DUBLIN buildings * Extra vigilance required when crossing roads * Speed limit signage required for the Grangegorman Campus | **With current controls:**  **1**  **With Actions applied:**  **1** | **Estates Office/Sodexo, all staff (Technician trained in the use of the forklift) and students**  **Estates Office, Sodexo and Head of School**  **Head of School**  **Estates Office**  **All staff and students**  **Estates Office/Sodexo** | **Ongoing**  **As necessary**  **As necessary**  **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** |
| **014** | **Hot Surfaces/ Liquids /Solids**   * Catering appliances in staff common room or canteen   kettle/ toaster/ microwave/ burco boiler  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Contact burns * Scalds * Spillage | * Training of Noonan cleaners in Bolton Street and Sodexo cleaners in East Quad * PPE available * Warning signage – hot surface * Spill kit – cloths available * Safe storage for material and equipment * Heat shielding of hot surfaces * Equipment well maintained * Use of lids/covers to prevent spillages * Procedure for dealing with spillages (see Noonan risk assessment) * It is TU DUBLIN Policy that use of domestic appliances by students or staff in classrooms and offices is prohibited | * Maintain current controls * Report defects to Sodexo help desk in East Quad * Report defects to Estates helpdesk in Bolton Street * Designated hot water system (burca boiler) in place in the East Quad for staff? It is the School’s responsibility to maintain this area.   Warning signage required. | **With current controls:**  **1**  **With Actions applied:**  **1** | **All staff, students and Noonan Cleaners**  **Head of School** | **Ongoing**  **As necessary**  **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** |
| **015** | **Pressure Systems** | N/A | N/A | N/A | 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** |
| **016** | **Radiation** | N/A | N/A | N/A | 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** | | |
| **017** | | | **Vibration**   * Power tools   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Vibration white finger * Hand arm and /or whole body vibration * Carpel tunnel syndrome * Tingling numbness * Motion sickness * Loss of strength * Pain weakness in hands | | | | * Instruction training and supervision of staff and students * Compliance with statutory regulations * Service and maintenance of equipment and hand tools * SOP on use and handling of equipment * Report defects to Line Manager * Time of use kept to a minimum | | * Maintain current controls | | | **With current controls:**  **1**  **With Actions applied:**  1 | | | **Head of School,**  **all staff and students** | | | **Ongoing** | | |
| **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** | **Services:**  **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 * Room users can adjust heating levels (Estates Office also control heating levels remotely in Bolton Street) * Sodexo maintain temperature levels in East Quad * Estates maintain temperature levels in Bolton Street * Electrics appear to be up to standard/or not * Cables neatly positioned * Contact Estates Office if problems or defects arise in * Service and maintenance by competent person * Combustible material kept away from heat source * Heat source kept clear and free from obstruction * Environmental monitoring from the Health & Safety Office on request * Adequate ventilation * Fire detection systems in place | | | | | * Maintain current controls * Contact Sodexo (helpdesk) if problems or defects arise in the East Quad * Contact Estates (helpdesk) if problems or defects arise in the Bolton Street | | | **With current controls:**  **1**  **With Actions applied:**  **1** | | | **Sodexo/Estates**  **Head of School and all staff** | | | **Ongoing**  **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** | | |
| **019** | | **Lighting**  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | | | | * Inadequate lighting * Glare * Slips, trips , falls | | | * Light switches easily accessible (height)/ areas have motion detection lighting * Adequate lighting level for nature of work * Report defects * Protective coverings * Environmental monitoring from the Health & Safety Office on request * Service and maintenance by competent person | | * Maintain current controls * Contact Sodexo if problems or defects arise in the East Quad * Contact Estates if problems or defects arise in Bolton Street | | | **With current controls:**  1  **With Actions applied:**  1 | | | **Sodexo/Estates**  **All staff and students** | | | **Ongoing**  **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** |
| **020** | **Ventilation and Temperature**  **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   * Report defects * Service and maintenance of ventilation system by competent person * Office temperature of at least 17.5 degrees (after one hour of work) * Environmental monitoring from the Health & Safety Office on request * Ventilation filter units are cleaned as part of general maintenance in accordance with the manufacturer's instructions | | | * Maintain current   controls   * Contact Sodexo if problems or defects arise in the East Quad * Contact Estates if problems or defects arise in Bolton Street | **With current controls:**  **1**  **With Actions applied:**  **1** | **Sodexo, Estates Staff and all staff**  **All staff** | **Ongoing Requirement**  **As necessary** |
| **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** | **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 new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician * All works servicing and testing is carried out as per regulations by a competent qualified electrician * Shut down when not in use and end of day * Contact Estates Office if problems arise * Adequate protection for circuit boards, distribution boards etc. * Report defects, take equipment out of use * Good housekeeping maintained * Suitable fire extinguishers provided * Switch off equipment before cleaning or making adjustments * Testing, certifying and repairs are carried out in accordance with appropriate E.T.C.I. standards * Enclosures/covers are in place to prevent contact with live electrical equipment/parts * Damaged extension leads are repaired or removed from use * Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations * Work on live electrical equipment is avoided where reasonably practicable * All circuits supplying socket outlets are protected by an Residual Current Devices (RCD) * Operation of the RCD is tested regularly in accordance with the manufacturer’s instructions * Electrical equipment and fittings are suitable for the work environment * Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person | * Maintain current controls * Contact Estates Office if problems arise in Bolton Street * Contact Sodexo if problems arise in the East Quad * Do not overload sockets * Keep use of adaptors and extension leads to a minimum * PAT testing of portable electrical appliances subject to wear and tear | | **With current controls:**  **3**  **With Actions applied:**  **1** | **Estates/Sodexo**  **Head of School and all staff**  **Head of School** | **Ongoing**  **Ongoing Requirement**  New PAT Testing Policy agreed by the ORC as of 16th October 2019 |

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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** |
| **022** | **Asbestos** | N/A | N/A | N/A | N/A | N/A | N/A |

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| **Current Controls** | **Further**  **Actions Required** |
| **023** | **Confined Spaces** | N/A | N/A | N/A | N/A | N/A | N/A |

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| **Current Controls** | **Further**  **Actions Required** |
| **024** | **Lasers** | N/A | N/A | N/A | N/A | N/A | N/A |

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| **Current Controls** | **Further**  **Actions Required** |
| **025** | **Construction / Maintenance Work**  **Example:**   * Building contractors   **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 * TU DUBLIN Grangegorman – live construction site until 2018 | * Buildings Office control all contractors * Permit to work system for hot works, work at height, confined spaces * Front desk/Reception is manned at all times by Estates/Sodexo in the East Quad * Front desk/Reception is manned at all times by Estates in Bolton Street * Warning signage (if required) * Compliance with TU DUBLIN code of practice for contractors * eLearning programme in place for contractors * TU DUBLIN Contractor safety badge * Risk assessment and method statements completed and submitted to the Buildings Office * Good housekeeping maintained * Areas of works cordoned off as required * See GDA method statements | * Maintain current controls * Grangegorman: Hoarding separating construction site and TU DUBLIN (abide hoarding rules) * TU DUBLIN students and staff not permitted on construction site grounds | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School conjunction with Sodexo and Estates**  **TU DUBLIN staff and students** | **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** |
| **026** | **Work Activities / Processes**   * Office work: use of computer, filing etc. * Class based activities: teaching students, use of computer/ workshop/ and workshop equipment   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Slip, fall, trip * Injury to body part * Laceration * Electrocution * See specific equipment risk assessments: * 004 Manually Operated Hand Tools * 005 Power Tools * 010 Office Equipment * 011 Office / Workstation Ergonomics | * Students trained in the risks involved with using hand tools, electric equipment etc. * Students are supervised when working (carrying out activities) in workshops and studios * Safety model in student courses: Includes information and training of all equipment used * Students only use high risk workshops equipment under direct supervision * Wear PPE as required; safety shoes, gloves, glasses, face mask and hearing protection * Mandatory signage in place e.g. PPE * Defects reported to Line Manager * Maintenance & servicing of all equipment (records maintained by School) * Calibration and certification(records maintained by School) * Equipment CE marked * Staff and student training records maintained by school * Appropriate ventilation * Safe systems of work: SOP for all equipment * Good housekeeping standards maintained - material stored in suitably location etc. * Ensure loose clothing is removed prior to commencing work. And clothing is not near moving parts of equipment. Tie long hair back. | * Maintain current controls * Ensure SOP’s are completed for all School equipment * Electrical equipment  (including soldering irons) must only be used in designated workshop areas      * All portable electrical equipment must be powered off and plugged out when not in use and stored in a designated storage space * Do not leave equipment unattended at any time * The use of candles is not permitted in University buildings | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School, all staff and students**  **Head of School**  **Head of School, all staff and students** | **Ongoing**  **September 2020**  **Ongoing** |

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| **Current Controls** | **Further**  **Actions Required** |
| **027** | **Housekeeping**  **Who is harmed:**   * Contractor/ Service Provider * 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 (see Sodexo risk assessments for East Quad) * Adequate lighting * Adequate waste disposal * Designated storage/   Lockers available for storage of personal belongings   * Refuse and recycling bins are provided in offices, class rooms, studios and workshops * Waste removed on a regular bases | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School, Sodexo/Estates, all staff and students** | **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** |
| **028** | **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 labeling of cleaning agents * Use of appropriate cleaning equipment * Report defects and hazards * Information and training for cleaning staff * SOPs in place for cleaning * PPE for cleaning staff | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Cleaning staff (Sodexo for East Quad and Noonans for Bolton Street)** | **Ongoing** |

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| **Current Controls** | **Further**  **Actions Required** |
| **029** | **Waste Disposal & Removal**   * Hazardous waste:   chemicals/ flammable liquids/ paints/ workshop waste (metal/ wood)  **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 | * Shredding facility present * General waste bins and recycling bins present * Segregate waste as appropriate and dispose of waste in appropriately in bins provided * Waste removed on a regular bases by waste contractors/ Estates Office * Sharps bin present * Clinical waste arrangements * PPE worn/used by persons removing./ handling waste * Instruction and training given to operators * SOP for storage and removal of waste * Labelling of waste where necessary * If required: log kept of waste * Designate waste storage area present * Equipment for transport of waste e.g. trolleys * Manual handling training completed and implemented * Keep waste away from sources of ignition e.g. heaters, electrical appliances * See Chemical waste (from workshops) * See Noonan and waste removal contractors SOP & risk assessment * BOC contacted to remove gas cylinders | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School, all staff, Sodexo cleaning for the East Quad and Noonan Cleaning for Bolton Street, waste removal contractors** | **Ongoing** |

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| **Current Controls** | **Further**  **Actions Required** |
| **030** | **Signage and Documentation**   * Corridor and classroom signage provided by Estates Office * PPE signage in workshops   **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 * Requirement to wear PPE | * Emergency Exit signage in place * Emergency first-aid Procedures in place * Evacuation plan posted throughout * Safety Notice points posted throughout Bolton St. (none in Grangegorman?) * Fire Action Notice Point posted throughout Bolton St. (none in Grangegorman?) * No Smoking signage in place * PPE signage in place:   Hearing protection, safety glasses etc.   * Emergency contact numbers * Refuge point signage * Particular signage:   gas storage, flammable material, PPE (hearing protection and safety glasses)   * List of first-aiders posted | * Maintain current controls * Observe signage | **With current controls:**  **1**  **With Actions applied:**  **1** | **Sodexo/Estates Office**  **All staff and students** | **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** | |
| **031** | | **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 kits available at the Front desk and in each workshops * Incident report forms available at the front desk and online [www.TU Dublin.ie/safework](http://www.dit.ie/safework) * All incidents to be reported immediately and an incident report form completed * Additional supplies available from Health & Safety Office on request * List of trained first-aiders posted [www.TU Dublin.ie/safework](http://www.dit.ie/safework) * Emergency first-aid procedure posted * AED available * Individuals trained in first-aid and the use of the AED * Online hazard reporting facility available | * Maintain current controls * 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 and students**  **All staff**  **Head of School** | | **Ongoing**  **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** | |
| **032** | **Use of Ladders / Working at Height**  **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 * Staff and students are not permitted to use ladders or work at heights unless trained to do so safely * Permit to work system * School must ensure ladders are inspected regularly (and before use) and any defects found are reported and repaired * Records kept of inspection * PPE worn * Follow manufacturer’s instructions * Seek assistance from the Estates Office if required * Storage arrangements for material and equipment – below shoulder height * Manual handling training * Adhere to HSA Codes of Practice for Safe Use of Ladders * All working at height activities must be planned, supervised and a risk assessment completed * Do not work alone when using a ladder * SOP for the safe use of ladders | | | * Maintain current controls * Provide training and information to all staff on the safe use of ladders * All staff required to use ladders must attend ladder safety training and implement safe work practices as per training * Ladders must be inspected regularly and records kept of inspection | | **With current controls:**  **3**  **With Actions applied:**  **1** | | **Head of School, all staff and students**  **Head of School** | | **Ongoing**  **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** |
| **033** | **Out of Hours Access / Lone Working**  No out of hours access occurs  Staff may work alone from time to time in offices during normal opening hours  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Violence * Inability to make contact in the event of an emergency etc. * Unauthorised access | * TU DUBLIN Policy in place * Risk assessment carried out and control measures implemented * Buddy system in place * Structural and security controls for safe access and egress * Mandatory training * CCTV 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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| **Current Controls** | **Further**  **Actions Required** |
| **034** | **Trip/ Travel**   * E.g. School visits, day trips to museums, exhibitions   **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 * Biological * Human Factor | * TU DUBLIN Trip/ Travel Guidelines in place * Separate trip/ travel risk assessment template completed for each trip by School staff and control measures implemented * Health and safety information provided to trip participants * eLearning programme available from Health & Safety Office to participants * Adequate supervision of students * Provision of PPE where appropriate * Adherence to local/site rules (e.g. 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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| **Current Controls** | **Further**  **Actions Required** |
| **035** | **Work Placement**   * E.g. art studios, exhibition galleries   **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 | * Specific risk assessment carried out and control measures implemented * Work placement factsheet 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 | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School, all staff and students** | **Ongoing** |

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| **Current Controls** | **Further**  **Actions Required** |
| **036** | **Events Hosting**   * E.g. exhibitions, open day, lectures   **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 * Co-ordinate with TU DUBLIN Insurance Office (Office of the Institute Secretary) * Maintain good housekeeping * Access and egress free from obstruction * Buildings are manned by Estates Office and Sodexo staff in the East Quad and by Estates Staff in Bolton Street | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School, all staff, students and visitors** | **Ongoing** |

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| **Current Controls** | **Further**  **Actions Required** |
| **037** | **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** |
| **038** | **Storage**   * Chemical storage,   storage of workshop/ studio material  **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 * Items segregated where necessary;   chemicals and gases  (note instructions on MSDS)   * Storage units secure and fit for purpose * All chemicals labeled * Locking system in place * Designated chemical storage units located in the North House and Bolton St. * Store material below shoulder height * Step ladder available for accessing higher shelving units – trained staff only authorized to use ladders * Staff trained in manual handling * Appropriate signage in place * Items not stored in walkways – ensure walkways and exits doors are unobstructed at all times * Defects reported to Line Manager * Adequate lighting and ventilation * Lockers available to staff and students for personal belongings * Do not store material/ chemicals on radiators | * 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** |
| **039** | **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 the Health & Safety Office * Sanitary facilities available **-**designated first-aid room * Room available for expressing milk * Follow medical advice | * Pregnant employees/students and nursing mothers to contact Occupational Health Advisor 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** |
| **040** | **Sensitive Work Groups:**  **Young Persons** | * Lack of training and experience * Injuries * Lack of familiarity with TU DUBLIN work environment, work practices and emergency plans * Exposure to special risks: * Physical agents * Chemical agents * Hours of work | * School induction programme for new students * Training and supervision of students by staff * 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 for staff | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School** | **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** |
| **041** | **Sensitive Work Groups:**  **People with Disabilities** | * 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 located in TU DUBLIN buildings * 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** | **All staff and students**  **Head of School** | **Ongoing**  **As necessary** |

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| **Current Controls** | **Further**  **Actions Required** |
| **042** | **Sensitive Work Groups:**  **New Recruits**  **Who is harmed:**   * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * 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 School department * Mandatory training to be completed as soon as possible after recruitment * Supervision of new staff | * Maintain current controls * Consider assigning a mentor/ buddy to new recruits | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School** | **Ongoing** |

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| **Current Controls** | **Further**  **Actions Required** |
| **043** | **Sensitive Work Groups:**  **Undergraduates and Apprentices** | * 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 * Trained by School staff in the safe use of equipment, material and chemicals * Supervision by staff in practical environments e.g. workshop classes, trips etc. * Emergency procedures in place * First-aid facilities available * Safety induction given by lecturers * Task-specific instructions (including SOP’s)/ demonstrations provided by staff * Student support services available | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School** | **Ongoing** |

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| **Current Controls** | **Further**  **Actions Required** |
| **044** | **Sensitive Work Groups:**  **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 the TU Dublin School of Creative Arts * 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** | **Ongoing** |

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| **Current Controls** | **Further**  **Actions Required** |
| **045** | **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 * Occupational Stress Management Policy & Procedures in place * Risk Assessment carried out by Management * Training courses available on Stress Management, Time Management personal skills etc. * Student health centre and counselling service available | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School** | **Ongoing** |

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| **Current Controls** | | **Further**  **Actions Required** | |
| **046** | **Violence**  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | | | * Theft * Verbal threats/abuse * Physical assault / injuries * Stress, fear, anxiety | | * Emergency Response Training (ERT) mandatory for staff * SOP for handling, storage and transport of cash * Porter on duty at front desks Rathdown House and Kings Inn entrance * TU DUBLIN staff and students report suspect individuals to TU DUBLIN Estates Office * Adequate lighting * Physical barriers e.g. partitions * Lone working policy in place * Rooms locked when not in use * CCTV in common areas * Vision panels fitted on doors * Workshops, studios and offices equipped with telephones | | * Maintain current controls | | **With current controls:**  **1**  **With Actions applied:**  **1** | | **Sodexo, Estates Office, 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** | |
| **047** | | **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 training programme for staff * Dignity at Work contact persons available * Employee Assistance Programme (EAP) in place * TU DUBLIN Procedure for complaints and investigations * Student support services available | | * Maintain current controls * Ensure compliance with policies and procedures in place | | **With current controls:**  **1**  **With Actions applied:**  **1** | | **Head of School, all staff and students** | | **Ongoing** | |

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| **Current Controls** | **Further**  **Actions Required** |
| **048** | **Welfare Facilities:**   * Sanitary facilities, * Staffroom/ canteen available in TU DUBLIN buildings   **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 * Adequate sanitary facilities available * Hand washing facilities adequate | * Care to be taken with hot surfaces, hot drinks and boiling water | **With current controls:**  **1**  **With Actions applied:**  **1** | **All staff and students** | **Ongoing** |

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| **Current Controls** | **Further**  **Actions Required** |
| **049** | **Visitors**   * E.g. persons viewing exhibitions * External examiners   **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 (Rathdown House and Kings Inn entrance) manned at all times by a Porter on duty * Visitors report to Front desk/Reception * Safety booklets and safety wallet cards available * Signage (direction and emergency signage) * Risk assessments completed for specific events where groups of visitors are expected * Swipe card system in place in TU DUBLIN Bolton St. and Grangegorman * CCTV in TU DUBLIN buildings * Deliveries handled by Goods Inwards/ Estates Office staff * Visitors briefed on emergency procedures by the person they are visiting | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **All staff and students** | **Ongoing** |

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| **Current Controls** | **Further**  **Actions Required** |
| **050** | **Contractors / Service Providers**   * E.g. Building Contractors   **Who is harmed:**   * Staff members * Students * Contractors/ Service Providers * Visitors * 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 | * Estates Office/Sodexo control all contractors in the East Quad * Estates Office control all contractors in Bolton Street * Reception is manned at all times by a porter * Sign in required * Compliance with TU DUBLIN Code of Practice for Contractors * Signage erected for works if required * eLearning course available for 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 | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Estates Office, Sodexo, Head of School, Contractors / Service Providers** | **Ongoing** |

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| **Current Controls** | **Further**  **Actions Required** |
| **051** | **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 | * Maintain current controls * Follow procedures in TU DUBLIN’s Dignity at Work: Anti Bullying & Harassment Policy | **With current controls:**  **1**  **With Actions applied:**  **1** | **All staff and students**  **Head of School** | **Ongoing**  **Ongoing** |

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| **Current Controls** | **Further**  **Actions Required** |
| **052** | **Personal Protective Equipment (PPE)**   * E.g. safety shoes, safety glasses, hearing protection, face masks   **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Improper fit and use * Incorrect type * Poor maintenance * Lack of training * Exposure to physical or hazardous substances * Slips, trips and falls * Lack of awareness of PPE requirements * Contamination | * Appropriate selection of PPE * Consultation with staff * Inspection and maintenance * Wear PPE when working in workshops * Report defects * Stored appropriately: staff and student lockers/ designated area * Training, information and supervision provided to staff and students * Signage – identify locations where PPE must be worn * Follow manufacturer’s instructions * Personal use only * SOP available for use and maintenance of PPE (include cleaning arrangements) | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School and all staff** | **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** |
| **053** | **Chemicals in use**   * E.g. Liquids, solids, powders;   white spirits, paints, fabric printing and stray painting material, potassium dichromate and ammonium dichromate  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Skin contact * Ingestion * Inhalation * Environmental damage * Contamination * Spillage | * Substitute with less hazardous chemicals where possible * Specific chemical risk assessments carried out * SOP for use, handling, storage and disposal * Wear Appropriate PPE * SDS available and maintained by School * Signage in place i.e. segregated storage * Spill Kit available * Emergency plans in place * First-aid arrangements * Adequate ventilation * Training, information and supervision provided to staff and students * Restricted access to workshop and print studio chemical storage area/ cabinets (Technicians/ staff hold keys) * Minimum quantities on site * Mixing trolley in print studio used during class and for transporting * Bulk storage of chemicals; located in cabinets in the back yard | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School, all staff and students** | **Ongoing Project – Target for completion/project conclusion, 31st March 2020** |

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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** |
| **054** | **Gas**   * E.g. Liquefied Petroleum Gas (LPG) Propane,   Oxygen, Argon  Acetylene  **Who is harmed:**   * Staff members * Students * Visitors * Contractors/ service providers * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Leak * Fire * Suffocation * Carbon monoxide * Explosion | * Inspection, testing and maintenance/servicing of all gas cylinders and pipe work * Training, information and supervision on gases / gas cylinder use and handling for staff (and student where required) * Detection and monitoring systems in place * Adequate ventilation * SOP on the handling, use and disposal of gas cylinders * Adhere to and follow the TU DUBLIN procurement procedure * Registered installer * Restricted access to gas storage area (manifolds locked at all times, technicians are key holders) * Minimum quantities on site | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Head of School** | **Ongoing** |

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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** |
| **055** | **Biological Agents** | **N/A** | **N/A** | **N/A** | **N/A** | **N/A** | **N/A** |

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| **3D STUDIO WORKSHOP EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **056** | **Sheet Bending**  **Machine**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Entrapment in moving parts * Eye injuries * Cut/ Lacerations | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information (SOP’s) provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-Aid course * Use of appropriate PPE and signage in place * Equipment is CE marked * A safe working zone is defined * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewellery and long hair secured when equipment is in use * Adequate lighting appropriate to work tasks * SOP available for sheet bending machine * Emergency first-aid procedure and emergency numbers posted (in the Workshop and Campus) * Inspection and maintenance programme in place | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and students** | **Ongoing** |

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| **3D STUDIO WORKSHOP EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **057** | **Bending Roll Machine 8266**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Electric shock * Entrapment in moving parts * Pinch * Crush | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * SOP in place for bending roll machine * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Safety guards/covers in place: red safety cable in front of the equipment * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * Yellow safety signage on the equipment * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewellery and long hair secured when equipment is in use * Adequate lighting appropriate to work tasks * Emergency stop control in place * Prior to maintenance works, the electrical supply is shut off * Emergency first-aid procedure and emergency numbers posted * Inspection and maintenance programme developed by the School | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  1 | * **Head of School, all relevant staff and students** | **Ongoing Requirement** |

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| **3D STUDIO WORKSHOP EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **058** | **Scroll Saw X2**   1. **Meddings** 2. **Hegner**   **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Hearing damage * Electric shock * Entrapment in moving parts * Inhalation of particles * Eye injuries * Lacerations | * Equipment used and maintained in accordance with manufacturer’s instructions * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Safety guards/covers in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewellery and long hair secured when equipment is in use * Adequate lighting appropriate to work tasks * Prior to maintenance works, the electrical supply is shut off * Local extraction on each Scroll Saw * Emergency shut off located on the wall adjacent to machines * SOP available for Scroll Saws * Inspection and maintenance programme in place * Operators manual available * Emergency first-aid procedure and emergency numbers posted * Hegner Scroll Saw fitted with New Additional Hold Down Saw. (No other guards available or required. June 2019) | * Maintain current controls * The old Scroll Saw is not CE marked – investigate with supplier/ engineer to accredit CE marking * No emergency stop control devices on the Scroll Saws – investigate with supplier | **With current controls:**  **3**  **With Actions applied:**  **3** | * **Head of School, all relevant staff and students** | **Ongoing Requirement**  **Older Scroll Saw No Longer in Use**  **Not Required** |

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| **3D STUDIO WORKSHOP EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **059** | **Band Saw (medium)**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Hearing damage * Electric shock * Entrapment in moving parts * Inhalation of particles * Eye injuries * Lacerations * Work pieces jamming | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * SOP in place * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Local extraction in place * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Emergency stop control in place and braking device * Prior to maintenance works the electrical supply is shut off * Emergency first-aid procedure and emergency numbers posted * Inspection and maintenance programme developed * Noise assessment and air monitoring and health surveillance for relevant staff * **All standard safety guards are installed on all workshop Bandsaws. September 2019** | * Maintain current controls | **With current controls:**  **3**  **With Actions applied:**  **3** | * **Head of School, all relevant staff and students** | **Ongoing Requirement** |

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| **3D STUDIO WORKSHOP EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **060** | **Drill Press**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Electric shock * Entrapment in moving parts * Inhalation of particles * Eye injuries * Lacerations | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Safety guards/covers in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Emergency stop control in place and braking device * Clamps mechanism available if required to secure work pieces * Prior to drilling operations the adjustable guard will be positioned in accordance with manufacturers guidance and safe working practices * Prior to maintenance works, the electrical supply will be isolated with the machine shut off * SOP available for drill press * Emergency first-aid procedure and emergency numbers posted * Inspection and maintenance programme developed by the School | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and students** | **Ongoing Requirement** |

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| **3D STUDIO WORKSHOP EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **061** | **Band Saw (small)**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Hearing damage * Electric shock * Entrapment in moving parts * Inhalation of particles * Eye injuries * Lacerations | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Yellow marking on the table of the band saw – indicating safe distance from saw * Local extraction in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Emergency stop control in place and braking device * Prior to maintenance works, the electrical supply will be shut off * SOP available for the band saw * First-aid procedures and emergency numbers posted * Inspection and maintenance programme developed by the School * All Necessary and appropriate guards are supplied and fitted to the machine. * Noise assessment and air monitoring and health surveillance for relevant staff | * Maintain current controls | **With current controls:**  **3**  **With Actions applied:**  **3** | * **Head of School all relevant staff and students** | **Ongoing Requirement** |

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| **3D STUDIO WORKSHOP EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **062** | **Miter Saw**   1. **Makita Chopsaw** 2. **Festool**   **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Hearing damage * Electric shock * Entrapment in moving parts * Inhalation of particles * Eye injuries * Lacerations | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * SOP available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Safety guards/covers in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Local extraction in place of both miter saws * Vice/clamps provided and used as required to secure work pieces * First-aid procedures and emergency numbers posted * Inspection and maintenance programme developed by the School * Noise assessment and air monitoring and health surveillance for relevant staff | * Maintain current controls | **With current controls:**  **3**  **With Actions applied:**  **3** | * **Head of School all relevant staff and students** | **Ongoing** |

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| **3D STUDIO WORKSHOP EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **063** | **Hollow Chisel Mortiser**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Hearing damage * Electric shock * Entrapment in moving parts * Inhalation of particles * Eye injuries * Lacerations | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Safety guards/covers in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Emergency stop control in place and braking device * Vice/clamps provided and used as required to secure work pieces * Prior to maintenance works, the electrical supply is shut off * First-aid procedures and emergency numbers posted * Inspection and maintenance programme developed by the School * SOP available for chisel morticer * Noise assessment and air monitoring and health surveillance for relevant staff | * Maintain current controls | **With current controls:**  **3**  **With Actions applied:**  **3** | * **Head of School all relevant staff and students** | **Ongoing Requirement** |

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| **3D STUDIO WORKSHOP EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **064** | **Mortising Machine**  **Holzmann**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Hearing damage * Electric shock * Entrapment in moving parts * Inhalation of particles * Eye injuries * Lacerations | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewelry and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Emergency strop control and braking device * Vice/clamps provided and used as required to secure work pieces * Prior to maintenance works, the electrical supply will be shut off * SOP available * Inspection and maintenance programme developed by the School * First-aid procedure and emergency contacts posted | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and students** | **Ongoing Requirement** |

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| **3D STUDIO WORKSHOP EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **065** | **Large Fixed Pillar Drill**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Hearing damage * Electric shock * Entrapment in moving parts * Burns * Inhalation of particles * Eye injuries * Lacerations | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Safety guards/covers in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewellery and long hair secured when equipment is in use * Adequate lighting appropriate to work tasks * Emergency Stop control device * Vice/clamps provided and used as required to secure work pieces * Prior to drilling operations the adjustable guard will be positioned in accordance with manufacturer’s guidance and safe working practices * Prior to maintenance works, the electrical supply is shut off * SOP developed for pillar drills * First-aid procedure and emergency contacts posted * Inspection and maintenance programme developed by the School | * Maintain current controls | **With current controls:**  **3**  **With Actions applied:**  **3** | * **Head of School, all relevant staff and students** | **Ongoing Requirement** |

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| **3D STUDIO WORKSHOP EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **066** | **Mitre Guillotine**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Entrapment in moving parts * Inhalation of particles * Eye injuries * Cut/ lacerations | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * A safe working zone is defined * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewellery and long hair secured when equipment is in use * Adequate lighting appropriate to work tasks * SOP available for miter guillotine * First-aid procedure and emergency contacts posted * Inspection and maintenance programme developed by the School * Safety guards replaced (2018) | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  1 | * **Head of School, all relevant staff and students** | **Ongoing** |

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| **3D STUDIO WORKSHOP EQUIPMENT:** | | | |  | | | |  | |  | |  | |
| **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** | |
| **067** | **Kiln X2**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | | * Electric shock * Burns * Fire | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Pad locked when in operation * Only the Technician operates the Kilans (setting programmes etc.) * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Clamps provided to close the killan * Prior to maintenance works, the electrical supply is shut off * SOP developed for Kilns * Inspection and maintenance programme developed by the School * First-aid procedure and emergency contacts posted | | * Maintain current controls | | **With current controls:**  **1**  **With Actions applied:**  **1** | | * **Head of School, all relevant staff and students** | | **Ongoing Requirement** | |
| **WOOD WORK MACHINERY ROOM**  **EQUIPMENT:** | | | | |  | | | |  | |  | |  |
| **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** | |
| **068** | **Table Saw**  **Altendorf WA80**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Hearing damage * Electric shock * Entrapment in moving parts * Inhalation of particles * Eye injuries * Lacerations * Dust | | | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Safety guard (cover over blade) in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Emergency stop control * Blade sharpened by external personnel * Students trained to change blades * Trained staff/ students change blades * Prior to use the blade guard is positioned in accordance with manufacturer’s guidance and safe working practice * Prior to maintenance works, the electrical supply is shut off * Emergency first-aid procedure and emergency numbers posted in workshop * Local extraction in place * Push sticks available to feed material to the saw * SOP available * Inspection and maintenance programme developed by the School * Gloves used for changing blades * Noise assessment and air monitoring and health surveillance for relevant staff * Students are Prohibited from changing Blades | | * Maintain current controls | | **With current controls:**  **3**  **With Actions applied:**  **3** | | * **Head of School all relevant staff and students** | | **Ongoing** |

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| **WOOD WORK MACHINERY ROOM**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **069** | **Profile Copying Machine**  **P80-P60 (Over Router)**  **Maginn Machinery**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Hearing damage * Electric shock * Entrapment in moving parts * Inhalation of particles * Eye injuries * Lacerations | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Safety guards/covers in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * Blades changed by technician * Local extraction in place * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Emergency stop control * Prior to use the guard will is positioned in accordance with manufacturer’s guidance and safe working practice * Prior to maintenance works, the electrical supply is shut off * Emergency first-aid procedure and emergency numbers posted * SOP available * Inspection and maintenance programme developed by the School * Noise assessment and air monitoring and health surveillance for relevant staff | * Maintain current controls | **With current controls:**  **3**  **With Actions applied:**  **3** | * **Head of School, all relevant staff and students** | **Ongoing** |

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| **WOOD WORK MACHINERY ROOM**  **EQUIPMENT:** | | |  | | | |  | |  | |  |
| **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** | |
| **070** | **Edge Sander**  **KOS 3000P**  **Holzmann**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Hearing damage * Electric shock * Entrapment in moving parts * Inhalation of particles * Eye injuries * Lacerations | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Safety guards/covers in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * Sand belt changed by technician * Local extraction in place * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewellery and long hair secured when equipment is in use * Adequate lighting appropriate to work tasks * Emergency stop control * Prior to use the guard will is positioned in accordance with manufacturer’s guidance and safe working practice * Prior to maintenance works, the electrical supply is shut off * Emergency first-aid procedure and emergency numbers posted * SOP available * Inspection and maintenance programme developed by the School * Cleaning Around machine part of SOP * Noise assessment and air monitoring and health surveillance for relevant staff | | * Maintain current controls | | **With current controls:**  **3**  **With Actions applied:**  **3** | | * **Head of School, all relevant staff and students** | | **Ongoing Requirement** |
| **WOOD WORK MACHINERY ROOM**  **EQUIPMENT:** | | |  | | |  | |  | |  | |
| **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** | |
| **071** | **Band Saw**  **Holzmann Maschinen**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Hearing damage * Electric shock * Entrapment in moving parts * Inhalation of particles * Eye injuries * Lacerations | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Local extraction in place * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Emergency stop control in place (X2) * Prior to maintenance works the electrical supply is shut off * Guides and fence in place * Only the technician changes the blade * Local extraction in place * SOP available * Inspection and maintenance programme developed * Maintain **Band Saw is compliance with normal industry standards (No Guards required)** * Cleaning around machine part of SOP * Noise assessment and air monitoring and health surveillance for relevant staff | * Maintain current controls | | **With current controls:**  **3**  **With Actions applied:**  **3** | | * **Head of School. all relevant staff and students** | | **Ongoing Requirement** | |

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| **WOOD WORK MACHINERY ROOM**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **072** | **Motorised Plate Shears Scantool**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Electric shock * Entrapment in moving parts * Inhalation of particles * Eye injuries * Lacerations * Manual handling of cut material | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Emergency stop control in place * Safety guards in place * Prior to maintenance works the electrical supply is shut off * SOP available * Inspection and maintenance programme developed | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and students** | **Ongoing Requirement** |

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| **WOOD WORK MACHINERY ROOM**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **073** | **Planer Thicknesser AD951 Felder**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Hearing damage * Electric shock * Entrapment in moving parts * Inhalation of particles * Eye injuries * Lacerations | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Local extraction in place * Staff trained in 1 day Emergency First-Aid course * Use of appropriate PPE and signage in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Emergency stop control in place * Prior to maintenance works the electrical supply is shut off * Guides in place * Local extraction in place * Push sticks available for feeding material * Students/ staff work in pairs using equipment when required * SOP available * Inspection and maintenance programme developed * Noise Assessment completed 2018 | * Maintain current controls | **With current controls:**  **3**  **With Actions applied:**  **3** | * **Head of School, all relevant staff and students** | **Ongoing** |

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| **WOOD WORK MACHINERY ROOM**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **074** | **Belt Sander Scheppach KSM 2500**  **RJH Finishing System (located in metal area)**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Hearing damage * Electric shock * Entrapment in moving parts * Inhalation of particles * Eye injuries * Lacerations | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Local extraction in place * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Prior to maintenance works the electrical supply is shut off * Guides in place * Only the Technician changes the belt * Local extraction in place * SOP available * Inspection and maintenance programme developed * Safe access to emergency stop located on the wall * Noise assessment and air monitoring and health surveillance for relevant staff | * Maintain current controls | **With current controls:**  **3**  **With Actions applied:**  **3** | * **Head of School, all relevant staff and students** | **Ongoing Requirement** |

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| **3D STUDIO WORKSHOP: MATERIAL** | | |  | |  |  |  |
| **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** |
| **075** | **Timber (Woods, MDF),**  **Plastics and Metals**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | **Timber Hazards:**   * Wood dust irritates eyes and respiratory tract * Skin, lung and nasal disorders * Explosive * Fire * Wood dust on the floor can be slippery * Brushing can create airborne dust   **Plastics Hazards:**   * Dust irritate the eyes, nose and throat * Heat softened plastics can stick to skin * Work pieces can shatter during manufacture   **Metal Hazards:**   * Waste materials from processing metals can damage the eyes and skin * Coolants and cutting oils can irritate the eyes and cause dermatitis * Falling materials can present a hazard * Poor Housekeeping * Slips, trips and falls | * General ventilation provided * Extraction systems on equipment * PPE: Respiratory protective equipment should be worn; during any prolonged hand or machine sanding and when machining * PPE: Suitable eye (googles, shields, glasses) protection should be worn * Material Safety Data Sheets available for materials in use * Machine sanding should be kept to a minimum * Work areas should be kept clean * Water should be used as a lubricant to minimise dust * Where necessary respiratory protective (PPE) should be worn during * Gloves should be used if work pieces are heat softened * Work pieces should be securely clamped/ secured during machining * Students informed how to handle (manual handling) material and waste safely * Hands should be washed thoroughly after contact with metals, chemicals, woods etc. * Only use appropriate material on equipment for cutting/ sanding/ bending etc. * Store material in a safe and secure area * Clean around machines and equipment regularly to avoid a build-up of waste and debris   Noise assessment and air monitoring and health surveillance for relevant staff | * Maintain current controls * Avoid sweeping material (dust) – use appropriate hover (industrial hover) * Implement a cleaning programme for all workshops (include daily cleaning schedule of all areas). Dispose of waste appropriately. | **With current controls:**  **3**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and students** * **Head of School to liaise with the Estates Office (and cleaning contractors)** | **Ongoing Requirement**  **As soon as possible** |

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| **BENCH WORK:** | | |  | |  |  |  |
| **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** |
| **076** | **Bench Work**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Slips, trips, falls * Poor housekeeping * Inhalation of dust * Cuts/ grazes/ lacerations * Eye injuries * See equipment risk assessments, manual handling risk assessment and housekeeping | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop areas * Local extraction in place * Staff trained in 1 day Emergency First-Aid course * Good housekeeping maintained in the area * Use of appropriate PPE and signage in place * A safe working zone is defined * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Adequate lighting appropriate to work tasks * Unit scraper for cleaning benches | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and students** | **Ongoing** |

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| **METAL WORK ROOM**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **089** | **Belt Sander**  **(RJH Finishing Systems)**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Electric shock * Entrapment in moving parts * Inhalation of particles * Burns * Eye injuries * Lacerations | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Local extraction in place * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Emergency stop button * Safety guard * Fence guide in place * Extraction built in * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Prior to maintenance works the electrical supply is shut off * Guides in place * Only the Technician changes the belt * SOP available * Inspection and maintenance programme developed * Noise assessment and air monitoring and health surveillance for relevant staff | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and students** | **Ongoing** |

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| **METAL WORK ROOM**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **090** | **Welding Bays X 5**  **X3 Small welders**  **X2 Large welders**  Welding   * Manual Metal Arc (MMA) * Tungsten Inert Gas (TIG) * Metal Inert Gas (MIG)   **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Electric shock * Burns * Inhalation of welding fume * Exposure to gas * Fire/ explosion * Eye damage from metal fragments/foreign body * Eye damage from UV light “Arc eye” * Acetylene * Inert gases – storage and inspection | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE (include face shield, fire resistant apron) and signage in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment is taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Slam slut in metal work room * Vice/clamps provided and used as required to secure work pieces * Prior to maintenance works, the electrical supply is shut off * Shielding of work areas by welding curtains (flame retardant) on each bay * Good housekeeping maintained – area kept clear of wood, fabric, cardboard and other flammable material * Fire detection system and fire-fighting equipment in place * Welding equipment conforms to the appropriate international (ISO)/ British (BS) standards (CE marked) * Insulation on the welding and current return leads is undamaged and the conductor is thick enough to carry the current safely. * All connectors are clean, undamaged and correctly rated for the current required * Don’t use welding equipment with damaged insulation on the welding cables, plugs, clamps or torch/electrode holder * Adequate ventilation and fume extraction on welding bay * Adequate cooling facilities provided for work pieces * SOP available * Inspection and maintenance programme developed for welding equipment; gas lines and connections; ventilation system; and PPE | * Maintain current controls * Gas detection/alarm system and shutdown switch installed – ensure routine maintenance and inspections are completed * Routine monitoring of air | **With current controls:**  **3**  **With Actions applied:**  **3** | * **Head of School, all relevant staff and students** * **Head of School to liaise with Estates Office** * **Head of School to liaise with Health & Safety Office** | **Ongoing Requirement**  **Ongoing**  **Ongoing Requirement** |

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| **METAL WORK ROOM**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **091** | **Plasma Cutter**  **Miller Spectrum 625 Extreme**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Hearing damage * Electric shock * Entrapment in moving parts * Burns * Inhalation of particles * Eye injuries * Lacerations * Fire * Fumes * Compressed air supply | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE (gloves, apron, glasses/ shield) and signage in place * Safety guards/covers in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment is taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Vice/ clamps available where appropriate * Adequate lighting appropriate to work tasks * Prior to maintenance works, the electrical supply is shut off * Used in an extraction booth/ designated area * Clear all flammable material from the area before use * Ensue PPE is stored an adequate area when not in use * SOP available * Inspection and maintenance programme developed | * Maintain current controls | **With current controls:**  **3**  **With Actions applied:**  **3** | * **Head of School, all relevant staff and students** | **Ongoing Requirement** |

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| **METAL WORK ROOM**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **092** | **Air Compressor**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Electric shock * Inhalation of particles * Eye injuries * Failure of the pressure vessel/ airline | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * Compressor stored in a safe location and used in a designated area * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Safety guards/covers in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment is taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Prior to maintenance works, the electrical supply is shut off * SOP available * Inspection and maintenance programme developed | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and student** | **Ongoing Requirement** |

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| **METAL WORK ROOM**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **093** | **Metal Chop Saw**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Hearing damage * Electric shock * Entrapment in moving parts * Burns * Inhalation of particles * Eye injuries * Lacerations | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE (include eye protection) and signage in place * Safety guard/cover in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment is taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Emergency stop control * Vice/clamps provided and used as required to secure work pieces * Prior to maintenance works, the electrical supply is shut off * SOP available * Inspection and maintenance programme developed | * Maintain current controls | **With current controls:**  **3**  **With Actions applied:**  **3** | * **Head of School, all relevant staff and students** | **Ongoing** |

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| **METAL WORK ROOM**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **094** | **Crucible Furnace**  **(Melting and pouring metal, propane used at low pressure)**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Electric shock * Entrapment in moving parts * Burns * Inhalation of particles * Eye injuries * Lacerations * Gas leak | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Only trained staff permitted to use crucible * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE (fire resistant apron, jacket, trousers, boots, gloves and face shield) and signage in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment is taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Crucible is on wheels for transport if necessary * Stored and used in a safe location * Prior to maintenance works, the electrical supply is shut off * SOP available * Inspection and maintenance programme developed | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and students** | **Ongoing** |

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| **METAL WORK ROOM**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **095** | **Furnace: Chip Forge / Brazing Hearth**  Not currently in use  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Electric shock * Burns * Inhalation of particles * Eye injuries * Lacerations * Gas leak/ inhalation * Fire/ explosion | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment is taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Emergency stop control and braking device * Prior to maintenance works, the electrical supply is shut off * SOP available * Inspection and maintenance programme developed | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and students** | **Ongoing** |

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| **WOOD WORK ROOM**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **096** | **Geared Head Milling and Drilling Machine**  **Scantool**  **(not in use)**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Hearing damage * Electric shock * Entrapment in moving parts * Burns * Inhalation of particles * Eye injuries * Lacerations | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE * Safety guards/covers in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment taken out of use * Loose clothing, jewellery and long hair secured when equipment is in use * Adequate lighting appropriate to work tasks * Emergency Stop control device * Vice/clamps provided and used as required to secure work pieces * Prior to drilling operations the adjustable guard will be positioned in accordance with manufacturer’s guidance and safe working practices * Prior to maintenance works, the electrical supply is shut off * SOP available * Emergency first-aid procedure and emergency numbers posted * Inspection and maintenance programme developed by the School * PPE signage on display | * Maintain current controls | **With current controls:**  **3**  **With Actions applied:**  **3** | * **Head of School, all relevant staff and students** | **Ongoing**    . |

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| **WOOD WORK ROOM**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **097** | **X 2 Wood Lathe**    **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Electric shock * Entrapment in moving parts * Burns * Inhalation of particles * Eye injuries * Lacerations * Flying objects | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE (including face shield) * Safety guards/covers in place (not on 1 machine) * Equipment turned off before making adjustments or changing accessories * Inspection and maintenance programme in place for both machines * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment is taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Emergency stop control * Vice/clamps provided and used as required to secure work pieces * Prior to maintenance works, the electrical supply is shut off * SOP available * Emergency first-aid procedure and emergency numbers posted * PPE signage on display | * Maintain current controls | **With current controls:**  **3**  **With Actions applied:**  **3** | * **Head of School, all relevant staff and students** | **Ongoing Requirement** |

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| **WOOD WORK ROOM**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **098** | **Machine Metal Lathe**  **(Challenger Lathe Chester)**  **(not in use)**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Hearing damage * Electric shock * Entrapment in moving parts * Burns * Inhalation of particles * Eye injuries * Lacerations | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in workshop * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE * Safety guards/covers in place (not on 1 machine) * Equipment turned off before making adjustments or changing accessories * Inspection and maintenance programme in place for both machines * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment is taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Emergency stop control * Vice/clamps provided and used as required to secure work pieces * Prior to maintenance works, the electrical supply is shut off * SOP available * Emergency first-aid procedure and emergency numbers posted * PPE signage on display * Noise assessment and air monitoring and health surveillance for relevant staff | * Maintain current controls | **With current controls:**  **3**  **With Actions applied:**  **3** | * **Head of School, all relevant staff and students** | **Ongoing Requirement** |

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| **PRINT STUDIO: (SCREEN) & (ETCHING)**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **099** | **Etching Press X3**  **2 Electrical**  **1 Manual**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Electric shock * Entrapment in moving parts * Crush | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in studio * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Safety break (on large electrical press) * Safety rollers on smaller electrical press (to prevent entanglement) * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment is taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Emergency stop control * Prior to maintenance works, the electrical supply is shut of * Emergency numbers posted * Spatula used for removing material/ plates * Rubber cable protectors used to cover cables * Inspection and maintenance programme developed by the School * SOP available * Emergency first-aid procedure and emergency numbers posted | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and students** | **Ongoing** |

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| **PRINT STUDIO:**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **100** | **Hot Plate**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Electric shock * Burns | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in studio * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE * Equipment turned off before making adjustments * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment is taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Prior to maintenance works, the electrical supply is shut off * Emergency numbers posted * Inspection and maintenance programme developed by the School * Safety warning signage on display * SOP available * Emergency first-aid procedure and emergency numbers posted | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and students** | **Ongoing Requirement** |

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| **PRINT STUDIO:**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **101** | **Relief Press**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Electric shock * Crush | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in studio * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Safety shield in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment is taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Prior to maintenance works, the electrical supply is shut off * Emergency numbers posted * Bed used for putting material under the press * Positioned at a fixed height – only the technician/ staff member adjusts the height of the press * Inspection and maintenance programme developed by the School * SOP available * Emergency first-aid procedure * Strip/ tape around the shield | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and students** | **Ongoing Requirement** |

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| **PRINT STUDIO:**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **102** | **4 No. Screen Vacuum Printing Tables**  **X1 Natgraph**  **X3 Kippax Print Tech Printing System**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Electric shock * Entrapment in moving parts * Crush * Bang from weights/ polls | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in studio * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment is taken out of use * Clamps in place * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Prior to maintenance works, the electrical supply is shut off * Emergency numbers posted * Do walk behind/ rear of printing tables * Tables positioned to prevent access to the rear of the printing tables * Screen left down at all times (only lifted when in up and down when in use) * Inspection and maintenance programme developed by the School * SOP available * Emergency first-aid procedure posted | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and students** | **Ongoing Requirement** |

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| **PRINT STUDIO:**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **103** | **Manual Screen Beds (located on benches)**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Entrapment in moving parts * Crush (dropping screen) | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in studio * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Equipment is CE marked * A safe working zone is defined * Equipment is visually checked for defects before use and unsafe equipment is taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Emergency numbers posted * Inspection and maintenance programme to be developed by the School * SOP available * Emergency first-aid procedure posted | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and students** | **Ongoing Requirement** |

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| **PRINT STUDIO:**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **104** | **3No. Guillotine**  **(Dahle)**  **1 located in the studio, 1 on each floor of the North House**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Entrapment in moving parts * Lacerations | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in studio * Staff trained in 1 day Emergency First-aid course * Safety guard in place * Manual foot clamp holds material * Equipment is CE marked * A safe working zone is defined * Equipment is visually checked for defects before use and unsafe equipment is taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Emergency numbers posted * Pad locked when not in use * Inspection and maintenance programme developed by the School * SOP available * First-aid procedure posted | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and students** | **Ongoing Requirement** |

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| **PRINT STUDIO:**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **105** | **Screen Dryer**  **(5 drawer) Kippax Print Tech**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Electric shock * Burns | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in studio * Staff trained in 1 day Emergency First-aid course * Thermostatically controlled * Use of appropriate PPE * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment is taken out of use * Adequate lighting appropriate to work tasks * Prior to maintenance works, the electrical supply is shut off * Emergency numbers posted * Inspection and maintenance programme developed by the School * SOP available * Emergency first-aid procedure posted | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and students** | **Ongoing Requirement** |

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| **ACID ROOM**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **106** | **Fumehoods X2**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Electric shock * Burns * Eye injuries (splash from acid) * Exposure to acid | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Safety instruction on fumehoods * Students supervised by staff members * First-aid kit available in studio * Emergency drench shower and eye wash * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE (apron glasses and gloves) and signage in place (signage on entrance door) * Front sash in place * Extraction system in each fumehood * Equipment turned off before making adjustments * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition (located behind fumehoods) * Equipment is visually checked for defects before use and unsafe equipment is taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Prior to maintenance works, the electrical supply is shut off * Only the technician: * Decants acid and dilutes as necessary for students * Collects waste for disposal * Fills baths with acid dilution (ratio 16:1/ 12:1) * Removes waste from baths * Buddy system in place for students working in the acid room (students work in pairs) * Acid stored in labeled bottles in fumehood (technician only has access) * MSDS sheets available (wall mounted at the entrance to the acid room) * Spill kit in acid room * Vision panel into acid room – must remain unobstructed * Inspection and maintenance programme developed by the School * SOP available * Emergency first-aid procedure posted | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and students** | **Ongoing Requirement** |

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| **EXPOSURE ROOM**  **EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **107** | **Exposure Unit**  **Kippax Print Tech**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Electric shock * UV light (blast screen with UV light) | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in studio * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE * Close the lid of the unit and use the latches (locks) to ensure that it is thoroughly closed (equipment will not work unless latches are closed) * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment is taken out of use * Adequate lighting appropriate to work tasks * Emergency first-aid procedure and emergency numbers posted * Inspection and maintenance programme developed by the School * SOP available * Emergency first-aid procedure and emergency numbers posted * Steps with safety rails to access unit/ raise the floor (stage) height to the height of the unit (complete) | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and students** | **Ongoing Requirement** |

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| **(SCREEN PREP ROOM)** | | |  | | | |  | |  | |  | |
| **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** | |
| **108** | **Screen Prep Room**  **Fridge**  **(Activity: coating screen(s))**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Electric shock * Leak from exposed pipes * Eye injuries * Ingestion * Skin irritation | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in studio * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Adequate lighting appropriate to work tasks (red light) * Inspection and maintenance programme developed by the School * Sop available | | * Maintain current controls * Enclose exposed pipe | | **With current controls:**  **1**  **With Actions applied:**  **1** | | * **Head of School, all relevant staff and students** * **Estates Office** | | **Ongoing Requirement**  **Completion July 2nd 2020** | |
| **WASH ROOM**  **EQUIPMENT:** | | | |  | | | |  | |  | |  | |
| **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** | |
| **109** | **Wash Out Bays X2**  **Kippax Print Tech**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Hearing damage * Electric shock * Burns * Inhalation of particles * Eye injuries * Slips, trips falls | | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in studio * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment is taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Prior to maintenance works, the electrical supply is shut off * Extraction system in place * Wet floor signage available if required * Drains on the floor * Buckets used to hold material are labeled * Rubber mats on the floor * Limited to 3 persons at a time working in wash room * Vision panel on the door * Inspection and maintenance programme developed by the School * SOP available * Emergency first-aid procedure and emergency numbers posted | | * Maintain current controls | | **With current controls:**  **1**  **With Actions applied:**  **1** | | * **Head of School, all relevant staff and students** | | **Ongoing Requirement** | |

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| **SANDING & AQUATINT ROOM EQUIPMENT:** | | |  | |  |  |  |
| **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** |
| **110** | **Aquatinit Box**  **and Sander**  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Hearing damage * Electric shock * Entrapment in moving parts * Burns * Inhalation of particles * Eye injuries * Lacerations | * Equipment used and maintained in accordance with manufacturer’s instructions * Operators manual available * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in studio * Staff trained in 1 day Emergency First-aid course * Use of appropriate PPE and signage in place * Equipment turned off before making adjustments or changing accessories * Equipment is CE marked * A safe working zone is defined * Power leads kept in good condition * Equipment is visually checked for defects before use and unsafe equipment is taken out of use * Loose clothing, jewellery and long hair secured when equipment in use * Adequate lighting appropriate to work tasks * Prior to maintenance works, the electrical supply is shut off * Extraction hoover attached to sander * Sander is stored in the computer room when not in use – operated in sanding room only * Inspection and maintenance programme developed by the School * SOP available * Emergency first-aid procedure and emergency numbers posted | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and students** | **Ongoing Requirement** |

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| **PRINT STUDIOS:** | | |  | |  |  |  |
| **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** |
| **111** | **Equipment/ Material Used In Print Studio**  E.g.; rollers used for rolling inks,  plan chest,  aluminium racks  **Who is harmed:**   * Staff members * Students * Visitors * Sensitive risk groups: * young persons * pregnant women * people with disabilities | * Personal injury | * Equipment and material used and maintained in accordance with manufacturer’s instructions * Training and information provided to students by staff members * Students supervised by staff members * First-aid kit available in studio * Adequate lighting appropriate to work tasks * Inspection and maintenance programme developed by the School * Warning signage for aluminum wire racks | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | * **Head of School, all relevant staff and students** | **Ongoing Requirement** |

**PRINT DEPARTMENT BOLTON ST. – risk assessments completed by Malone Engineering December 2016.**

**APPENDIX**

**Appendix 1**

*from the Head of* **School of Creative Arts @ TU DUBLIN** – Kieran Corcoran

Dublin Institute of Technology, Grangegorman, Dublin 7.

t: 01 - 2206164, e: [creativearts@tudublin.ie](mailto:creativearts@tudublin.ie)

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> **Procedure:**

Staff requirement to wear Personal Protective Equipment (PPE)

> **School Executive approval date:**

6th December 2011 Recommend a School review

> **Updated and approved:**

25th August 2015

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1. All staff members are reminded they must wear PPE issued to them when entering workshops, laboratories etc.
2. The statutory requirement to wear PPE is the responsibility of each individual. Staff members must also ensure students/apprentices are fully aware of their responsibility to wear PPE.
3. At the beginning of each semester staff members who work in workshops and/or laboratories etc. and require PPE should email the School Office with their requirements. Staff will be required to collect the equipment from the School Office and will also be required to sign for it.
4. At the beginning of each semester staff members must notify students/apprentices of the required PPE, how to wear it and how to use it.
5. All issued PPE must be worn as per manufacturer’s instructions within all workshops, laboratories etc.
6. The correct PPE as outlined in the School Safety Statement must be used for any task being undertaken.

See 2.15 Personal Protective Equipment (PPE) of the [Technological University Dublin City Campus Safety Statement 2019](http://www.dit.ie/media/healthandsafety/documents/Technological%20University%20Dublin%20Campus%20Safety%20Statement%202019%20OR.pdf).

*from the Head of* **TU Dublin School of Creative Arts**– Kieran Corcoran

TU Dublin, Grangegorman, Dublin 7.

t: 01 - 2206164, e:creativearts@tudublin.ie

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> **Procedure:**

Staff responsibility for students entering workshops, laboratories etc

> **School Executive approval date:**

6th December 2011 Recommend a School review

> **Updated and approved:**

25th August 2015

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1. At the beginning of each semester staff members must notify students/apprentices of the PPE required, how to wear it and how to use it (please see Requirement to wear PPE procedure)
2. On their first day within a workshop or laboratory the following must be also be explained/demonstrated to students/apprentices:
   * Safety Data Sheets (SDS / MSDS) and how to reference them
   * The hazards involved with using chemicals or chemicals unique to that area
   * How to use emergency eye wash and how to summon help if required (first-aid procedure)
   * Machine emergency stops, protective guards and trips, and informed of any hazard associated with the machinery in question
   * Correct emergency exits and location of assembly point(s) (staff members must ensure they familiarise themselves with the correct exit)
3. The above must be signed off by each student and lecturer who will be in the workshop. This will remind staff of the risks and hazards along with educating the students/apprentices in relation to Health and Safety. (Please see sign-off log at the end of this document).
4. Staff and students must ensure they are in compliance with Health & Safety legislation when ENTERING workshops and/or laboratories etc.
5. Should an accident occur, the Institute and/or the Health & Safety Authority will possibly launch an investigation so all relevant documents (e.g. Incident Report Forms) must be completed immediately.
6. It is also noted that all staff members, students, apprentices, contractors or their agents have a legal responsibility to ensure that Institutes policies on Health & Safety are followed at all times.
7. First-Aid steps to follow in the result of an accident are set out below however all staff working in workshops and/or laboratories are reminded they must comply with the TU Dublin Policy on Health and Safety Training for Staff and complete the First-Aid training (please see procedure to follow when attending Staff Training and Development courses).

**FIRST-AID**

An emergency first-aid kit and an Automated External Defibrillator (AED) is available from the front desk Sycamore Gallery, Rathdown House, Grangegorman and from the Kings Inn entrance Bolton St. Additional AED’s on the Grangegorman campus are located in the North House (left hand side of the main entrance) and the Clock Tower.

Click [here](http://www.dit.ie/media/healthandsafety/documents/Location%20of%20AEDs%20January%202019.pdf) to view the location of AED’s on all TU DUBLIN campuses. A first-aid room is located in Rathdown House, Grangegorman.

**EMERGENCY FIRST-AID PROCEDURE**

Emergency First-Aid (1 day) and First-Aid Responder Training (3 day incorporates the use of AED) training is available to all TU DUBLIN staff. Emergency First-Aid must be completed by all staff working in a laboratory, workshop or kitchen.

**SLIGHT INJURY**

1. Safeguard your own safety, then assess the nature of the incident:

**For straight-forward injuries that can be dealt with immediately**:

* Contact **first-aider:**
* **School / Function first-aider**
* **Control Centre (Orchard House)**

**(01) 402 4206 / (01) 402 4209 / (01) 8385892**

* Contact **Occupational Health Advisor** for advice:
* **(01) 402 4156** or **087 9809131** (Mon – Fri 9:00am – 5:00pm)

**IF WORRYING**

**If the incident requires immediate medical attention**:

* Arrange transport for the staff/student to their **local GP** or **A&E Department**
* Nearest A&E is **Mater Hospital – Tel: (01) 803 2000**
* **Mater Smithfield Rapid Injury Clinic (01) 803 2000 (Mon–Fri 8am–6pm)**
* Sick / unwell / injured students can attend the **TU DUBLIN Student Health Centre**
* **Linenhall Lodge** – **Tel: (01) 402 3614**
* **Aungier Street – Tel: (01) 402 3051** (Mon – Fri 9.00am – 5.00pm)
* For urgent out of hours GP service in the Dublin area
* **D DOC – Tel: 1850 22 44 77**

(Mon – Fri 6.00pm – 8.00am, Sat/Sun 24hours)

* If there is any doubt about the severity of the injury/illness
* Contact **Emergency Services** on **112 or 999**
* A friend / responsible person should accompany staff member/student to hospital

**IF SERIOUS**

* Contact **Emergency Services** immediately at **112 or 999** (for an outside line you may need to dial ‘0’)
* Keep the person comfortable until the ambulance arrives
* A friend / responsible person should accompany staff member/student to hospital

1. If there is any doubt regarding the severity of an injury/illness, contact the emergency services: 112 or 999
2. A first-aid kit and AED are available at the front desk in Sycamore Gallery, Rathdown House and the Kings Inn Entrance Bolton St.
3. Accidents can be reported on-line [click here](http://www.dit.ie/healthsafety/)
4. Once immediate first-aid treatment has been given, and an ambulance may not be necessary, but a visit to A&E / Doctor is advisable, send the injured person in a taxi accompanied by a friend OR responsible person
5. Thefirst-aider shall ASAP inform the person’s supervisor & OHA of the action taken
6. The first-aider should assist incompleting the Incident Report Form ASAP and forwarding it to the Health and Safety Office

**If the Emergency Services are contacted please ensure the TU DUBLIN Estates Office is informed as soon as possible and before they arrive to a TU DUBLIN campus. This is crucial as the Estates Office will assist to direct the Emergency Services to the specific location on the campus.**

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| **Grangegorman**  **Control Centre**  **(Orchard House)** | Estates Office | (01)402 4209 / (01)402 4206 / (01)8385892  (24 hour line) |
| **Bolton Street**  **Kings Inn Entrance** | Estates Office | (01) 402 3607 |

For any information on Health & Safety: [**www.TU Dublin.ie/safework**](http://www.dit.ie/safework)

TU Dublin School of Creative Arts Student / Apprentice safety sign-off log

Programme:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list on the line below, the area & machinery which safety induction training was provided, e.g. Printing – MO & R200, etc.

**(PLEASE PRINT – Continue on additional sheets if so required)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student / Apprentice Name: **(PLEASE PRINT)** | Student / Apprentice Name: **(SIGNATURE) \*** | Student No. | Date: | Lecturer:  **(Signature)** |
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\* As a student / apprentice I acknowledge that the following areas were covered during safety induction training (explanation and or demonstration).

1) Safety Data Sheets (SDS/MSDS) and how to reference them, 2) The hazards involved with using chemicals or chemicals unique to that area.

3) How to use emergency eye wash and how to summon help if required, 4) Machine emergency stops, protective guards and trips, and informed of any hazard associated with the machinery or area in question, 5) Correct emergency exits and assembly point, 6) The correct use of PPE (Personal protective equipment) and the requirements to wear it.

**Risk Assessments for the Dublin School of Creative Arts**

### **Risk Assessments and Safety Procedures for the School / Function**

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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** |
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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** |
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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** |
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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** |
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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** |
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