|  |
| --- |
| **School of Hospitality Management & Tourism**  **Safety Arrangements &**  **Risk Assessments**  **DATE: 4 September 2020**  **Updated 8 April 2021, 15 September 2021  & 21 September 2021**  C:\Users\James.p.murphy\Desktop\TUD_RGB.jpg  **IMPORTANT:** The Technological University Dublin (TU Dublin) City Safety Statement 2020/2021 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 fety Statement for other information |

|  |  |
| --- | --- |
| **Safety Arrangements & Risk Assessments Document Record** | |
| Version | 1.0 |
| Approval Body | University Health & Safety Committee |
| Effective Date | 1 September 2020 |
| Review Date | Reviewed 8 April, 15 & 21 September 2021 |
| Status | Final |

|  |
| --- |
| **IMPORTANT NOTE:**  This document has been prepared by the School of Hospitality Management & Tourism 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.  \_cid:342B9747-9386-4261-BA3A-DC48BC3DB392@ict.ad.dit.ie\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Head, School of Hospitality Management & Tourism  Date: September 04 2020  Updated 8 April, 15 & 21 September 2021  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Edel Niland Name  Health and Safety Advisor Occupational Health Advisor  Date: |

**TABLE OF CONTENTS**

Contents

[NAME OF SCHOOL/FUNCTION CONTACT DETAILS 6](#_Toc51952202)

[TU Dublin City Internal Contact Numbers 9](#_Toc51952203)

[External Emergency Contact Numbers 11](#_Toc51952204)

[INTRODUCTION & SCOPE 13](#_Toc51952205)

[Reference any local School/Function safety arrangements. 13](#_Toc51952206)

[EMERGENCY RESPONSE 15](#_Toc51952207)

[Central Quad Campus 16](#_Toc51952208)

[‌‌‌](#_Toc51952209)[Assembly Point Maps 16.](#_Toc51952211)

[Aungier Street Campus 16.](#_Toc51952212)

[.](#_Toc51952213)

[TU DUBLIN (CITY) EMERGENCY FIRST-AID PROCEDURE 17](#_Toc51952214)

[Location of First-Aid Equipment 18](#_Toc51952215)

[Location of first-aid rooms 19](#_Toc51952216)

[Reporting Accidents/Near misses/Dangerous Occurrences and Hazards 19](#_Toc51952217)

[Hazard Check List 19](#_Toc51952218)

[Personal Protective Equipment (PPE) 22](#_Toc51952219)

[RISK ASSESSMENTS 24](#_Toc51952220)

[Risk Assessments and Safety Procedures for the School / Function 23](#_Toc51952221)

[PHYSICAL 23](#_Toc51952222)

[OPERATIONAL 53](#_Toc51952223)

[HUMAN FACTORS 67](#_Toc51952224)

[HUMAN FACTORS 68](#_Toc51952225)

[CHEMICAL 85](#_Toc51952226)

[BIOLOGICAL 86](#_Toc51952227)

[HUMAN FACTORS 87](#_Toc51952228)

[RISK ASSESSMENT (COVID-19) 94](#_Toc51952229)

TU Dublin Ventilation Strategy (Sept. 2021)....…………………………………………………………………………………….113

# NAME OF SCHOOL/FUNCTION CONTACT DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Name** | **Location** | **Email** | **Telephone Extension Number** |
| **Head of School/Function** | Dr. Dominic Dillane | CQ-101, Grangegorman | [Dominic.dillane@tudublin.ie](mailto:Dominic.dillane@dit.ie) | 35312205770 |
| **Assistant Head of School** | Dr. Ralf Burbach | CQ-101, Grangegorman | [Ralf.burbach@tudublin.ie](mailto:Ralf.burbach@dit.ie) | 35312205771 |
| **Assistant Head of School** | Dr. Denise O Leary Gibson | CQ-101, Grangegorman | [denise.oleary@tudublin.ie](mailto:denise.oleary@tudublin.ie) | 35312205772 |
| **School/Function Administrator** | Mary Dineen | CQ-101, Grangegorman | [Mary.dineen@tudublin.ie](mailto:Mary.dineen@dit.ie) | 35312205774 |
| **School/Function Administrator** | Noelle O Carroll | CQ-101, Grangegorman | Noelle.ocarroll@tudublin.ie | 35312205775 |
| **Nominee(s) on College/ Function/Directorate Safety Team** | Dr. Dominic Dillane | CQ-101, Grangegorman | [Dominic.dillance@tudublin.ie](mailto:Dominic.dillance@tudublin.ie) | 35312205770 |
| **School/Function**  **First-Aiders** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Elected Staff Safety Representative** | Dr. Brian Murphy | CQ-101, Grangegorman | Brian.[murphy@tudublin.ie](mailto:murphy@tudublin.ie) | 35312205820 |

**List of Staff in the School of Hospitality Management & Tourism**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Location** | **Room** | **Phone No.** |
| Dominic Dillane | Central Quad, Grangegorman | CQ-101 | 35312205770 |
| Ralf Burbach | Central Quad, Grangegorman | CQ-101 | 35312205771 |
| Denise O'Leary | Central Quad, Grangegorman | CQ-101 | 35312205772 |
| Peter Griffin | Central Quad, Grangegorman | CQ-214 | 35312205773 |
| Mary Dineen | Central Quad, Grangegorman | CQ-101 | 35312205774 |
| Noelle O'Connor | Central Quad, Grangegorman | CQ-101 | 35312205775 |
| Detta Melia | Park House, Grangegorman | 6th Floor | 35312205776 |
| Jennifer Stewart | Central Quad, Grangegorman | CQ-101 | 35312205777 |
| Deirdre Quinn | Central Quad, Grangegorman | CQ-214 | 35312205778 |
| Rachelle O'Brien | Central Quad, Grangegorman | CQ-101 | 35312205779 |
| Mary O'Rawe | Central Quad, Grangegorman | CQ-101 | 35312205780 |
| Colin O'Connor | Central Quad, Grangegorman | CQ-101 | 35312205781 |
| Geraldine Gorham | Central Quad, Grangegorman | CQ-214 | 35312205782 |
| Louise Bellew | Central Quad, Grangegorman | CQ-101 | 35312205783 |
| Daire MagGuill | Central Quad, Grangegorman | CQ-101 | 35312205785 |
| Alan Dunton | Park House, Grangegorman | 6th Floor | 35312205786 |
| Paddy Horan | Central Quad, Grangegorman | CQ-214 | 35312205787 |
| Yvonne Gilna | Aungier Street | tbc | 35312205788 |
| Catherine Gorman | Park House, Grangegorman | 6th Floor | 35312205789 |
| Davin Dunlea | Central Quad, Grangegorman | CQ-101 | 35312205790 |
| Connor MCDonagh | Central Quad, Grangegorman | CQ-214 | 35312205791 |
| Alan Montgomery | Central Quad, Grangegorman | CQ-101 | 35312205792 |
| Gerry Dunne | Central Quad, Grangegorman | CQ-101 | 35312205793 |
| Donnacha O'Donoghue | Central Quad, Grangegorman | CQ-101 | 35312205794 |
| Karen O'Sullivan | Central Quad, Grangegorman | CQ-214 | 35312205795 |
| Dan King | Central Quad, Grangegorman | CQ-101 | 35312205796 |
| Ann Conway | Central Quad, Grangegorman | CQ-101 | 35312205797 |
| Bernadette Quinn | Central Quad, Grangegorman | CQ-101 | 35312205798 |
| Juliet Ryan | Central Quad, Grangegorman | CQ-101 | 35312205799 |
| Ruth Craggs | Central Quad, Grangegorman | CQ-101 | 35312205801 |
| Ziene Mottiar | Central Quad, Grangegorman | CQ-214 | 35312205802 |
| Clem Ryan | Central Quad, Grangegorman | CQ-101 | 35312205803 |
| John Ryan | Central Quad, Grangegorman | CQ-101 | 35312205804 |
| Theresa Ryan | Central Quad, Grangegorman | CQ-214 | 35312205805 |
| Mary Dillon | Central Quad, Grangegorman | CQ-214 | 35312205806 |
| Jennifer Lawlor | Central Quad, Grangegorman | CQ-214 | 35312205807 |
| Jennifer Hussey | Central Quad, Grangegorman | CQ-101 | 35312205808 |
| Kevin Griffin | Central Quad, Grangegorman | CQ-101 | 35312205809 |
| Leanne Carey | Central Quad, Grangegorman | CQ-101 | 35312205222 |
| Anne Hurley | Central Quad, Grangegorman | CQ-101 | 35312205810 |
| David Rickard | Aungier Street | tbc | 35312205811 |
| Will Peters | Aungier Street | tbc | 35312205812 |
| Nevan Bermingham | Park House, Grangegorman | 6th Floor | 35312205813 |
| Fiona Faulkner | Aungier Street | tbc | 35312205814 |
| Theresa Hederman Bowe | Aungier Street | tbc | 35312205815 |
| Qi Wang | Aungier Street | tbc | 35312205816 |
| Clare Gorman |  |  | 35312205817 |
| Norah Cussen | Central Quad, Grangegorman | CQ-214 | 35312205818 |
| Julie Mullane | Central Quad, Grangegorman | CQ-214 | 35312205819 |
| Brian Murphy | Central Quad, Grangegorman | CQ-101 | 35312205820 |
| Zhen Yao | Aungier Street | tbc | 35312205821 |
| Sean Fitzpatrick | Aungier Street | tbc | 35312205824 |
| Alan Lyons | Aungier Street | tbc | 35312205825 |
| Deirdre Ryan | Aungier Street | tbc | 35312205827 |
| Johanna King | Aungier Street | tbc | 35312205828 |
| Siobhan Egan |  |  | 35312205831 |
| Vincent O Flaherty | Park House, Grangegorman | 6th Floor |  |
| Jacqueline Doyle | Park House, Grangegorman | 6th Floor |  |
| Julienne Curren | Park House, Grangegorman | 6th Floor |  |
| Intessar Miadi | Park House, Grangegorman | 6th Floor |  |
| Emma O Brien | Aungier Street | tbc |  |
| Dominic Quinn | Aungier Street | tbc |  |
| Hayley Farrell | Aungier Street | tbc |  |
| Samantha Morris | Aungier Street | tbc |  |

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

# TU Dublin City Internal Contact Numbers

|  |  |  |
| --- | --- | --- |
| Central Switchboard | (01) 402 3000 | |
|  | | |
| Chaplaincy | (01) 402 4308 | |
|  | | |
| Security Control Centre 24 hour  (Orchard House, Grangegorman) | (01) 402 4209  (01) 402 4206  (01) 838 5892 | Internal Extension  2999 |
|  | | |
| Student Counselling Service | (01) 402 3352 | |
|  | | |
| Employee Assistance Programme  (VHI Corporate Solutions)  VHI Corporate | Freephone 1800 995 955  (24 hour/ 7 days a week/ 365 days a year) | |
|  | | |
| Estates Helpdesk | (01) 220 7666 | |
|  | | |
| Estates Officer | (01) 220 5034  087 2250015 | |
|  | | |
| Health & Safety Advisor | 086 3891080 | |
|  | | |
| Public Affairs Office | (01) 402 7138 | |
|  | | |
| Student Health Centres:  *Linenhall*  *Aungier St.* | (01) 402 3614  (01) 402 3051 | |
|  | | |
| 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 3724 | |
| Linenhall | (01) 402 4000 | |
| Beresford Street | (01) 872 7157 | |
|  | | |
| **GRANGEGORMAN CAMPUS** | | |
| Security Control Centre (Orchard House) 24 HOUR | (01) 402 4209/ (01) 402 4206/ (01) 838 5892 | Internal Extension  2999 |
| Central Quad, Grangegorman | 1. 220 7163 | |
| East Quad, Grangegorman | 1. 220 5211 | |
|  | | |
| Rathdown House | (01) 402 4270 | |
| Park House | (01) 838 5108 | |
|  |  | |
|  |  | |
|  | | |
|  | | |
|  |  |  |
|  |  | |
|  |  | |
|  | | |
|  | | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  | | |
|  | | |
|  |  | |
|  |  | |

## 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  (VHI Corporate Solutions)  VHI Corporate | Freephone 1800 995 955  (24 hour/ 7 days a week/ 365 days a year) | |
| National Poisons Information Centre | **Members of Public**:+353 (1) 809 2166.  (8.00 a.m. to 10.00 p.m. 7 days a week) | |

**Central Quad Contact Numbers**

**Building Related Issues**

**Phone -** 1800 400 310

**Email -** [Helpdesk.Grangegorman.Uni.IE@sodexo.com](mailto:Helpdesk.Grangegorman.Uni.IE@sodexo.com)

**Helpdesk Self Service -** <https://sodexofmie.swgasp.com/QFMLiveSodexoGrangegorman/App/Events/Pages/WizardFMPickIssueAdmin.aspx?FOLDER=HOME\Student/Staff%20Requests&gid>

**PPP Contract Manager –** Darragh Power [Darragh.power@tudublin.ie](mailto:Darragh.power@tudublin.ie)

**Porters Desk –** 01-2207163

**ICT/AV Issues**

**Phone -** 01 220 5123 for email issues/ 01 402 3123 for IT issues).

**Email -** [itsupport.city@tudublin.ie](mailto:itsupport.city@tudublin.ie)

**ICT Service Desk Portal -** <https://mysupportdesk.dit.ie/secure-login.htm>

**Campus Issues (includes Aungier Street building)**

**Estates Helpdesk –** 01-2205079

**Control Room –** 01- 4024209

**Email –** [estatesadmin.city@tudublin.ie](mailto:estatesadmin.city@tudublin.ie)

**Access Cards –** [accesscards.city@tudublin.ie](mailto:accesscards.city@tudublin.ie)

**Estates Manager –** Mark Geraghty [mark.geraghty@tudublin.ie](mailto:mark.geraghty@tudublin.ie) (Grangegorman)  
 - Colm Gillen [colm.gillen@tudublin.ie](mailto:colm.gillen@tudublin.ie) (Aungier Street)

**Buildings Services Supervisors –** Derek Bowden [derek.bowden@tudublin.ie](mailto:derek.bowden@tudublin.ie) (Grangegorman)

Jimmy Kane – [jimmy.kane@tudublin.ie](mailto:jimmy.kane@tudublin.ie) (Grangegorman)  
Ciaran Stone – [Ciaran.stone@tudublin.ie](mailto:Ciaran.stone@tudublin.ie) (Aungier Street)

# INTRODUCTION & SCOPE

**The scope of our operations include:**

Headed up by the Head of School of Hospitality Management & Tourism and his Executive, the main areas of responsibility are:

* Delivery of pathway ,undergraduate and postgraduate programmes
* Working in partnership with research hubs to nurture, support, encourage, and deliver research;
* Managing resources for the programmes and modules delivered within the school;
* Programme approvals and changes in line with the University Quality Framework;
* Research
* Engagement with industry to enhance the student learning experience and to support industry development.

.

## Reference any local School/Function safety arrangements.

**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.

[**www.dit.ie/healthsafety/**](http://www.dit.ie/healthsafety/)

## Central Quad, Grangegorman

## **Main Pitches**

# 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)



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



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

# TU DUBLIN (CITY) EMERGENCY FIRST-AID PROCEDURE

**ACCIDENT / INJURY/ UNWELL**

**Front Desk/ Reception Area of Buildings**

First-aid kit and automatic external defibrillator (AED) available

First-aid kits located in all kitchens, workshops, and laboratories

|  |
| --- |
| **CONTACT FIRST-AIDER** |
| * Front Desk/ reception area * List of trained first-aiders is available [health and safety website](http://www.dit.ie/safework) * Contact Health & Safety Office for advice 087 9809135/ 087 9809194/ 087 9809131/086 3891080 |

|  |
| --- |
| **WORRYING INJURY/ ILLNESS** |
| Requires immediate medical attention   * Arrange transport for the person to their local GP or A&E Department * Students **ONLY** can attend the Student Health Centres (Mon- Fri 9:00am – 5:00pm)   Southside (Aungier Street) Tel: (01) 402 3051/ Northside (Linenahll) Tel: (01) 402 3614 |

|  |
| --- |
| **IF IN DOUBT OF SEVERITY OF INJURY/ ILLNESS** |
| Contact Emergency Services on **112 or 999**  **(Note:** using a landlineyou may need to dial **“0”** for an outside line) |

|  |
| --- |
| **SERIOUS INJURY/ ILLNESS** |
| * Dial 112/999 (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 * Contact the Health & Safety Officer - 086 3891080 |

|  |
| --- |
| **FOR ALL INCIDENTS COMPLETE AN INCIDENT REPORT FORM** |
| Forms are available from the front desk and on the [health and safety website](http://www.dit.ie/healthsafety/incidentreporting/). When completed, the form should be sent to immediately to the Health & Safety Office |

|  |  |
| --- | --- |
| Location of First-Aid Equipment | |
| First-Aid Kits | First-aid kits are available at the front desk/reception in main buildings.  and room CQ-101, Central Quad, Grangegorman |
| 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 | N/A |
| Eye-Wash Stations | N/A |

## 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, Ground Floor |
| East Quad, Grangegorman | Room EQ-020, Ground Floor |
| East Quad, Grangegorman | Room EQ-1016, First Floor |
| Lower House, Grangegorman | First Aid Room, Ground Floor |
| Rathdown House, Grangegorman | Room RD102, 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** |
| N/A |  |  |  |
|  |  |  |  |

Specialised training

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

# Hazard Check List

|  |  |  |  |
| --- | --- | --- | --- |
| **HAZARD CHECKLIST**  *(please tick yes or no)* | **No** | **YES** | ***If YES, please provide details*** |
| **Biological agents**  e.g. Blood/ food/air/ water borne  pathogens, hepatitis  sharps,  clinical waste | No |  |  |
| **Chemicals**  e.g. solvents,  paints, degreasers  cleaning products,  asbestos, acetylene | No |  |  |
| **Lasers** | No |  |  |
| **Gases**  (natural gas/ and gases in cylinders) | No |  |  |
| **Physical** |  |  |  |
| Equipment/Machinery | Yes |  | Students attending lectures in kitchens and in labs |
| Electricity | Yes |  | Students in kitchens and in labs  Staff in Offices/Lecture rooms |
| Hand Tools | Yes |  | Students in kitchens |
| Heat Sources /  High Temperatures /  Hot Surfaces | Yes |  | Students in kitchens and labs |
| Instrumentation | No |  |  |
| Manual Handling | Yes |  | Students in kitchens  Staff in offices |
| Lifting Equipment / Mechanical Aids | Yes |  | Students in kitchens |
| Noise | No |  |  |
| Power Tools | No |  |  |
| Pressure Systems | No |  |  |
| Machinery & Plant | No |  |  |
| **Radiation** | No |  |  |
| **Vibration** | No |  |  |
| Working at Height  (incl. use of ladders) | No |  |  |
| **Human Factors** |  |  |  |
| **Sensitive Work Groups:**  Pregnant Employees /Students & Nursing Mothers | Yes |  | Students/Staff |
| Young Persons | Yes |  | Students/Staff |
| People with Disabilities | Yes |  | Students/Staff |
| Visitors | Yes |  | Attending interview boards/conferences/meetings |
| Contractors/ Service Providers | No |  |  |
| **Psychosocial**  e.g. Violence,  aggression, stress, bullying, harassment,  horse play | No |  |  |
| **OTHER HAZARDS /**  **ANY OTHER RELEVANT INFORMATION :** |  | |  |

# Personal Protective Equipment (PPE)

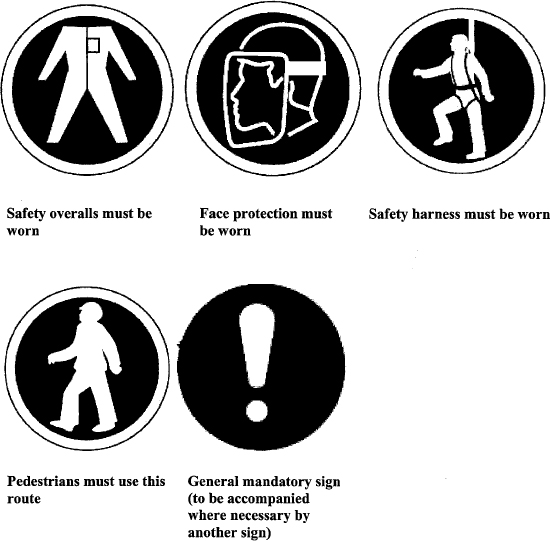
All PPE and safety equipment purchased by the School/Function (or by students at the request of the School/Function) must be of approved standards and comply with relevant EC Directives regarding design and manufacture. Defects shall be reported to Managers/Supervisors.

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.



**\*\*\***

\*\*\*



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

Staff will be required to wear face coverings during the COVID-19 pandemic when in corridors or giving lectures on campus

PPE to be worn by students attending lectures provided by the School of Culinary Arts & Food Technology and in the School of Food Science and Environmental Health is referenced in that School’s safety statement.

# RISK ASSESSMENTS

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

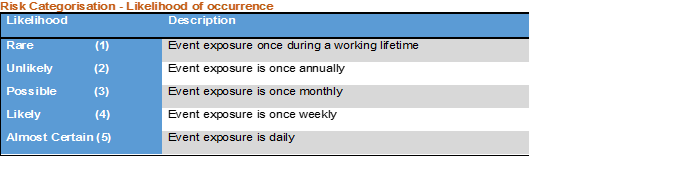
The School/Function must identify hazards in the workplace, assess the risk to safety and health and control these risks as far as is reasonably practicable.

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

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

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







# Risk Assessments and Safety Procedures for the School / Function

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| PHYSICAL | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **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 * Means of escape present and known to occupants * Waste removed regularly * Evacuation procedure practiced each semester * Assembly point known to occupants * Occupants escort | * 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 | **With current controls: M**  **With Actions applied: L** | **Sodexo (for Central Quad building),**  **Head of School, Estates Office,**  **all staff and students**  **Estates office for Aungier Street**  **All staff**  **Head of School, all staff** | **Ongoing**  **Ongoing**  **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | 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 for the Grangegorman and Aungier Street campuses available on the website [www.dit.ie/safework](http://www.dit.ie/safework) | position of emergency exits and Assembly Point(s) at the commencement of meeting/seminar with visitors, and classes/ lectures with students |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **002** | **Manual Handling *(lifting, putting down, pushing, pulling, carrying or moving of a load)***   * Office supplies * Paper work/ class material/ exam scripts/ books * Files * Laptops   **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors/ Service providers** * **Sensitive risk groups:**   + young persons   + pregnant women   + people with disabilities | * Manual Handling- related injuries,   e.g. back injury   * Slips, trips, falls | * All staff compliant with and adhere to mandatory manual handling training * Trolleys available for staff for transporting * Manual handling risk assessments available to all staff, contact local Occupational Health Advisor * Good housekeeping maintained * Suitable environment * Implement team lifting were required * Adequate lighting maintained * Assistance from colleagues – implement team lifting * Report issues to Line Manager * Items not stored above shoulder height * Goods lift and passenger lifts in Central Quad * Wear appropriate PPE where required * Seek assistance from the Estates Office if required | * Maintain current controls * Refresher training to be carried out where necessary * Head of School must correct any staff member who may be lifting loads improperly * Matrix of staff members who require training to be compiled * Ensure racking/ shelving is maintained and checked for stability | **With current controls: L**  **With Actions applied: L** | **Head of School and all staff**  **All staff**  **Head of School**  **Head of School and all staff** | **Ongoing**  **As necessary**  **As necessary**  **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **003** | **Work Equipment:**   * IS equipment / computers in class rooms and lecture theatres * Desktop PCs, Photocopiers, Shredders, Guillotine, Filing Cabinets   **Who is harmed:**   * + **Staff members**   + **Students**   + **Visitors**   + **Contractors/ Service providers**   + **Sensitive risk groups:**     - young persons     - pregnant women     - people with disabilities | * Electrics | * Service and maintenance of equipment used by the School including IS equipment * Visual check before use * Report defects to Line Manager * Follow manufacturer’s instructions * Shut down after use and end of day * CE mark on equipment * Damaged equipment marked and taken out of service * Filing cabinets fitted with ant-tilt mechanism * Label defective equipment and report to Line Manager | * Maintain current controls | **With current controls: L**  **With Actions applied: L** | **Information Services, Head of School, all staff and students** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **004** | **Portable Appliances & Handheld Equipment** | Electrical | * It is University Policy that use of portable appliances/ equipment including domestic appliances is prohibited in offices/ class rooms | * Ensure monitoring of compliance with policy | **With current controls: L**  **With Actions applied: L** | **Head of School** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **005** | **Noise** | N/A | N/A | N/A | N/A | N/A | N/A |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **006** | **Structural:** Floors Walls Ceilings Doors  Fixtures and fittings  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors/ Service providers** * **Sensitive risk groups:**   + young persons   + pregnant women   + people with disabilities | * Personal Injury * Slips, Trips and Falls * Collapse * Trapping | * Building and associated fixtures and fittings appear to be stable and structurally sound * Defects and hazards are reported to the Estates Manager or through online hazard reporting * Opening / closing safely * Vision panel in place | * Maintain current controls * Contact Estates or Sodexo Office if problems arise in the Central Quad and the Estates Office if problems arise in Aungier Street * Ensure where vision panels on fitted on doors they are not obstructed * Maintenance and inspection programme to be implemented | **With current controls: L**  **With Actions applied: L** | **Head of School, all staff and students**  **All staff**  **Estates Office** | **As necessary**  **Ongoing**  **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **007** | **Slips, Trips & Falls**   * Flooring type: carpet , tiling and marble   **Who is harmed:**   * + **Staff members**   + **Students**   + **Visitors**   + **Contractors/ Service providers**   + **Sensitive risk groups:**     - young persons     - pregnant women     - people with disabilities | * Slips, trips and falls * Uneven surfaces * Wet floor conditions * Raised   obstacles   * Poor housekeeping | * Sodexo to ensure upkeep and maintenance of internal and external access and egress routes e.g. walkways, paths, driveways, floors, corridors, steps and stairs in the Central Quad * Estates to ensure upkeep and maintenance of internal and external access and egress routes e.g. walkways, paths, driveways, floors, corridors, steps and stairs in Aungier Street * All routes kept clear and unobstructed * SOP for cleaning – floors generally cleaned early morning when most personnel are off site (as per Contract Cleaning Procedures) * Use of warning signage where appropriate * Report hazards to Line Manager * Good cable management * Pedestrian routes marked * Changes in floor levels identified and marked * Door mats provided at entrance (main entrance) * SOP for spillages (Sodexo Contract Cleaning Services or Noonan Contract Cleaning in Aungier St) * Hand-rail on steps/stairs * Stair nosing fitted with anti-slip finish * Adequate lighting * Good housekeeping | * Maintain current controls | **With current controls: L**  **With Actions applied: L** | **Sodexo, Estates**  **all staff and students** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **008** | **Access and Egress**  **Opening Times:** Opening times are on the University [website](http://www.dit.ie/buildingsoffice/ditbuildingopeningclosinghours/)  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors/ Service providers** * **Sensitive risk groups:**   + young persons   + pregnant women   + people with disabilities | * Security threats * Threats from public * Violence / Assault * Unwanted visitors | * Front desk is manned at all times by Sodexo and Estates in the Central Quad and Estates in Aungier Street * Sign in key system in place * Security camera in common areas * Suspicious activity reported to porters * Rooms locked when not in use * Students have TU Dublin I.D. card * Vision panels on doors * Contact the Estates Help Desk to report a fault or request a service | * Maintain current controls * Do not allow suspect individuals access – inform porter on duty | **With current controls: L**  **With Actions applied: L** | **Sodexo,**  **Estates Office**  **and all staff**  **All building occupants** | **Ongoing**  **Ongoing** |

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **010** | **Ergonomics/ Work Stations**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors/ Service providers** * **Sensitive risk groups:**   + young persons   + pregnant women   + people with disabilities | * MSD’s * Upper limb disorders * Poor posture * Back problems * Fatigue | * Online eLearning programme available * Workstation risk assessments and information and training available from the Health & Safety Office on request * Contact Health and Safety Office if risk assessments are required * Eye tests available for staff at the 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 Health and Safety Office for assessment of individual workstations * Contact NOC for eye test * Where refurbishment is being carried out, consideration should be given to the types of chairs provided for the task, foot rests, lighting/noise levels in the area, the types of screens/monitors provided, temperature/humidity 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: L**  **With Actions applied: L** | **All staff**  **Head of School** | **Ongoing**  **As necessary** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **011** | **Mechanical Lifting Systems** | N/A | N/A | N/A | N/A | N/A | N/A |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **012** | **Transport**   * Delivery Vehicles (vehicles deliver goods to Central Quad and Aungier Street to designated delivery point)   **Who is harmed:**   * + **Staff members**   + **Students**   + **Visitors**   + **Contractors/ Service providers**   + **Sensitive risk groups:**     - young persons     - pregnant women     - people with disabilities | * Injury to person/ struck by vehicle * Poor access and egress | * Deliveries to be coordinated with suppliers * Access and egress is restricted to good inwards personnel * Safe parking – delivery vehicles park in designated areas of Central Quad and Aungier Street * Obey Speed limit * Designated area for loading and unloading goods * Report defects * Adequate lighting * Hi Vis clothing | * Maintain current controls | **With current controls: L**  **With Actions applied: L** | **Estates staff manage goods in both the Central Quad and Aungier Street** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **013** | **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 | * Heat shielding of hot surfaces * Equipment well maintained * Use of lids/covers to prevent spillages * Procedure for dealing with spillages * It is University Policy that use of domestic appliances by students or staff in classrooms and offices is prohibited | * Maintain current controls * Place correct & suitable covers on food in microwave * Care with kitchen appliances * Report defects to Estates Office | **With current controls:** L  **With Actions applied:** L | **All staff and students** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **014** | **Pressure Systems** | N/A | N/A | N/A | N/A | N/A | N/A |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **015** | **Radiation** | N/A | N/A | N/A | N/A | N/A | N/A |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **016** | **Vibration** | N/A | N/A | N/A | N/A | N/A | N/A |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **017** | **Services: Heating**   * Source of heating: Oil/ gas central heating   **Who is harmed:**   * + **Staff members**   + **Students**   + **Visitors**   + **Contractors/ Service providers**   + **Sensitive risk groups:**     - young persons     - pregnant women     - people with disabilities | * Environment too hot or cold * Electrical hazards * Misuse of portable heaters * Leaks * Fire * Burns * Carbon monoxide poisoning | * Heating in working order * Room users can adjust heating levels * Service and maintenance by competent person * Combustible materials kept away from heat source * Heat source kept clear and free from obstructions * Environmental monitoring from the Health and Safety Office on request * Fire detection systems in place * Cables neatly positioned | * Maintain current controls * Contact Sodexo or Estates Office if problems or defects arise in Central Quad * Contact Estates if problems arise in Aungier Street | **With current controls: L**  **With Actions applied: L** | **Sodexo, Estates Office, all staff and students**  **All staff and students** | **Ongoing**  **As necessary** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **018** | **Lighting**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors/ Service providers** * **Sensitive risk groups:**   + young persons   + pregnant women   + people with disabilities | * Inadequate lighting * Glare * Eyestrain * Slips, trips , falls | * Light switches easily accessible * Adequate lighting level for nature of work * Environmental monitoring available from the Health and Safety Office on request * Service and maintenance by competent person * Report defects to Line Manager * Complete Estates Maintenance request (Estates helpdesk) | * Maintain current controls * Contact Sodexo or Estates Office if problems or defects arise in Central Quad. Contact Estates for Aungier Street | **With current controls:** L  **With Actions applied:** L | **Sodexo, Estates Office and all staff**  **Sodexo,**  **Estates Office and all staff** | **Ongoing**  **As necessary** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **019** | **Ventilation and Temperature**   * Sash windows/ window opening in or out   **Who is harmed:**   * + **Staff members**   + **Students**   + **Visitors**   + **Contractors/ Service providers**   + **Sensitive risk groups:**     - young persons     - pregnant women     - people with disabilities | * Environment too hot or cold * Inadequate ventilation * Falls from heights from windows | * Openable windows available for intake of fresh air * Blinds in place and in working order * Suitable   equipment/devices available for the opening and closing of high level windows   * Service and maintenance of ventilation system by competent person * Office temperature of at least 17.5 degrees Celsius (after one hour of work) * Environmental monitoring from the Health and Safety Office on request | * Maintain current controls   Contact **Sodexo,**   * Estates Office if problems or defects arise in Central Quad. Contact Estates for Aungier Street | **With current controls: L**  **With Actions applied: L** | **Sodexo,**  **Estates Office, all staff and students**  **All staff and students** | **Ongoing**  **As necessary** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **020** | **Electricity**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors/ Service providers** * **Sensitive risk groups:**   + young persons   + pregnant women   + people with disabilities | * Electric shock * Electrocution * Ignition source * Fire * Explosion * Death * Electrical arcing * Damaged electrical equipment * Use of faulty equipment * Contact with live parts * Unmarked distribution boards * Inadequate electrical installations | * Sufficient numbers of electrical sockets * Electric leads not trailing or worn * Competent person to carry out repairs / works * All works servicing and testing is carried out as per regulations * Shut equipment down when not in use and end of day * Contact Estates Office or Sodexo if problems arise * Adequate protection for circuit boards, distribution boards etc. * Report defects, take equipment out of use * Good housekeeping maintained * Adequate protection for circuit boards, distribution boards etc. * Suitable fire extinguishers provided * Switch off equipment before cleaning or making adjustments * Keep use of adaptors and extension leads to a minimum | * Maintain current controls   Contact **Sodexo,**   * Estates Office if problems arise in Central Quad. Contact Estates for Aungier Street * Do not overload sockets * PAT testing of portable electrical appliances subject to wear and tear | **With current controls: M**  **With Actions applied: L** | **Sodexo,**  **Estates Office, Head of School all staff and students**  **All staff and students**  **Head of School** | **Ongoing**  **Ongoing**  **As necessary** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **021** | **Asbestos** | N/A | N/A | N/A | N/A | N/A | N/A |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **022** | **Confined Spaces** | N/A | N/A | N/A | N/A | N/A | N/A |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **023** | **Lasers** | N/A | N/A | N/A | N/A | N/A | N/A |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **024** | **Construction / Maintenance Work**  **Example:**   * Cleaning staff * Building contractors   **Who is harmed:**   * + **Staff members**   + **Students**   + **Visitors**   + **Contractors/ Service providers**   + **Sensitive risk groups:**     - young persons     - pregnant women     - people with disabilities | * Unfamiliar with buildings and safety procedures * Injury to contractors, staff, students, members of the public | * Only trained and authorised employees carry out maintenance work * Maintenance employees and building contractors are made aware of all risks e.g. gas, water and electricity points and possible locations of asbestos * Sodexo control all contractors in Central Quad. * Estates control all contractors in Aungier Street * Permit to work system for hot works, work at height, confined spaces etc. * The front desk in the main building is manned at all times by a porter * Sign-in required by contractors/service providers at the front desk * Compliance with TU Dublin code of practice for contractors * eLearning induction programme for contractors * Risk assessment and method statements completed by contractors and submitted to the Estates Office * Good housekeeping maintained * Areas of hazardous works cordoned off to prevent unauthorized access * Appropriate PPE worn/used as required * Tools and equipment in good working order * Warning signage put in place as required | * Maintain current controls | **With current controls:** L  **With Actions applied:** L | **Head of School in conjunction with Sodexo for Central Quad and Estates for Aungier Street** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| OPERATIONAL | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **025** | **Work Activities**  **/ Processes**  See Ref 009 & 010 for Office Work and Equipment | N/A | N/A | N/A | N/A | N/A | N/A |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **OPERATIONAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **026** | **Housekeeping Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors/ Service providers** * **Sensitive risk groups:**   + young persons   + pregnant women   + people with disabilities | * Slips, trips and falls * Increased fire load * Falling objects * Collisions | * Fire load kept to a minimum * All escape routes and emergency exits kept clear and unobstructed * Wet floor signs where required * Spillages cleaned immediately * Adequate lighting * Adequate waste disposal * Refuse and recycling bins are provided in offices and class rooms * Lockers available for storage of personal belongings | * Maintain current controls * Arrange weekly spot checks of areas to ensure escape routes and emergency exits are kept clear and unobstructed | **With current controls: L**  **With Actions applied: L** | **Head of School all staff and students**  **Head of School** | **Ongoing**  **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **OPERATIONAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **027** | **Cleaning**   * Sodexo Staff clean the Central Quad * Noonan Cleaning clean Aungier Street   **Who is harmed:**   * + **Staff members**   + **Students**   + **Visitors**   + **Contractors/ Service providers**   + **Sensitive risk groups:**     - young persons     - pregnant women     - people with disabilities | * Lack of cleanliness or hygiene * Manual handling injury * Exposure to hazardous substances * Spillages: slips, trips and falls * Lack of/inappropriate PPE | * Daily cleaning schedule * Signage (e.g. wet floor signs) available and used * Proper storage of cleaning equipment and cleaning substances * Proper labelling of cleaning agents * Use of appropriate cleaning equipment * Report defects and hazards to line manager * Information and training for cleaning staff * SOPs in place for cleaning (see Noonan risk assessments) * Estates Office remove bins and waste as required * PPE provided and used and worn by cleaning staff | * Maintain current controls * **Note:** During COVID-19 Pandemic all office equipment (laptops, desktops, etc.) to be cleaned at start of working day and at end of working | **With current controls: L**  **With Actions applied: L** | **Sodexo and Noonan cleaning staff,**  **All staff in school** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **OPERATIONAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **028** | **Waste Disposal & Removal**   * No specialist or hazardous waste * Bins in offices, class rooms and common areas are removed on a daily basis by Sodexo cleaning staff in Central Quad and by Noonan Cleaning in Aungier Streeet   **Who is harmed:**   * + **Staff members**   + **Students**   + **Visitors**   + **Contractors/ Service providers**   + **Sensitive risk groups:**     - young persons     - pregnant women     - people with disabilities | * Waste   accumulation   * Fire * Sharps injuries * Exposure to bodily fluids * Manual handling injury * Exposure to hazardous substances * Spillages: slips, trips and falls * Lack of/inappropriate PPE | * Paper recycling bins present * Shredding facility present * General waste bins present * Dispose of waste appropriately in bins provided * Segregate waste as appropriate * Waste removed on a regular basis by cleaning contractors * Keep waste away from sources of ignition e.g. heaters, electrical appliances * Food waste bins located in kitchens and canteen * Trolleys used for collecting waste bins in the building * Sodexo staff remove bins and waste as required in Central Quad * Noonan Cleaning remove bins and waste as required in Aungier Street | * Maintain current controls | **With current controls:**  **L**  **With Actions applied:**  **L** | **Sodexo cleaning staff, Noonan Cleaning Staff, Estates Head of School and all staff** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **OPERATIONAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **029** | **Signage and Documentation**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors/ Service providers** * **Sensitive risk groups:**   + young persons   + pregnant women   + people with disabilities | * Lack of knowledge regarding safety procedures | * Signage in place: * Emergency Exit signage * Emergency First-aid Procedures in place * Evacuation plan posted throughout * List of trained first- aiders posted * Safety Notice points posted throughout * Fire Action Notice Point posted throughout * No Smoking signage in place * Emergency contact numbers * Refuge point signage | * Maintain current controls and update signage as required * Observe signage in place | **With current controls:** L  **With Actions applied:** L | **Head of School and Sodexo for Central Quad.**  **Head of School and Estates for Aungier Street**  **Staff, students, visitors, contractors/ service providers** | **Ongoing**  **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **OPERATIONAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **030** | **Incidents**  **Hazard Reporting First-aid**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors/ Service providers** * **Sensitive risk groups:**   + young persons   + pregnant women   + people with disabilities | * Lack of first-aid supplies * Lack of trained first- aiders * Lack of knowledge of procedure in the event of an incident * No reporting of incident(s) * No reporting of hazards | * First-aid kit available at the Front desk * Incident report book available * All incidents to be reported immediately and an incident report form completed * Additional supplies available from Health & Safety Office on request * Staff trained in ERT * List of trained first- aiders available at [www.dit.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 | * training for staff in ERT and First-aid as per University Policy * Ensure adequate number of staff trained in first-aid | **With current controls:** L  **With Actions applied:** L | **All staff**  **Head of School** | **Ongoing**  **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **OPERATIONAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **031** | **Use of Ladders / Working at Height**   * Access to goods stored at a height * Opening high level windows   **Who is harmed:**   * + **Staff members**   + **Students**   + **Visitors**   + **Contractors/ Service providers**   + **Sensitive risk groups:**     - young persons     - pregnant women     - people with disabilities | * Falls from height * Falling objects * Falls through fragile roofs * Slips, trips and falls * Manual handling injuries * Inclement weather | * Avoid working at heights if possible * Store all items/ material below shoulder height * Avoid storing material at a height * Work at height activities are supervised * Only trained staff are permitted to use ladders * Ladders are only used for light work of short duration * Where ladders are used, they must be in good condition, used on a firm level surface and tied at the top or stabilized at the bottom * Use of chairs /tables for access to height is prohibited * Suitable equipment/devices available for the opening and closing of high level windows * Supervision of students by staff | * Maintain current controls * Contact Estates Office for assistance if required * Step stools may be used by staff but should be inspected frequently * Items should not be thrown from a height | **With current controls: L**  **With Actions applied: L** | **Head of School and all staff** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **OPERATIONAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **032** | **Lone/ Out of Hours Access** | N/A | N/A | N/A | N/A | N/A | N/A |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **OPERATIONAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **033** | **Trip/ Travel**   * Staff take students on trips during the academic year – e.g. museums, cultural / heritage attractions, hotels   **Who is harmed:**   * + **Staff members**   + **Students**   + **Visitors**   + **Contractors/ Service providers**   + **Sensitive risk groups:**     - young persons     - pregnant women     - people with disabilities | * Injuries * Medical emergencies * Accidents and incidents * Missing persons * Substance abuse * Road Traffic Accidents * Inclement weather * Site terrain * Chemical * Human Factor | * University trip/ travel Guidelines in place * Separate trip/ travel risk assessment template completed for each trip and control measures implemented * Health and safety information provided to trip participants * eLearning programme available from Health and safety office to participants Adequate supervision of students * Provision of PPE where appropriate * Adherence to local/site rules | * Maintain current controls | **With current controls:**  **L**  **With Actions applied: L** | **Head of School, all staff and students** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **OPERATIONAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **034** | **Work Placement**   * In the Hospitality sector, hotels, restaurants, leisure management sector, gyms, entertainment industry (concerts)   **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 factsheets provided to host organisation, students and mentors (University staff) * Pre-placement induction safety talks available from the Health & Safety Office on request * University work placement mentor appointed * University guidance notes on work placements * Report all incidents and accidents to the University * Insurance cover in place * Training and supervision of students by host organisation | * Maintain current controls | **With current controls: L**  **With Actions applied: L** | **Head of School, all staff and students** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **OPERATIONAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **035** | **Events Hosting**   * Open day, get smart, conferences   **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 University 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 the University * Provide relevant health and safety information to event participants | * Maintain current controls | **With current controls: L**  **With Actions applied: L** | **Head of School, all staff and students** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **OPERATIONAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **036** | **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 University procedures | * Maintain current controls | **With current controls: L**  **With Actions applied: L** | **Head of School and all staff** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **OPERATIONAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **037** | **Storage**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors/ Service providers** * **Sensitive risk groups:**   + young persons   + pregnant women   + people with disabilities | * Inadequate storage * Improper storage * Inadequate space for safe manual handling * Poor housekeeping * Slips, trips and falls * Unsafe access and egress * Inadequate lighting and/or ventilation | * Safe access and egress * Storage avoided above shoulder height where possible * Items stored appropriately and securely * Items segregated where necessary * Storage units/shelves/racking secure and fit for purpose * Storage units/shelves/racking not overloaded * Step ladder/foot stool or other suitable equipment available for accessing higher shelving units * Staff trained in manual handling * Items not stored in walkways * Defects reported to Line Manager * Adequate lighting and ventilation * Lockers available to students for personal belongings | * Maintain current controls * Inspection and maintenance programme for storage units/shelves/ racking * Inspection and maintenance programme for safety ladders/foot stools | **With current controls: L**  **With Actions applied: L** | **Head of School and all staff**  **Head of School** | **Ongoing**  **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| HUMAN FACTORS | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **038** | **Sensitive Work Groups:**  **Pregnant Employees**  **/Students & Nursing Mothers** | * Harm to mother, unborn child or breastfeeding baby * Physical risks * Chemical risks * Biological risks | * Specific risk assessment carried out for individual pregnant employees/students and control measures implemented as identified and necessary by Health & Safety Office * Sanitary facilities available   -**designated first-aid room/occupational health office in Central Quad**   * Follow medical advice | * Pregnant employees/students and nursing mothers to contact Occupational Health Advisor Orlaith Waters to ensure a risk assessment is carried out | **With current controls: L**  **With Actions applied: L** | **All staff and students** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| HUMAN FACTORS | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **039** | **Sensitive Work Groups:**  **Young Persons** | * Injuries * Accidents and incidents * Lack of training and experience * Lack of familiarity with work environment, work practices and emergency plans * Physical risks * Chemical risks * Biological risks * Hours of work | * Induction process * Training and supervision * University Child Protection Policy * University emergency plans in place * Report all incidents and accidents to the University * Student support services available * Garda vetting in place | * Maintain current controls | **With current controls: L**  **With Actions applied: L** | **Head of School , all staff and students** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **HUMAN FACTORS** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **040** | **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 toilet: note location * Health & Safety Induction available to staff and students | * Staff/students with disabilities to contact Occupational Health Advisor, Orlaith Waters, to ensure a risk assessment is carried out * Advise visitors to the School to notify University host in advance of any special needs | **With current controls: L**  **With Actions applied: L** | **Head of School, All staff and students**  **Head of School** | **Ongoing**  **As necessary** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **HUMAN FACTORS** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **041** | **Sensitive Work Groups:**  **New Recruits** | * Lack of experience * Lack of training * Injuries * Accidents and incidents * Lack of training and experience * Lack of familiarity with University work environment, work practices and emergency plans | * Induction available (in person or online) * Line Manager gives induction for department * Mandatory training to be completed as soon as possible after recruitment * Supervision of new staff | * Maintain current controls | **With current controls: L**  **With Actions applied: L** | **Head of School, all staff and students** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **HUMAN FACTORS** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **042** | **Sensitive Work Groups:**  **Undergraduates** | * Lack of experience * Lack of training * Injuries * Accidents and incidents * Lack of familiarity with University work environment, work practices and emergency plans | * Induction programme for new students * Supervision by staff in practical environments   e.g. workshop classes, field trips etc.   * Emergency procedures in place * First-aid facilities available * Task-specific instructions/ demonstrations provided by staff * Student support services available | * Maintain current controls | **With current controls: L**  **With Actions applied: L** | **Head of School all staff and students** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **HUMAN FACTORS** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **043** | **Sensitive Work Groups:**  **Postgraduates**   * Taught and research postgraduates | * Lack of experience * Lack of training * Injuries * Accidents and incidents * Lack of familiarity with University work environment, work practices and emergency plans | * Induction available (in person or online) * Supervisor gives induction for department * Mandatory training to be completed as soon as possible after recruitment * Supervision of postgraduates | * Maintain current control | **With current controls: L**  **With Actions applied: L** | **Head of School, all staff and students** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **HUMAN FACTORS** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **044** | **Stress**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors/ Service providers** * **Sensitive risk groups:**   + young persons   + pregnant women   + people with disabilities | * Physical health effects * Mental health effects * Behavioural effects * Cognitive effects * Workload | * Communication between staff, students and management * Employee Assistance Programme (EAP) in place * Student health centre and counselling service available * Occupational Stress Management Policy & Procedures in place * Training and development courses available to staff on Stress Management, Time Management personal skills etc. | * Maintain current controls | **With current controls: L**  **With Actions applied: L** | **Head of School and all staff** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **HUMAN FACTORS** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **045** | **Violence**   * Staff dealing with petty cash, difficult student/ staff   **Who is harmed:**   * + **Staff members**   + **Students**   + **Visitors**   + **Contractors/ Service providers**   + **Sensitive risk groups:**     - young persons     - pregnant women     - people with disabilities | * Theft * Attacks/assault | * Emergency Response Training (ERT) mandatory for staff * Sodexo or Estates on duty at front desks in Cental Quad * Estates on duty at front desks in Aungier Street * University staff and students report suspect individuals to the Estates Office or Sodexo in Central Quad and to Estates staff in Aungier Street * Adequate lighting * Lone working policy in place * Rooms locked when not in use * CCTV in common areas * Vision panels fitted on doors | * Maintain current controls * Safe Operating Procedure required for the handling, storage and transport of cash | **With current controls: L**  **With Actions applied: L** | **All staff, Head of School, Sodexo and Estates Office**  **Head of School** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **HUMAN FACTORS** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **046** | **Bullying & Harassment**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors/ Service providers** * **Sensitive risk groups:**   + young persons   + pregnant women   + people with disabilities | * Effects on physical and mental well-being | * TU Dublin Dignity at Work: Anti Bullying & Harassment Policy in place * Dignity at Work contact persons available * Dignity at Work training programme for staff * Employee Assistance Programme (EAP) in place * TU Dublin Procedure for complaints and investigations * Student support services available | * Maintain current controls | **With current controls: L**  **With Actions applied: L** | **All staff and students** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **HUMAN FACTORS** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **047** | **Welfare Facilities: Sanitary Facilities; Staffroom / Canteen**  **Note local arrangements:**  Canteen located on the ground floor  **Who is harmed:**   * + **Staff members**   + **Students** | * 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, Female and Male toilets available on all floors in the Central Quad * Disabled, Female and Male toilets available on all floors in Aungier Street * Adequate sanitary facilities available * Hand washing facilities adequate. | * Care to be taken with hot surfaces, hot drinks and boiling water | **With current controls: L**  **With Actions applied: L** | **Sodexo, Estates Office, all staff and students** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | * **Visitors** * **Contractors/ Service providers** * **Sensitive risk groups:**   + young persons   + pregnant women   + people with disabilities |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **HUMAN FACTORS** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **048** | **Visitors**   * External examiners, public, people from visiting Universities/ Colleges   **Who is harmed:**   * + **Staff members**   + **Students**   + **Visitors**   + **Contractors/ Service providers**   + **Sensitive risk groups:**     - young persons     - pregnant women     - people with disabilities | * Lack of experience * Lack of training * Injuries * Accidents and incidents * Lack of familiarity with University work environment, work practices and emergency plans | * Front desk manned at all times by Sodexo and Estates in Central Quad * Front desk manned at all times by Estates in Aungier Street * Visitors report to Front desk/ Reception * Safety booklets and safety wallet cards available * Signage * Risk assessments completed for specific events where groups of visitors are expected * CCTV in building * Deliveries handled by Goods Inwards * Visitors briefed on emergency procedures by the person they are visiting | * Maintain current controls | **With current controls: L**  **With Actions applied: L** | **Head of School, all staff and students** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **HUMAN FACTORS** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **049** | **Contractors / Service Providers**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors/ Service providers** * **Sensitive risk groups:**   + young persons   + pregnant women   + people with disabilities | * Unfamiliar with the University buildings and safety procedures * Injury to contractors, staff, students, members of the public | * Sodexo control all contractors in Central Quad * Estates control all contractors in Aungier Street * Reception is manned at all times by a porter * Sign in required * Compliance with University Code of Practice for Contractors * eLearning programme completed by contractors/service providers * University Contractor safety badge * Risk assessment and method statements completed and submitted to the Estates Office * Good housekeeping maintained * Areas of works cordoned off if required | * Maintain current controls | **With current controls: L**  **With Actions applied: L** | **Sodexo, Estates Office, Head of School, Contractors / Service Providers** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **HUMAN FACTORS** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **050** | **Behaviour**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors/ Service providers** * **Sensitive risk groups:**   + young persons   + pregnant women   + people with disabilities | * Aggression * Violence * Stress * Bullying * Harassment | * TU Dublin Dignity at Work: Anti Bullying & Harassment Policy in place * Employee Assistance Programme (EAP) in place * Occupational Stress Management Policy & Procedures in place * Training courses available on Stress Management, personal skills etc. to staff * All incidents are reported immediately * TU Dublin Disciplinary procedures in place * TU Dublin Procedure for the Resolution of Disputes/Grievances in place | * Follow procedures in TU Dublin’s Dignity at Work: Anti Bullying & Harassment Policy | **With current controls: L**  **With Actions applied: L** | **Head of School, all staff and students** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **HUMAN FACTORS** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **051** | **Personal Protective Equipment (PPE)**  **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 * Wear PPE when working in kitchens: chef uniform, safety shoes, apron and hat/ hair net * Inspection and maintenance of PPE * Report defects * Store appropriately – in lockers * Provided with training, information and supervision * Signage at entrance to kitchens * Follow manufacturer’s instructions * Personal use only * Use oven gloves and cloths when handling hot trays/ plates/ pot and pans | * Maintain current controls * During COVID-19, face coverings to be worn in all public places in the University | **With current controls: L**  **With Actions applied: L** | **Head of School, all staff, student and visitors** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| CHEMICAL | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **052** | **No chemicals in use** | N/A | N/A | N/A | **N/A** | N/A | **N/A** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **CHEMICAL** | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **053** | **Gas**  **No industrial gas present** | N/A | N/A | N/A | **N/A** | N/A | N/A |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| BIOLOGICAL | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **054** | **Biological Agents** | N/A | N/A | N/A | N/A | N/A | N/A |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| HUMAN FACTORS | | |  | |  |  |  |
|  |  |  | **Control Measures** | |  |  |  |
| **Current Controls** | **Further Actions Required** |
| **055** | **Food Allergens**  Examples; nuts, milk, crustaceans, molluscs, eggs, fish, celery, mustard etc.  Students on specific course programmes attend kitchen practical classes as part their studies.  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors/ Service providers** * **Sensitive risk groups:**   + young persons   + pregnant women   + people with | * Allergic reaction * Itching * Hives * Abdominal cramps, nausea or vomiting * Swelling of the throat and tongue * Flushing of the skin * Anaphylaxis   Also see risk assessment on:   * **Incidents** * **Hazard Reporting** * **First-Aid** | * Students are required to complete TU Dublin online food allergy questionnaire during the registration process * Students are responsible for informing TU Dublin of any food allergy during the registration process * Students identifying allergies must submit to the TU Dublin Health & Safety Office medical supporting documentation completed by their treating Medical Practitioner * School Induction programme in place for new students * Students are advised and encouraged to disclose any food allergies or medical conditions to the School at induction and again at commencement of each | * Maintain current controls * Provide food allergen awareness training (include in course programme) to students working and serving in Central Quad restaurants, kitchens, bakeries and training bar * School website to include information for all students and potential students - advising that participants on School courses maybe exposed to a range of foods that could cause allergies | **With current controls: M**  **With Actions applied: L** | **Head of School, all staff and students**  **Head of School and all staff**  **Head of School** | **Ongoing**  On-going  Ongoing |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | disabilities |  | semester. Staff advised at pre-employment medical by Doctor and at staff induction by Line Manager   * Notices posted in all kitchens, bakeries and areas where food/ food products containing food allergens are used * Students are required to carry any medication necessary at all times during college to treat an allergy e.g. epipen * Emergency first-aid procedures posted * Staff working in kitchens trained in 1 day emergency first-aid * AED’s located at all the front desks * First-aid kits located in each kitchen, bakery and at each front desk * Student Health Centres   – Doctor and nurses | food allergens and restriction may apply   * School to implement the recommended controls/ actions outlined by the students Medical Practitioner(s) as necessary * Student must follow and implement the recommended controls/ actions outlined by their Medical Practitioner(s) as necessary * Student must avoid contact or consumption of food(s) that cause an allergic reaction * Students must inform School staff of their food allergies |  | **Students** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | available to students 9am- 5pm (located at Linenhall & Aungier)   * Student and staff advised to wear medic- alert bracelet/ necklace * Staff encouraged to inform line manager of any allergies * Induction available from the Health & Safety Office on request by the School * Members of the public attending teaching restaurant(s) must observe food allergen signage and carry on their person any medication necessary to treat an allergy e.g. epipen * Allergen sheets provided to all students for all modules | * See Food Allergy Policy for TU Dublin (July 2019) * Kitchens, bakeries, training bar and all equipment used in these areas must be cleaned before and after all practical classes as per opening and closing down procedures * Ensure all products used in practical classes are labelled as food management system * Students are required to observe the labelling on products * Provide gloves (PPE) where contact with specific foods |  | **Head of School**  **Staff and students**  **Head of School**  **Students**  **Head of School** | **Ongoing**  **(**The Food AllergyPolicy will also be reviewed regularly and communicated to all staff, students and campus users).  **Ongoing**  **Ongoing**  **Ongoing**  **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | * All lecturing staff are instructed to notify the students of the food used in the class that are listed on the allergen sheets.   Lecturers are instructed to email the Kitman food orders to all students two weeks in advance of practical classes | causes an allergic reaction   * Meeting of OHA and Health & Safety Officer to review each case submitted * Student going on work placement during their studies must also inform their employer of their food allergy * School to review the ‘student food allergen listing’ in the SAP Business   Objects account to obtain details for all students registered on School programmes with food allergies.  School to manage and implement controls where necessary for students listed in this account and |  | **Health & Safety Officer and Occupational Health Advisor**  **Students**  **Head of School, Assistant Heads of School** | **As necessary**  **Ongoing**  **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | for those students who have not yet submitted supporting medical documentation forms. |  |  |  |

Appendix 1: COVID-19 Risk Assessment (August 2020)

**TU Dublin**

**College of Arts & Tourism**

**School of Hospitality Management & Tourism**

**Dated: 28 August 2020 (updated 8 April 2021 and 21 September 2021)**

# RISK ASSESSMENT (COVID-19)

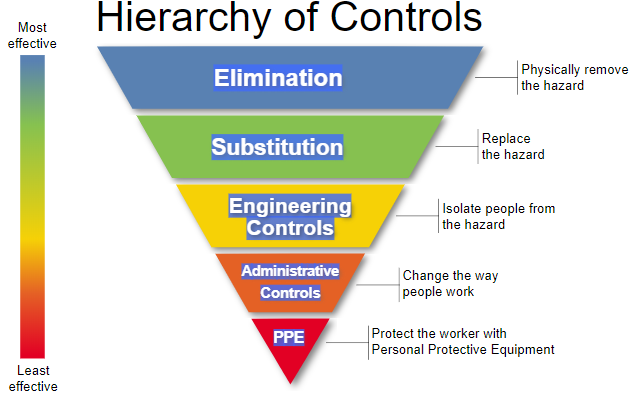
This is a **Risk Assessment Template** for COVID-19. The Health & Safety Office have prepared this risk assessment template and identified the necessary controls Technological University Dublin must implement to provident Coronavirus entering the campus and the spread of the disease COVID-19. **Each Head of School/ Function/ appointed person can use this document to ensure all processes and/ activities under their remit are assessed taking the risks posed by COVID-19 into account.**

A Risk Assessment is simply looking closely at what is in the place of work including work activities that could cause harm to staff, students, visitors, contractors and services providers and determining the control measures to be implemented to minimise the risk.

When we look at control measures we often refer to the **hierarchy of control** measures (see diagram on the right).

**If you need help completing this Risk Assessment:**

* Contact the [Health & Safety Office](http://www.dit.ie/healthsafety/)
* See the TU Dublin Procedure on Hazard Identification, Risk Assessment and Determining Controls (available in the [TU Dublin City Centre Safety Statement](http://www.dit.ie/media/healthandsafety/documents/Technological%20University%20Dublin%20City%20Centre%20Safety%20Statement%2020192020%20finalenporterinc.pdf))
* [Click here](https://www.youtube.com/watch?v=fY6KGN72d7Q) to view a **Assessment Made Easy** by the Health & Safety Authority

****

|  |  |  |
| --- | --- | --- |
| **Function outline the process/ activity including the campus location/ building:**  **School of Hospitality Management & Tourism based in Central Quad, Grangegorman and Aungier Street (a number of staff have offices in Park House, Dublin 7). The school provides programmes at undergraduate and postgraduate level to full and part-time students.** | **Risk assessment completed by:**  **Dr Dominic Dillane, Head of School**  **Risk Assessment Facilitated by: Health and Safety Office** | **Date completed:**  **28 August 2020**  **Updated 8 April 2021 &**  **21 September 2021** |
| **Ongoing review carried out by: Dr Dominic Dillane, Head of School, in consultation with the Health & Safety Office** | | |
| **Reviewed by: Health and Safety Office** | **Approved by: Dr Dominic Dillane, Head of School** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | **Risk**  **H/M/L**  **(with**  **controls)** | **Person(s) Responsible** | **Target Date/**  **Status** |
| **STEP 1. ELIMINATE RISK ON CAMPUS** | | | | | | |
| **1.** | **Coronavirus:**  **the potential for the development and spread of the disease COVID-19** | * Coronavirus entering the University campus via staff, students, visitors, service providers or contractors * Spread of the virus in the working environment | * Follow Public Health guidelines. * Wherever feasible, remote working and learning will be facilitated. * Provide equipment for staff to work from home safely and effectively. * Assess the technological and other requirements of your staff to continue extended remote/agile working. * Keep in touch and monitor the wellbeing of people who are working from home and help them stay connected.   If access is needed on campus by staff/students first consider:   * If the activity can be done remotely? * Can the activity **only** take place on campus and if **it is essential** to the running of the University. * Plan for the minimum number of people needed to be on campus to carry out the activity. * If access is approved by the President’s Group, ensure all necessary controls are implemented under this risk assessment to ensure the safety and health of all.   **Please add any additional controls for your Function:**   * For on-site lectures and meetings, there will be strict adherence to public health guidelines including social distancing between students and between staff and students for all classroom teaching * Encourage staff to download the COVID-19 Virus Tracker onto their mobile phones [www.covidtracker.ie](http://www.covidtracker.ie) * Although face-masks are mandatory indoors, they can make communication very challenging for those with partial/total hearing loss. In such very limited circumstances, and if one is comfortable doing so, one may wish to remove one’s mask for a brief period to ensure effective communication, while keeping a distance of at least 2 metres. | **With current controls:**  **L** | **Head of School/**  **Assistant Heads of School/**  **Staff/**  **Students** | **From 1.09.2020 onwards, until advised otherwise** |
| **2.** | **Function activities**  **At risk:**   * Staff * Students * Visitors * Contractors * Service Providers * [Vulnerable groups](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html) as per the HSE advice | * Contraction and spread of COVID-19 | * RTC (return to campus) on a phased basis. * Staff should be assigned into teams who consistently work and take breaks together. The teams should be as small as is reasonably practicable in the context of the work to be done. * Ensure all staff complete the **Return to Campus form three working days** prior to return to campus. * Ensure that all staff are enrolled on the COVID-19 Return to Campus online Induction training. * Staff who have not completed the training will not be allowed access to campus/buildings. * Ensure local arrangements are devised to ensure that School/Function communication provides up to date information on the Public Health advice issued by the HSE. * Implement any recommendations made by the COVID-19 Response Management Team, the ALF Groups and the sub-committees. * Business trips and face-to-face interactions need to be reduced to the absolute minimum and, as far as is reasonably practicable, technological alternatives should be made available, (e.g. telephone or video conferencing). * Modify use of hot desks to ensure that these are made available to identified staff and have appropriate cleaning materials in place for staff to clean the area before using. * Ensure that you specify specific times for collection, appointments and deliveries in your purchasing processes. * Ensure that staff have received refresher training where relevant for safety critical tasks and that all restart safety protocols are implemented after the extended closure. * Check in with your staff to ensure that they are aware of the supports in place in the context of mental health and general wellness.   **Meetings:**   * Conduct meetings as much as possible using online remote means. * Where meetings cannot be held online, a suitably sized room must be used to facilitate physical distancing. Reduce the number of seats to ensure distancing. * Meeting rooms to be cleaned prior to every use by the meeting host (doors, chair handles, table tops, PC/Mouse, remote controls etc.)   **Contact logging:**  All staff to ensure they keep records of instances where they have been in close contact with other individuals in the workplace. Staff attending face-to-face meetings should keep their own record of such meetings and the attendees so as to facilitate contact tracing if necessary at some point.  **Each staff member across the University must maintain a log of their daily contacts.**  It is recommended that the log includes instances where an individual has greater than 15 minutes face-to-face meetings with others and particularly where the physical distancing rules have not or could not have been met.  Complete the **Employee’s Contact Log Sheet** (available in document *Moving Towards a New Way of Working***)** on a daily basis. This log is the responsibility of each individual. Personal information will be maintained by the person completing the form and only shared by the individual with the HSE should it be needed.  Ensure that a system for recording visits to the site(s) by staff/students as well as visits by staff/students to other workplaces is implemented (important for work placement programmes).  **Evacuation of the Building:**   * Follow the TU Dublin evacuation procedure and ensure social distancing during evacuation and at the assembly point.   **Please add any additional controls for your Function:**   * None. | **With current controls:**  **L** | **Head of School/**  **Assistant Heads of School/**  **Staff** | **From 1.09.2020 onwards, until advised otherwise** |
| **3.** | **Students**  **At risk:**   * Staff * Students * Visitors * Contractors * Service Providers * [Vulnerable groups](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html) as per the HSE advice | * Contraction and spread of COVID-19 * Health conditions/ illness | * Student screening and return to campus training. * Students to declare if in a ‘higher risk’ group. * Medical condition should only be discussed with Medical Practitioner i.e. GP/Student Health Centre. * Any students returning to campus, must take extra care to:   • practice social/physical distancing where possible  • wash your hands regularly and properly   * Students are responsible for their own PPE and must maintain and wear as advised. * If feeling unwell students must **NOT** come to campus and must seek medical advice immediately. * Students to bring their own food/drinks and utensils.   **Evacuation of the Building:**   * Follow the TU Dublin evacuation procedure and ensure social distancing during evacuation and at the assembly point.   **Please add any additional controls for your Function:**   * Modules with on-site learning that makes use of the School of Food Science & Environmental Health and School of Culinary Arts laboratories will be delivered in accordance with the approved procedures for that School, including maximum class sizes, staff/student ratios, hygiene protocols, health and safety protocols and scheduling / timetabling protocols. We will engage with School Management and Technical staff to ensure the procedures are adopted*.* * It is noted that Student Services will be responsible for the student screening and return to campus training of students. | **With current controls:**  **L** | **Students** | **From 1.09.2020 onwards, until advised otherwise** |
| **4.** | **Staff**  **(fitness to work)**  **At risk:**   * Staff * Students * Visitors * Contractors * Service Providers * [Vulnerable groups](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html) as per the HSE advice | * Health conditions/ illness * Contraction and spread of COVID-19 | * Phased return to work for essential services will commence from the 20 September 2021. Other staff will continue to work remotely up to 22 October when Government guidelines are due to be reviewed * All staff must complete the COVID-19 **Return to Campus Form three working days** prior to return. * All staff to complete COVID-19 eLearning Return to Campus induction training before returning to the University. * All staff to act as COVID-19 Marshals to assist with the overview of compliance in their respective areas. * If any staff members are in the **Very high risk group**, they must cocoon. * If any of our staff member are in the **High risk group**, they must take extra care to follow the advice on how to protect themselves from Coronavirus. * Staff members in the high risk group, do not need to self-isolate unless they have symptoms of Coronavirus. * Any staff member returning to the workplace, if they cannot work from home must take extra care to:   • practice social/physical distancing where possible  • wash your hands regularly and properly   * Staff to inform Line Manager if they belong to the COVID-19 [high-risk group](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html) to ensure working environment is appropriate for them. * Staff to report to their Line Manager if feeling unwell or experiencing any symptoms of the virus. * If feeling unwell staff must **NOT** come to campus and must seek medical advice immediately. * Staff to bring their own food/drinks and utensils. * Manager to keep in regular contact with staff members to discuss any issues or updates.   **Please add any additional controls for your Function:**   * none | **With current controls:**  **L** | **Staff** | **From 1.09.2021 onwards, until advised otherwise** |
| **5.** | **Visitors & Contractors**  **At risk:**   * Staff * Students * Visitors * Contractors * Service Providers * [Vulnerable groups](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html) as per the HSE advice | * Contraction and spread of COVID-19 | * Stop all non-essential visitors. * Visitors to the campus will be by appointment only and appointments will be arranged so that physical distancing can be observed at all times. * Visitors to the campus must sign in/out (this data shall be used for contact tracing purposes). * Take advice on any actions or precautions that should be taken in event of a case on campus. * Request visitors or contractors to declare if symptomatic of COVID-19. * Access to campus permitted if not symptomatic. * Wash hands/ use hand sanitiser when entering and leaving the campus. * Escort visitors and contractors to the assembly point in the case of an emergency. Follow the normal procedure and ensure social distancing.   **Please add any additional controls for your School/ Function:**   * None | **With current controls:**  **L** | **Visitors & contractors** | **From 1.09.2020 onwards, until advised otherwise** |
| **6.** | **Administering First-Aid**  **At risk:**   * Staff * Students * Visitors * Contractors * Service Providers * [Vulnerable groups](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html) as per the HSE advice | * Contraction through the administration of first-aid * Spread of COVID-19 | * All first-aiders to make themselves aware of the COVID-19 First-Aid Response in TU Dublin (as per Pre Hospital Care Council (PHECC). * If someone sustains an injury, follow the guidance in the TU Dublin COVID-19 First-Aid Response and your First-Aid Responder (FAR) Clinical Practice Guidelines (CPGs)/ Training. * Ensure appropriate PPE is worn before attending to the patient. * If worrying or serious, contact Emergency Services immediately. * PPE for School/ Function First-aid kits: ensure the following are included in kits; fluid resistant apron, fluid repellent long sleeved gown, surgical facemask and eye protection, gloves. (supplies available from Health & Safety Office). * FFP2 facemask (to keep with the AED’s). * Follow TU Dublin First-Aid Procedure and your updated first-aid training. * Ensure School/Function designated first-aiders have been provided with updated guidance on infection prevention and control principles including performance of hand hygiene and appropriate use of personal protective equipment when delivering first-aid.   **Please add any additional controls for your School/ Function:**   * Ensure relevant members of staff attend the virtual workshop on First Aid and PPE | **With current controls:**  **L** | **First-aiders/ First responders, Head of School/**  **Assistant Heads of School** | **From 1.09.2020 onwards, until advised otherwise** |
| **7.** | **Unwell or displaying symptoms of COVID-19**  **At risk:**   * Staff * Students * Visitors * Contractors * Service Providers * [Vulnerable groups](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html) as per the HSE advice | * Contraction and spread of COVID-19 | * Note the location of the isolation room in campus buildings:   Isolation Room for Campus:  Central Quad: CQ-0372 (ground floor) East Quad: Rooms EQ-020 (ground floor) and EQ-1016 (first floor)  The isolation room should be a room with a door that closes, should be wheelchair accessible and have a window/ventilation if possible and a telephone.   * If a student/staff member displays [symptoms of COVID 19](https://www2.hse.ie/conditions/coronavirus/symptoms.html), such as a cough, a fever or difficulty breathing, when on campus they will be advised to return home and not use public transport. * If they are unable to return home they will be directed to an isolation room by A Response Manager or appointed member of staff. * Both parties will wear face masks and keep distanced from each other and all others en route to the isolation room. * The individual can contact their GP/ Student Health Centre or the HSE from there and follow their advice. * The Response Manager/appointed staff member can contact a family member on behalf of the individual to transport the person home or to a hospital as directed by their GP/ Student Health Centre or the HSE. * Once the individual has left the isolation room, close the room door for 1 hour where possible or more before re-entering the room for cleaning. * Any waste should be removed and disposed of appropriately. * Inform the Head of School/ Function. * If a confirmed case is identified, the HSE will advise on actions required e.g. contact tracing, close contact to stay at home for 14 days and follow restricted movement guidance on the HSE website.   **Please add any additional controls for your Function:**   * Ensure Response Managers receive appropriate training | **With current controls:**  **L** | **Head of School/**  **Asistant Heads of School/ staff and students** | **From 1.09.2020 onwards, until advised otherwise** |
| **STEP 2 SUBSTITUTION**  ***NOT POSSIBLE TO SUBSTITUTE COVID-19 WITHOUT A VACCINE*** | | | | | | |
| **8.** | **Alternative delivery or work methods to reduce exposure**  **At risk:**   * Staff * Students * Visitors * Contractors * Service Providers * [Vulnerable groups](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html) as per the HSE advice | * Contraction and spread of COVID-19 | * From 20 September 2021, up to 60% of staff and students will receive face-to-face lectures. * Staff providing essential services can return to work on a phased basis from the 20 September 2021. * Control access to persons who are essential to University activities. * Physical distancing in lecture rooms, theatres, offices, kitchens, workshops, laboratories. * Refer to TU Dublin’s document [**TU Dublin’s Response Plan V2, Working with COVID-19**](https://www.tudublin.ie/media/intranet/covid19/documents/Working-with-COVID-19.pdf) .   **Please add any additional controls for your Function:**   * None | **With current controls:**  **L** | **Head of School/ Function** | **From 1.09.2021 onwards, until advised otherwise** |
| **STEP 3 ENGINEERING CONTROLS** | | | | | | |
| **9.** | **Indoors/ crowded areas: Transmission of COVID-19 is at greater risk indoors in crowded areas of poor ventilation.**  **At risk:**   * Staff * Students * Visitors * Contractors * Service Providers * [Vulnerable groups](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html) as per the HSE advice | * Contraction and spread of COVID-19 | **Outdoor activities:**   * Consider if activity can be undertaken outdoors. * If outdoor activities, consider weather, communicate clothing requirements.   **Air quality indoors:**   * Open windows and doors at intervals to allow fresh air circulate. * Consider if a purge can take place for 10 minutes each hour. * Prior to occupancy purge with cross ventilation for 15 minutes i.e. purged ventilation (CIBSE). * Avoid recirculation/transfer of air from one room to another unless this is the only way of providing adequately high ventilation to all occupied rooms.   **Air conditioning system:**   * Ensure air conditioning system are inspected before return to campus and ensure systems are working as per [**CIBSE requirements**](https://www.cibse.org/coronavirus-covid-19/coronavirus-covid-19-and-hvac-systems) **(Estates Office)**[**.**](https://www.cibse.org/coronavirus-covid-19/coronavirus-covid-19-and-hvac-systems)   **Evacuation of the Building:**   * Follow the TU Dublin evacuation procedure and ensure social distancing during evacuation and at the assembly point.   **Please add any additional controls for your Function:**   * Ensure all rooms are properly ventilated. The building management system monitors CO2 levels in the Central and East Quad buildings and ventilation is monitored on that basis either through mechanical or natural ventilation. * CO2 monitors will be installed in rooms in Aungier Street. Rooms used for lectures have windows which can be opened in order to ensure adequate ventilation   Refer to the TU Dublin Strategy on Ventilation (Sept. 2021) – see below | **With current controls:**  **L** | **Head of Function and Estates Office** | **From 1.09.2020 onwards, until advised otherwise** |
| **STEP 4 ADMINISTRATION CONTROLS** | | | | | | |
| **10.** | **Physical Distancing**  **At risk:**   * Staff * Students * Visitors * Contractors * Service Providers * [Vulnerable groups](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html) as per the HSE advice | * Contraction and spread of COVID-19 | * If possible continue with non-face to face communication. * If essential to meet in face-to-face environment, consider implementing physical distancing (use floor markings if necessary). * Provide for physical distancing across all work activities based on National Guidelines in offices, classrooms, workshops, laboratories, kitchens etc. (assess the physical layout of the rooms consider fixed furniture, availability of window, floor space and circulation to determine maximum safe occupancy). * Comply with room capacity numbers for all areas. * Reorganise work space layout to maximise physical distancing and to use all available space. * Remove or cover excess chairs in waiting areas/ spaces. * Use HSE COVID-19 Physical Distancing signage and floor markings to remind building users of the National guideline distance. * Any tasks where National guideline distance is difficult to maintain needs to be identified and reviewed to either **a.** “design out the risk” or to **b.** identify additional controls required during the completion of that task. * Reduce the number of persons in a room using work from remote working, rota or shift work. * Reduce the number of work tasks. * Postpone non-essential work. * Manage break/lunch time to reduce communal use e.g. stagger breaks or use alternative areas to take breaks (catering contractors will have their own risk assessments and procedures for all to follow). * Determine pinch points where physical distancing may not be possible. * One way traffic on stairs and narrow corridors and physical distancing to be observed or PPE can be worn. * All staff will act as COVID-19 Marshalls (to assist with the overview of compliance in their respective areas). * All campus users are requested to observe National protocols for physical distancing and therefore a maximum of two people at a time is permitted in the passenger lift (where physical distancing can be observed).   **For Activities where physical distancing (as per National Guidelines) is not possible:**  A task specific risk assessment must be carried out for these activities.  If it is not possible to ensure physical distance, put in place alternative measures:   * Install physical screens/ barriers e.g. perspex or plastic guarding installed if required. * maintain at least a distance of 1 metre or as much distance as is practical. * Increase ventilation through purging. * Minimise any direct close contact between people. * Where contact will be longer than 15 minutes, a face mask/ covering must be worn. * The wearing of face coverings and face shields maybe required (see section on PPE).   **Please add any additional controls for your Function:**   * none | **With current controls:**  **L** | **Head of School/**  **Assistant Heads of School** | **From 1.09.2020 onwards, until advised otherwise** |
| **11.** | **Poor Hygiene and Cleaning**  **At risk:**   * Staff * Students * Visitors * Contractors * Service Providers * [Vulnerable groups](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html) as per the HSE advice | * Contraction and spread of COVID-19 | * [Wash hands](https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html) properly and often e.g. use hand sanitiser or wash hands on arrival to the campus. * Hand-washing facilities available with soap and paper towels/hand drying. All sanitary areas checked regularly to ensure supplies are available at all times. * Hand gel sanitiser is available at access and egress points to buildings. * Schools/Functions may wish to install additional hand sanitisers in their relevant areas. * Advise all staff and students to carry hand sanisiter. * Remind all building users to sanitise their hands regularly throughout the day and arrival on the campus. * Each kitchen and laboratory has its own sink, soap and paper towels, in addition to a designated lidded bin. * All staff and students have access to hand-washing facilities and must regularly wash their hands throughout the day. * Limit sharing of equipment/ material. * Any tools/ equipment which may be shared between staff/students will be cleaned before and after use. **Function** **Please list:**  Printer/Photocopier Shredder Stationery Cabinet * Frequently touched objects/surfaces to be cleaned and disinfected by the contractor cleaning company. * Do not shake hands or make close contact with other people (A ‘no handshaking policy’ will be implemented) * Cover mouth and nose with a tissue or sleeve when coughing or sneezing. Put used tissues into a lidded bin and wash hands immediately. * Avoid touching face, nose or eyes with unwashed hands. * HSE Posters will be displayed re: hand hygiene, respiratory hygiene and cough etiquette. * Leave internal doors open where possible (not applicable to fire doors). ‘Open doors’ limit contact and touching. If leaving a door open isn’t possible, try to use shoulder/foot to push open a door. * Toilet area to be cleaned daily by the contract cleaning company (including door handles and any surface). Water, soap, disposable hand towels and a lidded bin to be available at all times. * Implement strict handwashing before touching face, eating or drinking. * Users of the water cooler must not let bottles or cups touch the spout and it must be cleaned regularly.   **Please add any additional controls for your Function:**   * Clean desk policy will be in operation * Staff will clean their equipment (IT, monitor, etc.) on entering the office and before leaving each day | **With current controls:**  **L** | **Staff, students, visitors, contractors, services providers** | **From 1.09.2020 onwards, until advised otherwise** |
| **STEP 5 PERSONAL PROTECTIVE EQUIPMENT** | | | | | | |
| **12.** | **Personal Protective Equipment (PPE)**  **At risk:**   * Staff * Students * Visitors * Contractors * Service Providers * [Vulnerable groups](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html) as per the HSE advice | * Contraction and spread of COVID-19 * Improper use of PPE * Damaged/ dirty PPE | * The wearing of PPE is not a substitute for other identified control measures e.g. physical distancing. * Continue to wear PPE in areas where it is already mandatory e.g. laboratories, kitchens and workshops. * See the Health Services Executive website for the safe way to don and doff PPE [click here](https://healthservice.hse.ie/staff/news/coronavirus/prevent-the-spread-of-coronavirus-in-the-workplace.html)). * Health advice currently advises the wearing of face coverings within the campus “public spaces”. In line with that advice, the wearing of face coverings is recommended, particularly in instances where very close contact is expected i.e. direct instruction requiring proximity of less than 1 metre. * **Staff and students will provide and wear their own face coverings and facemasks based on National guidance and will take personal responsibility for this.** * Where close proximity to other people cannot be avoided e.g. in small laboratory groups, a recommendation that face shields may also be worn is advised. Where proximity of less than 1 metre is envisaged/ required, a face mask and a face shield may be recommended. * **TU Dublin will provide face shields in the following areas:** * Face shields may also be considered in place of face coverings in the teaching context, particularly if teachers or lecturers have concerns around voice projection or there is a requirement for students to see their face etc. * Dispose of PPE (disposable facemasks and gloves) in lidded designated COVID-19 bins. * Ensure any reusable PPE (e.g. face coverings) are stored in a hygienic manner and cleaned/ washed according to manufacturer’s instructions. * Wash hands/use sanitiser after doffing PPE. * All PPE is unique to each person and should never be shared.   **Please add any additional controls for your School/ Function:**   * none | **With current controls:**  **L** | **Head of School/**  **Assistant Heads of School/**  **staff** | **From 1.09.2020 onwards, until advised otherwise** |
| **OTHER ACTIVITIES** | | | | | | |
| **13.** | **Travel/ Trips**  **At risk:**   * Staff * Students * Visitors * Contractors * Service Providers * [Vulnerable groups](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html) as per the HSE advice | * Contraction through travel to work | * If travelling by a private vehicle to campus it is recommended to travel as the sole occupant (unless travelling with people from the same household). * If travelling by public transport, a face covering must be worn while travelling. * If travelling by other means, such as cycling or walking, social/ physical distancing should be maintained. * Clean areas touched in car daily i.e. steering wheel, gear stick, radio area, indicator etc.   **Trips (business trips/ other):**   * Irish Government advice is to avoid all non-essential travel overseas. Follow up-to-date travel information from the [Department of Foreign Affairs and Trade](https://www.dfa.ie/travel/travel-advice/coronavirus/) for travel advice on countries and regions affected by COVID-19 (Coronavirus). * Technological alternatives should be made available. * Trips in Ireland: determine if the trip is necessary consult with Line Manager.   **Please add any additional controls for your Function:**   * None | **With current controls:**  **L** | **Staff and students** | **From 1.09.2020 onwards, until advised otherwise** |
| **14.** | **Manual Handling**  **At risk:**   * Staff * Students * Visitors * Contractors * Service Providers * [Vulnerable groups](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html) as per the HSE advice | * Contraction through manual handling at work * Spread of COVID-19 | * If possible break down the load so that one person can comfortably carry. * Use regular hygiene measures – washing hands thoroughly before and after lifts. Use hand sanitiser where not available. * Find alternative methods of liftings other than 2 man e.g. use trolley. * During a two person lift, it may be difficult to maintain safe distancing according to national guidance. * If a two-person lift is essential, it must be completed in <15 minutes or as low a duration as possible use PPE (face covering) if required. * If this is not possible, another way of lifting/moving the item must be identified.   **Please add any additional controls for your School/ Function:**   * none | **With current controls:**  **L** | **Head of School/**  **Assistant Heads of School/**  **staff** | **From 1.09.2020 onwards, until advised otherwise** |

*This document is draft and subject to review based on further guidance from the HSE.*

**Appendix 2** TU Dublin Strategy on Ventilation (Sept. 2021)

Contents

[1. Ventilation Strategy for Technological University Dublin 2021 1](#_Toc82507289)

[2. Managing Ventilation 2](#_Toc82507290)

[3. Issue of Concern Form 3](#_Toc82507291)

[4. Rooms with mechanical ventilation only. 3](#_Toc82507292)

[5. Rooms with mechanical and natural ventilation 3](#_Toc82507293)

[6. Rooms with natural ventilation only 3](#_Toc82507294)

[7. Plug in CO2 units 4](#_Toc82507295)

[8. Small Offices 4](#_Toc82507296)

[9. Open Plan Offices 4](#_Toc82507297)

[10. Lecture Theatres 4](#_Toc82507298)

[11. Teaching Space 5](#_Toc82507299)

[12. Laboratories/Research Labs/Workshops 5](#_Toc82507300)

[13. Toilet Blocks 5](#_Toc82507301)

[14. Helpful information: 5](#_Toc82507302)

[15. Communication and Review 5](#_Toc82507303)

[Appendix 1 – Guidelines on Room Usage 6](#_Toc82507304)

[Appendix 2 – Rooms Requiring CO2 Monitors 7](#_Toc82507305)

[Appendix 3 – Information Sheet for rooms with CO2 Monitor 9](#_Toc82507306)

# 1. Ventilation Strategy for Technological University Dublin 2021

In order to ensure good ventilation, analysis has been undertaken of all the rooms at TU Dublin campus locations by the Estates function. This analysis identifies the type of room and the available ventilation method in each case. Each ventilation method is categorised in the table below. This information was shared with the University’s LWRs.

|  |  |  |
| --- | --- | --- |
| Category | Ventilation type | Action |
| 1 | Naturally ventilated room with openable windows | Keep windows open whilst room is occupied. |
| 2 | Mechanically ventilated room with openable windows | Keep windows open whilst room is occupied. The Estates staff will ensure that the minimum required air changes are being achieved with ongoing monitoring and maintenance where required. Open windows whilst room is occupied if required. |
| 3 | Mechanically ventilated room with fixed windows | The Estates staff will ensure that the minimum required air changes are being achieved with ongoing monitoring and maintenance where required. Observe CO2 Monitor for increase in concentration. Where levels increase above 1400ppm, follow steps to be taken and complete [Issue of Concern/Breach of Control Form](https://forms.office.com/Pages/ResponsePage.aspx?id=yxdjdkjpX06M7Nq8ji_V2hzc8J1rByZGrf45XMGCwOBUMlk4U0xXR0FXTzI2NVhSMlZTMDdXOU5LSi4u&wdLOR=c075397D6-4557-4D19-97D3-E80D4525998A) |
| 4 | Mechanically ventilated room with no windows | The Estates staff will ensure that the minimum required air changes are being achieved with ongoing monitoring and maintenance where required. Observe CO2 Monitor for increase in concentration. Where levels increase above 1400ppm, follow steps to be taken and complete ab [Issue of Concern/Breach of Control Form](https://forms.office.com/Pages/ResponsePage.aspx?id=yxdjdkjpX06M7Nq8ji_V2hzc8J1rByZGrf45XMGCwOBUMlk4U0xXR0FXTzI2NVhSMlZTMDdXOU5LSi4u&wdLOR=c075397D6-4557-4D19-97D3-E80D4525998A) |
| 5 | Rooms with no mechanical ventilation or openable windows (stores etc) | It is recommended that these rooms should not be occupied. |

There are many different categories of spaces on campus, these are documented below along with a description of how good ventilation can be assured.

# 2. Managing Ventilation

The best way to reduce CO2 concentrations is to dilute it with fresh air. The easiest way to achieve this in rooms with natural ventilation is to keep the windows open. Outside air concentrations of CO2 are approximately 400-480ppm (Green).

Ventilation will be managed in line with Public Health Guidelines.

Windows should remain open at all times during opening hours.

CO2 concentrations above 1400 – 1500ppm (Amber) are likely to be indicative of poor ventilation (CIBSE, 2020, AIVC, 2021) and therefore require ventilation improved by re-opening any windows which may have been closed. Should CO2 concentration reach these levels in a particular area, the [Issue of Concern Form](https://forms.office.com/Pages/ResponsePage.aspx?id=yxdjdkjpX06M7Nq8ji_V2hzc8J1rByZGrf45XMGCwOBUMlk4U0xXR0FXTzI2NVhSMlZTMDdXOU5LSi4u&wdLOR=c075397D6-4557-4D19-97D3-E80D4525998A) should be completed by the University staff member working in that area.

|  |  |  |
| --- | --- | --- |
| **CO2 Concentration Levels** |  | **Action Required** |
|  |  |  |
| **0-800PPM – Concentration levels typical of occupied indoor space with very good air exchange** |  | **No Action required – Very good air exchange** |
|  |  |  |
| **801-1000ppm - Concentration levels typical of occupied indoor spaces with good air exchange** |  | **No action required – Good air exchange** |
|  |  |  |
| **1001–1500ppm - Concentration levels of CO2 have built up in the environment and room should be ventilated. (Should not arise if all windows and doors are left open).** |  | **Check to ensure that all windows are open** |
|  |  |  |
| **Over 1500ppm - Room should be vacated to allow for ventilation and return to acceptable CO2 concentration levels.** |  | **Vacate room for at least 15 minutes, ventilate and allow for CO2 levels to return to normal.** |

# 3. Issue of Concern Form

Where an issue arises, [The Issue of Concern/Breach of Control Form](https://forms.office.com/Pages/ResponsePage.aspx?id=yxdjdkjpX06M7Nq8ji_V2hzc8J1rByZGrf45XMGCwOBUMlk4U0xXR0FXTzI2NVhSMlZTMDdXOU5LSi4u&wdLOR=c075397D6-4557-4D19-97D3-E80D4525998A) should be completed. This will be delivered to the COVID-19 Coordinator who will review and log the issue. Where appropriate, consultation will take place with the relevant Estates Function and an action plan developed. Once the issue has been closed, a response to the report will be issued to the sender and LWR. Function Heads will be included in the response to any report.

In the event that CO2 concentrations of a particular area reach a level >1500ppm (Red), the room should be vacated for 15 minutes with windows and doors left open. This will allow CO2 concentrations reduce to an acceptable level. The incident should be immediately reported using the [Issue of Concern Form](https://forms.office.com/Pages/ResponsePage.aspx?id=yxdjdkjpX06M7Nq8ji_V2hzc8J1rByZGrf45XMGCwOBUMlk4U0xXR0FXTzI2NVhSMlZTMDdXOU5LSi4u&wdLOR=c075397D6-4557-4D19-97D3-E80D4525998A) should be completed by the University staff member working in that area.

# 4. Rooms with mechanical ventilation only.

Areas which are controlled by mechanical ventilation only have had the air handling units recently serviced and checked to ensure that they comply with the minimum number of air changes per hour. This will ensure that the air quality in such rooms with be of sufficient quality. As an added assurance, these rooms will be fitted with a plug in CO2 monitor. The monitor will indicate CO2 concentration levels for that area. If the concentration levels of the room are higher than 1500ppm (red) the room can be vacated for a period to allow for CO2 levels to return to acceptable levels. Regular air changes will ensure that CO2 concentrations are kept at a minimum.

# 5. Rooms with mechanical and natural ventilation

Mechanical ventilation systems have been checked and serviced to ensure the minimum air changes per hour compliance is met. Keeping windows open will ensure that CO2 concentration levels are kept at a minimum. For further assurance portable CO2 monitors are available to measure air quality. Measurements can be arranged by completing the [Issue of Concern/Breach of Control Form](https://forms.office.com/Pages/ResponsePage.aspx?id=yxdjdkjpX06M7Nq8ji_V2hzc8J1rByZGrf45XMGCwOBUMlk4U0xXR0FXTzI2NVhSMlZTMDdXOU5LSi4u&wdLOR=c075397D6-4557-4D19-97D3-E80D4525998A) which is returned to the COVID-19 Coordinator. The COVID-19 Coordinator can arrange for an air quality measurement of the required area to be taken with the assistance of the Estates Team. Tallaght & City are currently using the - [Extech CO250 Portable Indoor Air Quality CO2](http://www.extech.com/products/resources/CO250_UM-en.pdf) module while Blanchardstown use - [CP11 Handheld Instrument for CO2, Humidity & Temperature](https://www.rotronic.com/en-gb/productattachments/index/download?id=744)

# 6. Rooms with natural ventilation only

Windows should be kept open during the day. Where feasible, doors should also remain open. This will ensure that CO2 concentration levels are kept at a minimum. For further assurance portable CO2 monitors are available to measure air quality. Measurements can be arranged by completing the [Issue of Concern/Breach of Control Form](https://forms.office.com/Pages/ResponsePage.aspx?id=yxdjdkjpX06M7Nq8ji_V2hzc8J1rByZGrf45XMGCwOBUMlk4U0xXR0FXTzI2NVhSMlZTMDdXOU5LSi4u&wdLOR=c075397D6-4557-4D19-97D3-E80D4525998A) which is returned to the COVID-19 Coordinator. The COVID-19 Coordinator can arrange for an air quality measurement of the required area to be taken assistance of the Estates Team. Tallaght & City are currently using the - [Extech CO250 Portable Indoor Air Quality CO2](http://www.extech.com/products/resources/CO250_UM-en.pdf) module while Blanchardstown use- [CP11 Handheld Instrument for CO2, Humidity & Temperature](https://www.rotronic.com/en-gb/productattachments/index/download?id=744)

# 7. Plug in CO2 units

[Vision CO2 Monitor](https://lennox.ie/index.php?controller=attachment&id_attachment=56) have been identified as the units which will be installed in areas which have been identified by risk assessment. These units work using a traffic light system to indicate when levels of CO2 are changing. In rooms where a CO2 monitor has been installed, the staff member should monitor the changes in CO2 concentrations indicated by the monitor

Green = 0 – 800ppm – Concentration levels typical of occupied indoor spaces with very good air exchange.

Yellow = 801-1000ppm - Concentration levels typical of occupied indoor spaces with good air exchange.

Amber = 1001 – 1500ppm - Concentration levels of CO2 have built up in the environment and room should be ventilated. (Should not arise if all windows and doors are left open).

Red = Over 1500ppm - Room should be vacated to allow for ventilation and return to acceptable CO2 concentration levels.

Where issues have been identified with particular rooms, these will be reviewed on a case-by-case basis by the COVID-19 Coordinator and Estates Function.

# 8. Small Offices

Small office areas will be ventilated through openable windows. It is recommended that windows are open and remain open and where feasible the door also remains open. For comfort, and by request, the Estates Team can arrange for the length of time that the heating is switched on to be extended. Portable heaters and fans should not be used and identified heating issues should be addressed by Estates.

# 9. Open Plan Offices

Occupancy levels in spaces with multiple desks will be in line with COVID-19 guidelines. Mitigating factors such as one-way systems etc have also been introduced. Where mechanical ventilation is present, the system has been adjusted to provide 100% fresh air. Local controllers should not be adjusted by occupants. Any issues related to ventilation should be reported to Estates via [Issue of Concern/Breach of Control Form](https://forms.office.com/Pages/ResponsePage.aspx?id=yxdjdkjpX06M7Nq8ji_V2hzc8J1rByZGrf45XMGCwOBUMlk4U0xXR0FXTzI2NVhSMlZTMDdXOU5LSi4u&wdLOR=c075397D6-4557-4D19-97D3-E80D4525998A) for resolution. Where openable windows are present, they should be opened and remain open. Where feasible the door should also remain open. Some areas may have CO2 sensors which operate high level windows, these have been adjusted to the recommended levels which allow windows to open more frequently.

# 10. Lecture Theatres

All lecture theatres and large teaching areas are fitted with mechanical ventilation systems and these systems have been adjusted to provide 100% fresh air and extract during the day. The systems are controlled by the building management system and monitored closely by the Estates Team. Where lecture theatres are managed by mechanical ventilation only, with no openable windows, the theatre will be fitted with a CO2 monitor. The CO2 monitor should be observed by lecturing staff during class and should the level indicators change, action should be taken to ventilate the room.

# 11. Teaching Space

Teaching spaces may have a combination of mechanical and natural ventilation. It is recommended that windows are open and remain open during building opening hours. Windows should be closed at the end of the day. Some rooms may have high level windows which are manually operated; - these should be opened with standard height windows to introduce cross flow. Safe means of access should be deployed to reach high windows. Any assistance should be sought from the Estates Team. Mechanical ventilation systems have been adjusted to operate at teaching times providing 100% fresh air. Local controllers should not be adjusted. Occupancy levels in such spaces have been reduced to comply with COVID-19 guidelines. Please consult with COVID-19 Coordinator for further guidance if required.

# 12. Laboratories/Research Labs/Workshops

Any Laboratories/Research Labs/Workshops have mechanical ventilation systems and/or natural ventilation. Mechanical Ventilation systems have been adjusted to provide 100% fresh air and extract during the day. Naturally ventilated space, space with openable windows should remain open. Some labs may have higher level windows which are manually operated, these should remain open along with standard height windows to introduce cross flow. Safe means of access should be deployed to reach high level windows. Any assistance should be sought from the Estates Team. The systems will be controlled by the Building Management System and monitored closely by the Estates Team.

# 13. Toilet Blocks

All toilet blocks operate with 100% extract at all times.

# 14. Helpful information:

[Carbon Dioxide and Carbon Dioxide Monitors – Your Questions Answered](https://assets.gov.ie/136106/255519c6-e0f2-442b-940d-a1c86cd2921c.pdf)

[What you need to know about your new carbon dioxide (CO2) monitors](https://assets.gov.ie/135876/ce9ff015-d522-4e48-add2-14465375d34b.pdf)

# 15. Communication and Review

* **This information is shared with the University’s LWRs.**
* **A guideline on room usage is available in each room?**
* **Steps to be taken will be published on intranet site and posted in each room.**
* **Communication via email to staff and students**
* **A weekly synopsis of issues of concern will be reviewed and noted by RMT**

# Appendix 1 – Guidelines on Room Usage

**Guidelines on Room Usage**

* **Keep all windows and doors open.**
* **Observe CO2 monitor (where provided) for increase in CO2 concentrations.**
* **In the event CO2 concentrations rise between 1400 - 1500ppm – re-open any closed windows and doors. CO2 concentrations should drop below 1400ppm within a few minutes, if not the room should be vacated for at least 15 minutes until CO2 levels drop below 1400ppm. This should be reported using the Issue of Concern/Breach of Control Form.**
* **In the unlikely event CO2 concentrations rise above 1500 ppm – vacate room for 15 minutes leaving all windows and doors fully open.**
* **After 15 minutes, check CO2 concentration levels have returned to an acceptable level (<1500ppm) before occupying the room again. Room should not be occupied until CO2 concentrations have returned to an acceptable level. This should be reported using the Issue of Concern/Breach of Control Form.**

# Appendix 2 – Rooms Requiring CO2 Monitors

Following analysis, the following rooms have been identified as requiring CO2 Monitors

|  |  |  |
| --- | --- | --- |
| **Campus** | **Room** | **CO2 Monitor**  **Required** |
| Blanchardstown | E005 | Yes |
| Blanchardstown | EO32 | Yes |
| Blanchardstown | F025 | Yes |
| Aungier Street | 5-034 | Yes |
| Aungier Street | 4-079 | Yes |
| Aungier Street | 4-067 | Yes |
| Aungier Street | 4-027 | Yes |
| Aungier Street | 4-025 | Yes |
| Aungier Street | 4-015 | Yes |
| Aungier Street | 4-014 | Yes |
| Aungier Street | 4-013 | Yes |
| Aungier Street | 4-012 | Yes |
| Aungier Street | 4-011 | Yes |
| Aungier Street | 4-010 | Yes |
| Aungier Street | 4-009 | Yes |
| Aungier Street | 4-008 | Yes |
| Aungier Street | 4-007 | Yes |
| Aungier Street | 4-006 | Yes |
| Aungier Street | 3-067 | Yes |
| Aungier Street | 3-041 | Yes |
| Aungier Street | 2-093 | Yes |
| Aungier Street | 2-046 | Yes |
| Aungier Street | 1-093 | Yes |
| Bolton Street | 121 | Yes |
| Bolton Street | 133 | Yes |
| Bolton Street | 135 | Yes |
| Bolton Street | 137 | Yes |
| Bolton Street | 139 | Yes |
| Bolton Street | 142 | Yes |
| Bolton Street | 144 | Yes |
| Bolton Street | 116 | Yes |
| Bolton Street | 117 | Yes |
| Bolton Street | 281 | Yes |
| Bolton Street | 236 | Yes |
| Bolton Street | 259 | Yes |
| Bolton Street | 251 | Yes |
| Bolton Street | 249 | Yes |
| Bolton Street | 247 | Yes |
| Bolton Street | 296 | Yes |
| Bolton Street | 350 | Yes |
| Bolton Street | 364 | Yes |
| Bolton Street | 369.7 | Yes |
| Bolton Street | 365 | Yes |
| Bolton Street | 403 | Yes |
| E Block | 623 | Yes |
| E Block | 625 | Yes |
| E Block | 626 | Yes |
| E Block | 627 | Yes |
| E Block | 621 | Yes |
| E Block | 629 | Yes |
| E Block | 606 | Yes |
| E Block | 605 | Yes |
| E Block | 607 | Yes |
| Linenhall | 32 | Yes |
| Linenhall | 19 | Yes |
| Linenhall | GF Lab | Yes |
| Linenhall | 219 | Yes |
| Linenhapp | 218 | Yes |
| Linenhall | 209 | Yes |
| Linenhall | 116A | Yes |
| Linenhall | 128 | Yes |
| Linenhall | 124 | Yes |
| Linenhall | 126.1 | Yes |
| Tallaght | 001 | Yes |
| Tallaght | 015 | Yes |
| Tallaght | 021 | Yes |
| Tallaght | 023 | Yes |
| Tallaght | 025 | Yes |
| Tallaght | 029 | Yes |
| Tallaght | 033 | Yes |

*Both the recently completed Central and East Quad buildings have been designed and built to Building Regulations Technical Guidance Document Part F and therefore comply with the most recent ventilation requirements.*

# Appendix 3 – Information Sheet for rooms with CO2 Monitor

The following information sheet will be displayed in each room fitted with a CO2 Monitor.

|  |  |  |
| --- | --- | --- |
| **CO2 Concentration Levels** |  | **Action Required** |
|  |  |  |
| **0-800ppm – Concentration levels typical of occupied indoor space with very good air exchange** |  | **No Action required – Very good air exchange** |
|  |  |  |
| **801-1000ppm - Concentration levels typical of occupied indoor spaces with good air exchange** |  | **No action required – Good air exchange** |
|  |  |  |
| **1001–1500ppm - Concentration levels of CO2 have built up in the environment and room should be ventilated. (Should not arise if all windows and doors are left open).** |  | **Check to ensure that all windows are open** |
|  |  |  |
| **Over 1500ppm - Room should be vacated to allow for ventilation and return to acceptable CO2 concentration levels.** |  | **Vacate room for at least 15 minutes, ventilate and allow for CO2 levels to return to normal.** |

**Dedicated COVID-19 Phoneline :- 01 - 220 6004**