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

|  |
| --- |
| **IMPORTANT NOTE:**  This document has been prepared by the Dean’s Office 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 Dean of Arts & Humanities and the Health and Safety Office.  This document is to be reviewed annually and in the event any changes occur within the Dean’s Office, College of Arts & Tourism.  \_\_\_\_  Andrea Marcelin  College Manager  College of Arts & Tourism  Date: 1 October 2021  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Edel Niland Orlaith Waters  Health and Safety Advisor Occupational Health Advisor  Date: |

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# DEAN’S OFFICE CONTACT DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Name** | **Location**  **EQ = East Quad**  **CQ = Central Quad** | **Email** | **Telephone Extension Number** |
| **Dean, Faculty of Arts & Humanities** | Dr Orla Mc Donagh | EQ-328, Grangegorman | Orla.mcdonagh@tudublin.ie  Deanarttourism@tudublin.ie | 353 1 2205442 |
| **Head of Learning & Development** | Dr Muireann O Keeffe | EQ-328, Grangegorman | Muireann.okeeffe@tudublin.ie | 353 1 2205443 |
| **Head of Research** | Dr Matt Bowden | EQ-328, Grangegorman | Matt.bowden@tudublin.ie | 353 1 2205444 |
| **College Manager** | Andrea Marcelin | EQ-328, Grangegorman | Andrea.marcelin@tudublin | 353 1 2206155 |
| **Executive Assistant to the Dean, Faculty of Arts & Humanities** | Yvonne McGlynn | EQ-328, Grangegorman | [Yvonne.mcglynn@tudublin.ie](mailto:Yvonne.mcglynn@tudublin.ie) and deanarttourism@tudublin.ie | 353 1 2205446 |
| **College Manager’s Assistant** | Sharon Kane (work sharing) | EQ-328, Grangegorman | [Sharon.kane@tudublin.ie](mailto:Sharon.kane@tudublin.ie) and cmartstourism@tudublin.ie | 35312205447 (Shared) 35312206154 |
| **College Manager’s Assistant** | Anne Marie Fidgeon  (work sharing) | EQ-328, Grangegorman | [Annemarie.fidgeon@tudublin.ie](mailto:Annemarie.fidgeon@tudublin.ie) and cmartstourism@tudublin.ie | 35312205447 (Shared) 35312206157 |
|  |  |  |  |  |
| **Nominee(s) on College Safety Team** | Dr Orla Mc Donagh Chairs the College Health & Safety Committee and Andrea Marcelin is a member of the Committee | EQ-328, Grangegorman | Deanarttourism@tudublin.ie  [Andrea.marcelin@tudublin.ie](mailto:Andrea.marcelin@tudublin.ie) and cmartstourism@tudublin.ie | 353 1 2205442  353 1 2206155 |
| **Dean’s Office**  **First-Aider** | Yvonne McGlynn  (completed 25 January 2019) | EQ-328, Grangegorman | Yvonne.mcglynn@tudublin.ie | 353 1 2205446 |
|  |  |  |  |  |
| **Elected Staff Safety Representative** | Dr Brian Murphy (attends the College Safety Team meetings) | CQ-101, Grangegorman | Brian.murphy@tudublin.ie | 353 1 2205820 |
|  |  |  |  |  |
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# 

# LISTING OF DEAN’S OFFICE STAFF

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Existing Location** | **Room** | **New Phone No.** |
|  |  |  |  |  |
| Dr Orla Mc Donagh | Dean, Faculty of Arts & Humanities | EQ-328, Grangegorman | RD103 | 353 1 2205442 |
| Dr Muireann O Keeffe | Head of Learning & Research Development | EQ-328, Grangegorman | RD103 | 353 1 2205443 |
| Dr Matt Bowden | Head of Research | EQ-328, Grangegorman | RD103 | 353 1 2205444 |
| Andrea Marcelin | College Manager | EQ-328, Grangegorman | RD103 | 353 1 2206155 |
| Yvonne McGlynn | Executive Assistant to the Dean | EQ-328, Grangegorman | RD103 | 353 1 2205446 |
| Sharon Kane  (work sharing) | College Manager's Assistant | EQ-328, Grangegorman | RD103 | 353 1 2205447 (Shared) 353 1 2206154 |
| Anne Marie Fidgeon (work sharing) | College Manager's Assistant | EQ-328, Grangegorman | RD103 | 353 1 2205447 (Shared) 353 1 2206157 |
| Vacant | Research Assistant | EQ-328, Grangegorman | RD103 | 353 1 2205448 |

# 

# EMERGENCY CONTACT INFORMATION AND EMERGENCY SERVICES CONTACT DETAILS

## TU Dublin City Internal Contact Numbers

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

## External Emergency Contact Numbers

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

**INTRODUCTION & SCOPE**

The scope of Safety Arrangements & Risk Assessments Document is confined to the Dean’s Office in the College of Arts & Tourism based in the University’s campus of Grangegorman.

The College of Arts & Tourism incorporates the following Schools who will each have their own separate Safety Arrangements & Risk Assessments Document/ Safety Statement:

1. Conservatoire
2. Culinary Arts & Food Technology
3. Creative Arts
4. Hospitality Management & Tourism
5. Languages, Law & Social Sciences
6. Media

**The scope of our operations include:**

The Dean oversees the leadership team, with responsibility for strategy and planning. In addition, the Dean is the link between the University Operations and Resources Committee (senior leadership team) and academics, programmes and schools. The Dean identifies and facilitate opportunities for collaboration across different schools in the College.

The Dean has a team in the Dean’s Office who are responsible for:

Best practice in teaching, learning and assessment across schools;

Managing the QA processes;

Working with researchers within the College and central Research;

Working with schools and central services to develop and manage partnerships;

* Supporting schools, engaging with professional services and school administration.

**For all Policies and Procedures on a University level see the** [**TU Dublin City Centre Safety Statement**](http://www.dit.ie/media/healthandsafety/documents/Technological%20University%20Dublin%20City%20Centre%20Safety%20Statement%2020192020%20finalenporterinc.pdf)**. 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/)

## Assembly Points: Grangegorman Campus:

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

# **Grangegorman Campus**

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

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

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

### Assembly Point A - North House, Grangegorman

### Assembly Point A - North House Grangegorman

### Assembly Point B - Courtyard, Grangegorman



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

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

## Central Quad - ****Main Pitches****

## East Quad - Lower House Carpark

## Lower House - Lower House Carpark

# **Park House Grangegorman**

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

****

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

**INJURY/ UNWELL**

**FIRST-AID ARRANGEMENTS:**

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

Student Health Centre (01) 2207024 / 2207025

Health & Safety Office 087 9809194/ 087 9809131

/ 087 9809135

**USE THE TRAFFIC LIGHT COLOURS**

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

**TO ASSESS & TREAT**

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

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

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

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

|  |  |
| --- | --- |
| Location of First-Aid Equipment | |
| First-Aid Kits | First-aid kits are available at the front desk/reception in main buildings and also at:.  Room EQ-328 (Dean’s Office) Kitchen Area, Third Floor, East 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 [health and safety website](http://www.dit.ie/healthsafety/incidentreporting/).  website |
| Emergency Showers | Not applicable |
| Eye-Wash Stations | Not applicable |

**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 |
| Lower House, Grangegorman | First Aid Room, Ground Floor |
| Rathdown House, Grangegorman | Room RD003, Ground Floor |
| Park House  Grangegorman | Room PH-LG 08 |

## 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** |
| Not applicable |  |  |  |
|  |  |  |  |

Specialised training: N/A

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **HAZARD CHECKLIST**  *(please tick yes or no)* | **No** | **YES** | ***If YES, please provide details*** |
| **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 | Shared Printer/Photocopier/Shredder. Could be a hazard if not cleaned between use, especially during the COVID-19 pandemic. |
| Electricity |  | Yes | Ensure that all plugs are operating correctly (i.e. not using overloaded gangplank sockets and not inserting plugs into wall sockets whose wall(s) are cracked). No loose wires and cables should be installed neatly and correctly |
| Hand Tools | No |  |  |
| Heat Sources /  High Temperatures /  Hot Surfaces | No |  |  |
| Instrumentation | No |  |  |
| Manual Handling |  | Yes | Lifting/moving boxes/reams of photocopying paper/stationery. Each member of staff must complete manual training programme. |
| Lifting Equipment / Mechanical Aids | No |  |  |
| 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 | No |  |  |
| Young Persons | No |  |  |
| People with Disabilities | No |  |  |
| Visitors |  | Yes | Visitors (external) are to be briefed on evacuation procedures. |
| Contractors/ Service Providers | No |  |  |
| **Psychosocial**  e.g. Violence,  aggression, stress, bullying, harassment,  horse play | No |  |  |
| **OTHER HAZARDS /**  **ANY OTHER RELEVANT INFORMATION :** | No | |  |

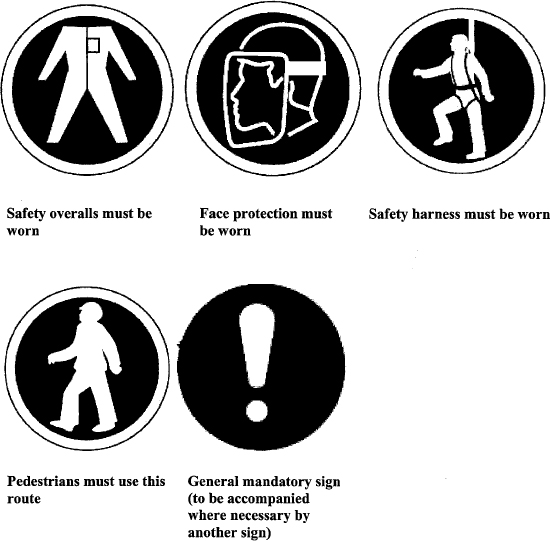
**Personal Protective Equipment (PPE)**

All PPE and safety equipment purchased by the Dean’s Office (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** |  |
| **Laboratory Coat (Howie)** |  |
| **Safety Shoes** |  |

During the COVID-19 pandemic and as referenced in the University’s published [our guide to working with Covid-19](https://www.tudublin.ie/media/intranet/covid19/documents/Working-with-COVID-19.pdf) , staff in the Dean’s Office will be required to wear face masks – see extract below:

## Extract from “our guide to working with COVID-19” ref. 2.5

## “Face Coverings

In line with guidelines, face coverings are recommended in crowded workplaces. Based on assessment, the University has concluded that, wearing a face covering is mandatory in the Library as well as in all other indoor areas on campus. Therefore, if staff or students cannot wear a face covering for reasons of a disability or a medical condition, staff should consult their GP for advice, and students should consult the Student Health Centre. Supporting medical documentation must be available on request. These precautions are in place to protect the health of everyone on campus.

The wearing of a face covering or mask is not a substitute for infection and prevention controls, but is considered an addition. When worn, they should be clean and they should not be shared or handled by other colleagues.”

**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.

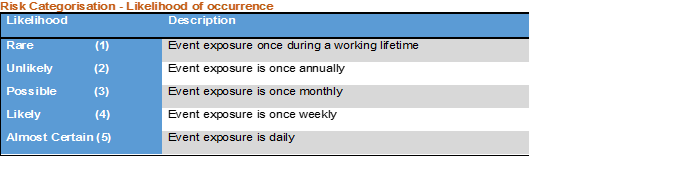
The School/Function must identify hazards in the workplace, assess the risk to safety and health and control these risks as far as is reasonably practicable.

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 DEAN’S OFFICE**

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| PHYSICAL | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **001** | **Fire**  **Emergency Response & Evacuation**  **Who is harmed:**   * Staff members * Students * **Visitors** * **Contractors/ Service providers** * Sensitive risk groups * young persons * pregnant women * people with disabilities | * Staff unfamiliar with evacuation procedure * Lack of evacuation drills * Improper storage of materials * Smoking in undesignated areas * Faulty electrics * Inadequate emergency equipment * Misuse of equipment | * Staff trained in Emergency Response Training (ERT) * Sufficient firefighting equipment available break glass units, extinguishers, fire blanket Firefighting equipment and detection systems maintained and tested * Fire and evacuation signage in place * Emergency and first-aid procedures posted * Good housekeeping standards maintained * Waste removed regularly * Evacuation procedure practiced each semester * Assembly point known to occupants * Several means of escape present and known to occupants * Occupants escort visitors out * Emergency exits are clearly marked and free from obstructions * Emergency lighting in place * Staff members act as evacuation marshals * No smoking policy in place * Scheduled maintenance of buildings services (heating, electricity, ventilation etc.) * Hot work permit system in place * Compliance with building regulations * Site specific Emergency Manual available on the website [www.dit.ie/safework](http://www.dit.ie/safework) * Induction to be provided to staff and students for the transition to the Grangegorman site | * Maintain current controls * Ensure compliance with 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 | **With current controls:**  **1**  **With Actions applied:**  **1** | **Sodexo, Estates Office, Dean and all staff**  **All staff**  **Dean, and all staff** | **Ongoing**  **Ongoing**  **On going** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **002** | **Manual Handling**   * Office supplies/   documents/ equipment  **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 – staff implement safe manual handling principles covered in training * Manual handling risk assessments completed as required by OHO’s * Good housekeeping maintained * Suitable environment * Implement team lifting were required with assistance from colleague(s) * Contact Estates Office for assistance if required * Adequate lighting maintained * Report issues and health concerns to line manager * Items not stored above shoulder height * Passenger lift available in buildings * Ensure shelving is safe and fit for use – visual check carried out * Trollies available to transport material * Wear PPE if necessary | * Maintain current controls * Refresher training to be carried out where necessary * Dean/Managers must correct any staff member who may be lifting loads improperly * Matrix of staff members who require training to be compiled * Ensure racking/ shelving is maintained and checked for stability * Heavy or large/unwieldy loads are broken down into more manageable weights or are lifted by 2 people * Work is planned to avoid long distances, repetition, twisting, bending and/or unstable posture * Place heavier items on shelving at mid-rift level and lightweight items at higher levels * Use steps to access shelving if necessary * Designated contractors to be utilized for the move of office equipment | **With current controls:**  **1**  **With Actions applied:**  **1** | **All staff**  **Dean/Managers**  **Estates Office**  **All staff**  **Estates Office, Dean and Managers** | **Ongoing**  **As necessary**  **As necessary**  **As necessary**  **As necessary** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **003** | **Work Equipment, Machinery & Tools**    **See 009 Office Equipment and** | N/A | N/A | N/A | N/A | N/A | N/A |

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

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| **PHYSICAL** | | | | | | |  | | | |  | | |  | | |  | | |
| **Ref** | | **Hazard** | | **Risk(s) Associated /**  **Description** | | | **Control Measures** | | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | | | **Person(s) Responsible** | | | **Target Date /**  **Status** | | |
| **Current Controls** | **Further**  **Actions Required** | | |
| **005** | | **Noise** | | N/A | | | N/A | N/A | | | N/A | | | N/A | | | N/A | | |
| **PHYSICAL** | | | | | | |  | | | |  | | |  | | |  | | |
| **Ref** | | **Hazard** | | **Risk(s) Associated /**  **Description** | | | **Control Measures** | | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | | | **Person(s) Responsible** | | | **Target Date /**  **Status** | | |
| **Current Controls** | **Further**  **Actions Required** | | |
| **006** | | **Structural:**   * Floors * Walls * Ceilings * Doors * Fixtures and fittings   **Who is harmed:**   * **Staff members** * **students** * **Visitors** * **Contractors/ Service providers** * Sensitive risk groups * young persons * pregnant women * people with disabilities | | * Personal Injury * Slips, Trips and Falls * Collapse * Trapping | | | * Building and associated fixtures and fittings appear to be stable and structurally sound * Defects and hazards are reported to the Sodexo help desk or through online hazard reporting * Windows and doors opening / closing safely * Vision panel in place * Swipe access in Grangegorman buildings * CCTV in place | * Maintain current controls * Contact Sodexo Helpdesk if problems arise * Ensure where vision panels fitted on doors are not obstructed * Maintenance and inspection programme to be implemented | | | **With current controls:**  1  **With Actions applied:**  1 | | | **Sodexo, Dean and all staff**  **All staff**  **Sodexo Office** | | | **Ongoing**  **As necessary**  **Ongoing** | | |
| **PHYSICAL** | | | | | |  | | | | | |  | | |  | | |  | |
| **Ref** | | **Hazard** | | **Risk(s) Associated /**  **Description** | | **Control Measures** | | | | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | | | **Person(s) Responsible** | | | **Target Date /**  **Status** | |
| **Current Controls** | | | | **Further**  **Actions Required** | |
| **007** | | **Slips, Trips & Falls**   * Flooring type:   Carpet/ tiles  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors/ Service providers** * Sensitive risk groups * young persons * pregnant women * people with disabilities | | * Slips, trips and falls * Uneven surfaces * Wet floor conditions * Raised obstacles | | * Sodexo to ensure upkeep and ensure floors are maintained * All routes kept clear and unobstructed * SOP for cleaning and spillages – see [Sodexo risk assessments](http://www.dit.ie/healthsafety/ditsafetystatements/) * Use of warning signage where appropriate * Report hazards * Good cable management maintained * Changes in floor levels identified and marked * Door mats provided at entrance (main entrance) * Hand-rail on steps/stairs * Stair nosing fitted with anti-slip finish * Adequate lighting * Good housekeeping maintained | | | | * Maintain current controls * Staff should not leave drawers and filing cabinets open which could cause trip hazards * Ensure floor cleaning takes places in the building when traffic is at a minimum | | **With current controls:**  **2**  **With Actions applied:**  **2** | | | **Sodexo and all staff**  **All staff**  **Cleaning contractors (Sodexo)** | | | **Ongoing**  **Ongoing**  **Ongoing** | |
| **PHYSICAL** | | | | | | |  | | | |  | | |  | | |  | | |
| **Ref** | | **Hazard** | | **Risk(s) Associated /**  **Description** | | | **Control Measures** | | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | | | **Person(s) Responsible** | | | **Target Date /**  **Status** | | |
| **Current Controls** | **Further**  **Actions Required** | | |
| **008** | | **Access and Egress**   * Opening Times:   Opening times are on the [TUwebsite](http://www.dit.ie/buildingsoffice/ditbuildingopeningclosinghours/)  **Who is harmed:**  **Staff members**  **Students Visitors**   * **Contractors/ Service providers** * Sensitive risk groups * young persons * pregnant women * people with disabilities | | * Security threats * Threats from public * Violence / Assault * Unwanted visitors | | | * Front desk/reception is manned at all times by Estates Staff * Sign in key system in place * Security camera in common areas * Suspicious activity reported to Estates   Office/ control centre   * Rooms locked when not in use * Vision panels on doors * Swipe access in Grangegorman buildings | * Maintain current controls * Do not allow suspect individuals access – inform person on the Front desk /control centre * Ensure vision panels on doors are not obstructed | | | **With current controls:**  **2**  **With Actions applied:**  **2** | | | **Estates Office and all Building Occupants**  **All Building Occupants** | | | **Ongoing**  **Ongoing** | | |
| **PHYSICAL** | | | | |  | | | | | | | |  | | |  | | |  |
| **Ref** | **Hazard** | | **Risk(s) Associated /**  **Description** | | **Control Measures** | | | | | | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | | | **Person(s) Responsible** | | | **Target Date /**  **Status** |
| **Current Controls** | | | | **Further**  **Actions Required** | | | |
| **009** | **Office Equipment:**   * Desktop PCs photocopiers, printers, shredders, guillotines, filing, cabinets,   laptops  **Who is harmed:**   * **Staff members** * **student** * **Visitors** * **Contractors/ Service providers** * Sensitive risk groups * young persons * pregnant women * people with disabilities | | * Changing toner etc.: chemical contact * Clearing jams: burns * Not wearing gloves * Not turning off electrical supply * Incorrect disposal * Personal injury * Lack of information / training | | * Gloves to be worn when changing cartridges/ toners and hands washed after use * Power turned off before clearing jams (from standard printer) * Scheduled maintenance on IS equipment * Correct disposal of waste cartridges (as per manufacturer’s directions) * Manufacturer’s instructions followed for use * Printers supported and maintained by service provider * PCs supported and maintained by Information Services * Ensure no loose or dangling clothing/personal effects when operating equipment with moving/rotating parts * Do not overload electrical sockets * Filing cabinets fitted with ant-tilt mechanism * Label defective equipment and report to line manager * Avoid using laptops for long periods of time, do not use as a replacement to desk based computers * Sharing of printer/photocopier/shredder in the office could be a hazard if not cleaned after each use especially during the COVID-19 pandemic | | | | * 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 * Each member of staff to clean the printer/photocopier/shredder after use | | | | **With current controls:**  **1**  **With Actions applied:**  **1** | | | **Dean and all staff** | | | **Ongoing** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **010** | **Ergonomics**  **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 Officeif 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 maintained * 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:**  **2**  **With Actions applied:**  **2** | **All staff**  **All staff**  **Dean’s Office**  **Sodexo** | **Ongoing**  **As necessary**  **As necessary**  **As necessary** |

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

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **012** | **Transport**   * Vehicles/ deliveries/ car park   **Who is harmed:**   * **Staff members** * **Visitors** * **Contractors** * **Young persons** * **Pregnant** * **Postgraduates** * **People with disabilities** | * Injury to person/ struck by vehicle * Poor access and egress | * Deliveries coordinated with suppliers * Delivery vehicles have access via the East Quad delivery of goods entrance. * Safe parking – delivery vehicles and staff cars park in designated parking area in the car park (white box) * Obey Speed limit * Designated area for loading and unloading goods * Report defects to line manager * Adequate lighting provided * Hi Vis clothing available for Estates staff | * Maintain current controls * Care with vehiclecollision in the event of evacuation from buildings * A marshal must be appointed to supervise evacuations and wear a high visibility jacket when directing people * Garda assistance to be sought if traffic calming measures are required in the event * Grangegorman: Construction traffic use a designated entrance. Hoarding separating construction site. Staff and students are not permitted to access the Grangegorman construction site. * See COVID-19 risk assessment all non-essential travel on hold. | **With current controls:**  **1**  **With Actions applied:**  **1** | **Sodexo, Estates Office, Dean and all staff**  **Sodexo, Estates Office and all staff**  **Sodexo/Estates Office**  **Construction contractors, staff and students** | **Ongoing**  **Ongoing**  **Ongoing**  **Ongoing** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **013** | **Hot Surfaces / Liquids / Solids**   * Catering appliancesin staff room/ canteen:   kettle/ toaster/ microwave/ burco boiler  **Who is harmed:**   * **Staff members** * **Visitors** * **Contractors/ Service providers** * Sensitive risk groups * young persons * pregnant women   people with disabilities | * Contact burns * Scalds * Spillage | * Warning signage – hot surface * Heat shielding of hot surfaces * Equipment well maintained * Use of lids/covers to prevent spillages * Procedure for dealing with spillages (see Sodexo risk assessments) * It is Policy that use of domestic appliances by students or staff in classrooms and offices is prohibited | * Maintain current controls | **With current controls:**  **2**  **With Actions applied:**  **2** | **All staff** | **Ongoing** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **014** | **Pressure Systems**  **Examples** | N/A | N/A | N/A | N/A | N/A | N/A |
| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **015** | **Radiation** | N/A | N/A | N/A | N/A | N/A | N/A |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **016** | **Vibration** | N/A | N/A | N/A | N/A | N/A | N/A |
| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **017** | **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 | * Room users can adjust heating levels * Heating in working order * Electrics appear to be up to standard/or not * Cables neatly positioned * Contact Sodexo helpdesk if problems or defects arise * Service and maintenance by competent person * Combustible material kept away from heat source * Heat source kept clear and free from obstruction * Environmental monitoring from the Health & Safety Office on request * Adequate ventilation * Fire detection systems in place | * Maintain current controls * Contact Sodexo if problems or defects arise | **With current controls:**  **1**  **With Actions applied:**  **1** | **Sodexo, Estates Staff and all staff**  **All staff** | **On going**  **As necessary** |

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| **PHYSICAL** | | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **018** | **Lighting**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant** * **Postgraduates** * **People with disabilities** | * Inadequate lighting * Glare * Slips, trips, falls | | * Adequate lighting * Sensor lighting – turns on when it detects persons in a room * Report defects * Protective coverings * Environmental monitoring from the Health & Safety Office on request * Service and maintenance by competent person | * Maintain current controls * Contact Sodexo Office helpdesk if problems or defects arise * Emergency lighting of adequate intensity should be provided where required * Contact Sodexo for changing light fittings where required | **With current controls:**  **1**  **With Actions applied:**  **1** | **All staff**  **Sodexo**  **All staff** | **On going**  **As necessary**  **As necessary** |
| **PHYSICAL** | | |  | | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | | **Further**  **Actions Required** |
| **019** | **Ventilation and Temperature**   * Sash windows, and windows that open in or out present * Remove sash   **Who is harmed:**   * **Staff members** * **students** * **Visitors** * **Contractors/ Service providers** * Sensitive risk groups * young persons * pregnant women * people with disabilities | * Environment too hot or cold * Inadequate ventilation * Falls from heights from windows | * Openable windows available for intake of fresh air * Blinds in place and in working order * Suitable equipment/devices available for the opening and closing of high level windows * Report defects to line managers of time, do not use as a replacement to deskbased c * Service and maintenance of ventilation system by competent person * Office temperature of at least 17.5 degrees (after one hour of work) * Environmental monitoring from the Health & Safety Office on request * Ventilation filter units are cleaned as part of general maintenance in accordance with the manufacturer's instructions | | * Maintain current   controls   * Contact Sodexo Helpdesk   Office if problems or defects arise   * All ventilation, heating and air conditioning systems are used and maintained in accordance with the manufacturer's instructions | **With current controls:**  **1**  **With Actions applied:**  **1** | **Sodexo, Estates and all staff**  **All staff**  **Sodexo, Estates Office and all staff** | **Ongoing**  **As necessary**  **Ongoing** |

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| **PHYSICAL** | | | |  | | | | |  | |  | |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | | **Control Measures** | | | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | | **Person(s) Responsible** | | **Target Date /**  **Status** |
| **Current Controls** | | | **Further**  **Actions Required** | |
| **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 new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician * All works servicing and testing is carried out as per regulations by a competent qualified electrician * Shut down when not in use and end of day * Contact Estates Office if problems arise * Adequate protection for circuit boards, distribution boards etc. * Report defects to line manager, take equipment out of use * Good housekeeping maintained * Suitable fire extinguishers provided * Switch off equipment before cleaning or making adjustments * Enclosures/covers are in place to prevent contact with live electrical equipment/ parts * Damaged extension leads are repaired or removed from use * Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations * Work on live electrical equipment is avoided where reasonably practicable * Electrical equipment and fittings are suitable for the work environment * Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person | | | * Maintain current control * Contact Sodexo helpdesk if problems arise * Do not overload sockets * Keep use of adaptors and extension leads to a minimum * PAT testing of portable electrical appliances subject to wear and tear | | **With current controls:**  **1**  **With Actions applied:**  **1** | | **Sodexo, Dean and all staff**  **All staff**  **Dean & all staff** | | **Ongoing**  **As necessary**  **As necessary** |
| **PHYSICAL** | | | | |  | | |  | |  | |  | |
| **Ref** | **Hazard** | | **Risk(s) Associated /**  **Description** | | **Control Measures** | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | | **Person(s) Responsible** | | **Target Date /**  **Status** | |
| **Current Controls** | **Further**  **Actions Required** | |
| **021** | **Asbestos** | | N/A | | N/A | N/A | | N/A | | N/A | | N/A | |
| **PHYSICAL** | | | | |  | | |  | |  | |  | |
| **Ref** | **Hazard** | | **Risk(s) Associated /**  **Description** | | **Control Measures** | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | | **Person(s) Responsible** | | **Target Date /**  **Status** | |
| **Current Controls** | **Further**  **Actions Required** | |
| **022** | **Confined Spaces** | | N/A | | N/A | N/A | | N/A | | N/A | | N/A | |

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| **PHYSICAL** | | |  | | | |  | |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | | **Further**  **Actions Required** | |
| **023** | **Lasers** | N/A | N/A | | N/A | | N/A | | N/A | N/A |
| **PHYSICAL** | | | |  | | |  |  | |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | | **Control Measures** | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | | **Target Date /**  **Status** |
| **Current Controls** | | **Further**  **Actions Required** |
| **024** | **Construction / Maintenance Work**  **Example:**   * Building contractors   **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors/ Service providers** * Sensitive risk groups * young persons * pregnant women * people with disabilities | * N/A | | N/A | | N/A | N/A | Sodexo | | As necessary |

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| OPERATIONAL | | | | | |  | | |  |  |  |
| **Ref** | **Hazard** | | | **Risk(s) Associated /**  **Description** | | **Control Measures** | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | | **Further**  **Actions Required** |
| **025** | **Work Activities / Processes**   * Office based work * Attending meetings * Interaction with staff, students and visitors   **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant** * **Postgraduates** * **People with disabilities** | | | * Verbal abuse / threats * Violence / physical assault * Stress | | * Vision panels fitted on doors * Front desk/ reception manned by Estates * CCTV in common areas * Rooms / offices locked when not in use * Swipe access in Grangegorman buildings * One-to-one appointments/meetings with staff/ students/ visitors held during normal office hours 9.00-5.00 * Staff are training in their area of work | | * Maintain current controls | **With current controls:**  **2**  **With Actions applied:**  **2** | **Dean**  **and all staff** | **Ongoing** |
| **OPERATIONAL** | | | | |  | | | |  |  |  |
| **Ref** | | **Hazard** | **Risk(s) Associated /**  **Description** | | **Control Measures** | | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | | **Further**  **Actions Required** | |
| **026** | | **Housekeeping**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant** * **Postgraduates** * **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 common areas | | * Maintain current controls * Arrange weekly spot checks of areas to ensure escape routes and emergency exits are kept clear and unobstructed * Any signs of vermin to be reported to Sodexo immediately and Pest Control notified | | **With current controls:**  **1**  **With Actions applied:**  **1** | **All staff**  **Sodexo**  **All staff** | **Ongoing**  **Ongoing**  **As necessary** |
| **OPERATIONAL** | | | | | |  | | |  |  |  |
| **Ref** | | **Hazard** | **Risk(s) Associated /**  **Description** | | | **Control Measures** | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | | **Further**  **Actions Required** |
| **027** | | **Cleaning**   * Cleaning contractor: Noonan   **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant** * **Postgraduates** * **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 * PPE for cleaning staff * Proper labeling of cleaning agents * Information and training for cleaning staff * Signage (e.g. wet floor signs) available and used * Proper storage of cleaning equipment and cleaning substances * Use of appropriate cleaning equipment * Report defects and hazards * Manual handling training * Estates Office remove recycling bins and cleaning contractors (Sodexo) remove waste on a regular basis * Standard Operating Procedures (SOPs) in place - see [Noonan risk assessment](http://www.dit.ie/healthsafety/ditsafetystatements/) | | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Sodexo cleaning staff, Estates and supervisors and all staff** | **Ongoing** |
| **OPERATIONAL** | | | | | |  | | |  |  |  |
| **Ref** | | **Hazard** | **Risk(s) Associated /**  **Description** | | | **Control Measures** | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | | **Further**  **Actions Required** |
| **028** | | **Waste Disposal & Removal**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant** * **Postgraduates** * **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 | | | * General waste and recycling bins present throughout Estates * 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 * PPE worn by cleaning staff * See Sodexo risk assessments * Report hazards to line manager | | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Cleaning staff (Sodexo) and all staff** | **Ongoing** |

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| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **029** | **Signage and Documentation**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant** * **Postgraduates** * **People with disabilities** | * Lack of knowledge regarding safety procedures | The following signage is in place throughout all buildings:   * Emergency Exit * Emergency First-aid Procedure * Evacuation plan * Safety Notice point * No Smoking * Emergency contact numbers * Refuge point | * Observe signage * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **All staff** | **Ongoing** |
| **OPERATIONAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **030** | **Incidents**  **Hazard Reporting**  **First-aid**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant** * **Postgraduates** * **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/ reception, first-aid room on the ground floor, in Kitchen area on 3rd Floor in East Quad and also in EQ-328, Dean’s Office on the third floor * All incidents to be reported immediately and an incident report form completed (available [on-line](http://www.dit.ie/healthsafety/incidentreportform/) or at the Front desk) * Additional supplies available from Health & Safety Office on request * List of trained first-aiders posted [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 | * Maintain current controls | **With current controls:**  **1**  **With Actions applied**  **1** | **All staff** | **Ongoing** |

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| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** | | |
| **031** | **Use of Ladders / Working at Height** | * Falls from height * Falling objects * Falls through fragile roofs * Slips, trips and falls * Manual handling injuries * Inclement weather | * Avoid working at heights if possible * Only trained staff are permitted to use ladders * Users ensure they inspect ladder before use * Users follow manufacturer’s instructions when using mobile steps/ ladders * Store all items/ material below shoulder height * Report defects to line manager * Staff attend mandatory Manual handling training   (refresh every 3 years)   * Ladder safety training available on request through the Health & Safety Office | * Maintain current controls * Seek assistance from Estates Office staff if required * Step stools may be used by staff but should be inspected frequently * Items should not be thrown from a height * Appropriate work equipment e.g. scaffolding, mobile working platforms, scissors lifts, are used to prevent falls where work at height cannot be avoided | | | **With current controls:**  **1**  **With Actions applied:**  **1** | | **All staff, Dean and College Manager**  **All staff**  **Sodexo, Estates Office** | **Ongoing**  **Ongoing**  **As necessary** |
| **OPERATIONAL** | | |  | | |  | |  | |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | | **Person(s) Responsible** | | **Target Date /**  **Status** |
| **Current Controls** | | **Further**  **Actions Required** |
| **032** | **Out of Hours Access / Lone Working** | N/A | N/A | | N/A | N/A | | N/A | | N/A |

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| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | | **Control Measures** | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | | **Further**  **Actions Required** |
| **033** | **Trips/ Travel**  **See School Safety Statements/ Safety Arrangement & Risk Assessment (Note the controls in the COVID-19 risk assessment for trips/ travel applies until further notice.** | * Injuries * Medical emergencies * Accidents and incidents * Missing persons * Substance abuse * Road Traffic Accidents * Inclement weather * Site terrain * Chemical   Human Factor | | * trip/ travel Guidelines in place * Separate trip/ travel risk assessment template completed for each trip and control measures implemented | | * Head of School responsible to designate person(s) to co-ordinate trips/ travel | **1** | **Dean’s Office Staff** | **As necessary** |
| **OPERATIONAL** | | | |  | | |  |  |  |
| **Ref** | **Hazard** | | **Risk(s) Associated /**  **Description** | **Control Measures** | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** | |
| **034** | **Work Placement**  **See School Safety Statements** | | N/A | N/A | N/A | | N/A | N/A | N/A |

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| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **035** | **Events Hosting**   * E.g. Hosting conferences, seminars   **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant** * **Postgraduates** * **People with disabilities** | * Injuries * Accidents and incidents * Unfamiliar with 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:**  **1**  **With Actions applied:**  **1** | **Dean and all staff** | **Ongoing** |

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| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | | **Person(s) Responsible** | | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** | |
| **036** | **Conferences / Seminars**   * Staff attending conferences/ seminars/ training   **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 and University * Approval sought from Line Manager as per University procedures | * Maintain current controls | | **With current controls:**  **1**  **With Actions applied:**  **1** | | **Dean and all staff** | | **Ongoing** |
| **OPERATIONAL** | | |  | | | |  | |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | | **Further**  **Actions Required** | |
| **037** | **Storage**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant** * **Postgraduates** * **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 to material * Storage avoided above shoulder height where possible * Items stored appropriately * Items segregated where necessary * Storage units and shelving secure and fit for purpose * Staff trained in manual handling * Appropriate signage in place * Items not stored in walkways * Defects reported to line manager * Adequate lighting and ventilation | | * Maintain current controls * Stability of shelving: complete examination & testing | | **With current controls:**  **1**  **With Actions applied:**  **1** | | **All staff**  **Sodexo, Estates Office** | **Ongoing**  **As necessary** |

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| HUMAN FACTORS | | |  | |  |  |  |
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| **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 | * 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 * A room made available where necessary (for expressing milk) * Follow medical advice | * Pregnant employees and nursing mothers to contact Occupational Health Advisor Orlaith Waters to ensure a risk assessment is carried out | **With current controls:**  **1**  **With Actions applied:**  **1** | **All staff** | **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **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 * See School Safety Statements | * Induction process * Training and supervision * Child Protection Policy * Emergency plans in place * Report all incidents and accidents to University Health & Safety Office * Student support services available * Garda vetting in place | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **All staff** | **Ongoing** |
| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **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 * Disabled toilet located in buildings * Health & Safety Induction available to staff | * Staff with disabilities to contact Occupational Health Officer Orlaith Waters to ensure a risk assessment is carried out * Advise visitors to the Function to notify host in advance of any special needs | **With current controls:**  **2**  **With Actions applied:**  **2** | **All staff**  **Dean and all staff** | **Ongoing**  **As necessary** |
| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **041** | **Sensitive Work Groups:**  **New Recruits** | * Lack of experience * Lack of training * Injuries * Accidents and incidents * Lack of training and experience * Lack of familiarity with work environment, work practices and emergency plans | * Health and safety Induction available (in person or online) * Line Manager gives induction for Function * Mandatory training to be completed as soon as possible after recruitment * Supervision of new staff | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Dean and all staff** | **Ongoing** |
| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **42** | **Sensitive Work Groups:**  **Undergraduates** | * Lack of experience * Lack of training * Injuries * Accidents and incidents * Lack of familiarity with work environment, work practices and emergency plans * See School Safety Statements | * Induction programme for new students * Supervision by staff in practical environments e.g. workshop classes, trips etc. * Emergency procedures in place * First-aid facilities available * Task-specific instructions/ demonstrations provided by staff * Student support services available | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Dean and staff** | **Ongoing** |
| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **043** | **Sensitive Work Groups:**  **Postgraduates** | * Lack of experience * Lack of training * Injuries * Accidents and incidents * Lack of familiarity with work environment, work practices and emergency plans * See School Safety Statements | * Induction available (in person or online) * Supervisor gives induction for department/ School * Mandatory training to be completed as soon as possible after recruitment * Supervision of postgraduates | * Maintain current control | **With current controls:**  **1**  **With Actions applied:**  **1** | **Dean and staff** | **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **044** | **Stress**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant** * **Postgraduates** * **People with disabilities** | * Physical health effects * Mental health effects * Behavioural effects * Cognitive effects * Workload | * Communication between staff and management * Employee Assistance Programme (EAP) in place * Occupational Stress Management Policy & Procedures in place * Risk Assessment carried out by management * Training courses available on Stress Management, Time Management personal skills etc. * Student health centre and counselling service available | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Dean and all staff** | **Ongoing** |
| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **045** | **Violence**   * Dealing with staff/ contractors/ service providers on a one to one bases   **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant** * **Postgraduates** * **People with disabilities** | * Theft * Attacks/assault | * Emergency Response Training (ERT) mandatory for staff * Porter on duty at front desk * staff report suspect individuals to Estates Office * Adequate lighting * Rooms locked when not in use * CCTV in common areas * Vision panels fitted on doors * Swipe access in Grangegorman buildings | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Dean and all staff** | **Ongoing** |
| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **046** | **Bullying & Harassment**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant** * **Postgraduates** * **People with disabilities** | * Effects on physical and mental well-being | * Dignity at Work: Anti Bullying & Harassment Policy in place * Dignity at Work training programme for staff * Dignity at Work contact persons available * Employee Assistance Programme (EAP) in place * Procedure for complaints and investigations | * Maintain current controls | **With current controls:**  **1**  **With Actions applied:**  **1** | **Dean and all staff** | **Ongoing** |

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| **HUMAN FACTORS** | | | | | | |  | | |  | |  | |  | |
| **Ref** | **Hazard** | | | | **Risk(s) Associated /**  **Description** | | **Control Measures** | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | | **Person(s) Responsible** | | **Target Date /**  **Status** | |
| **Current Controls** | | **Further**  **Actions Required** |
| **047** | **Welfare Facilities:**  **Sanitary Facilities;**  **Staffroom / Canteen** available in Grangegorman    **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant** * **Postgraduates** * **People with disabilities** | | | | * Inadequate facilities * No potable water * No means for boiling water / heating food * No seating / resting area * No hand-washing facilities | | * Canteen present with seating facilities * Drinking water available * Hot and cold water available in sanitary facilities * Disabled toilet available * Adequate sanitary facilities available * Hand washing facilities adequate. | | * Maintain current controls * Care to be taken with hot surfaces, hot drinks and boiling water | **With current controls:**  **1**  **With Actions applied:**  **1** | | **All staff** | | **Ongoing** | |
| **HUMAN FACTORS** | | | | | |  | | | | |  | |  | |  |
| **Ref** | | **Hazard** | | **Risk(s) Associated /**  **Description** | | **Control Measures** | | | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | | **Person(s) Responsible** | | **Target Date /**  **Status** |
| **Current Controls** | | **Further**  **Actions Required** | | |
| **048** | | **Visitors**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant** * **Postgraduates** * **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 and control centre manned at all times by Estates * Visitors report to Front desk/reception * Safety booklets and safety wallet cards available * Signage in place – evacuation plans etc. * Risk assessments completed for specific events where groups of visitors are expected * CCTV in building * Swipe access in Grangegorman buildings * Deliveries handled by Estates Office staff * Visitors briefed on emergency procedures by the person they are visiting | | * Maintain current controls | | | **With current controls:**  **1**  **With Actions applied:**  **1** | | **All staff** | | **Ongoing** |
| **HUMAN FACTORS** | | | | | | |  | | |  | |  | |  | |
| **Ref** | | | **Hazard** | | **Risk(s) Associated /**  **Description** | | **Control Measures** | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | | **Person(s) Responsible** | | **Target Date /**  **Status** | |
| **Current Controls** | | **Further**  **Actions Required** |
| **049** | | | **Contractors / Service Providers**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant** * **Postgraduates** * **People with disabilities** | | N/A | | N/A | | N/A | N/A | | N/A | | N/A | |

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| **HUMAN FACTORS** | | |  | |  |  | |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **050** | **Behaviour**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant** * **Postgraduates** * **People with disabilities** | * Aggression * Violence * Stress * Bullying * Harassment | * 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 * Disciplinary procedures in place * Procedure for the Resolution of Disputes/Grievances in place | * Follow procedures in Dignity at Work: Anti Bullying & Harassment Policy | **With current controls:**  **1**  **With Actions applied:**  **1** | **Dean and all staff** | | **Ongoing** |
| **HUMAN FACTORS** | | |  | |  |  |  | |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** | |
| **Current Controls** | **Further**  **Actions Required** |
| **051** | **Personal Protective Equipment (PPE)**  **Who is harmed:**   * **Staff members** * **Visitors** * **Pregnant** * **Postgraduates** * **People with disabilities** | * **Contract COVID-19 if precautions not taken** | * **Face covering to be worn in public areas of the College during the COVID-19 pandemic** * **Staff are responsible for their own face covering, ensuring they are used safely and correctly** * **See COVID-19 risk assessment** | * **Estates to have spare disposable face coverings if required** | **With controls:**  **1** | **All Staff** | **For duration of the Pandemic** | |

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| **CHEMICAL** | | |  | | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | | **Further**  **Actions Required** |
| **052** | **Chemicals** | **N/A** | **N/A** | | **N/A** | **N/A** | **N/A** | **N/A** |
| CHEMICAL | | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **053** | **Gas** | N/A | | N/A | N/A | N/A | N/A | **N/A** |

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| BIOLOGICAL | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **054** | **Biological Agents** | N/A | N/A | N/A | N/A | N/A | **N/A** |

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| PHYSICAL | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **1/2/3/4/5**  **Severity x Likelihood** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Further**  **Actions Required** |
| **055** | **Radon** | N/A | N/A | Indoor workplaces at ground floor or basement level to have radon measurements carried out  Where reference levels are exceeded, appropriate measures to be taken | N/A | N/A | N/A |