**School/ Function Safety Arrangements & Risk Assessments, TU Dublin City Campus**

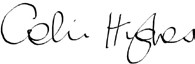


**Graduate Business School (GBS) Safety Arrangements & Risk Assessments**

**2021/2022**

**IMPORTANT:** The Technological University Dublin (TU Dublin) City Safety Statement 2019/2020 now supersedes all School/ Function Safety Statements. This document enclosed therefore ONLY covers the School/ Function safety arrangements and risk assessments. Please refer to the TU Dublin City Safety Statement for other information

|  |  |
| --- | --- |
| **Safety Arrangements & Risk Assessments Document Record** | |
| Version | 3.0 |
| Approval Body |  |
| Effective Date |  |
| Review Date |  |
| Status |  |



**IMPORTANT NOTE:**

This document has been prepared by the Graduate Business School (GBS) 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.

Colin Hughes

Head of School Date: 04/09/21

Edel Niland

Health and Safety Advisor

Name

Occupational Health Advisor

Date:

Table of conents

**School/ Function Safety Arrangements & Risk Assessments, TU Dublin City Campus**

#### NAME OF SCHOOL/FUNCTION CONTACT DETAILS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Role** | **Name** | **Location** | | **Email** | | **Telephone Extension Number** |
| **Head of School/Function** | Colin Hughes | Aungier Street | | [colin.hughes@tudublin.ie](mailto:colin.hughes@tudublin.ie) | | [2206351](tel:+35312206351) |
| **Assistant Head of School** | Dr. Lorraine Sweeney | Aungier Street | | [lorraine.sweeney@tudubln.ie](mailto:lorraine.sweeney@tudubln.ie) | | [220 6352](tel:+35312206352) |
| **School/Function Administrator** | Dylan Payne  (Commencing November, 2021) | Aungier Street | | Dylan.Payne@tudublin.ie | |  |
| **Nominee(s) on College/ Function/Directorate Safety Team** | Ann Masterson | Aungier Street | | Ann.Masterson@tudublin.ie | |  |
| **School/Function First-Aiders** |  |  | |  | |  |
|  |  |  |  | |  | |
| **Elected Staff Safety Representative** |  |  |  | |  | |

**Please see for full listing of all School/Function staff:** [**link**](https://www.dit.ie/business/schools/marketing/staff/)

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

## TU Dublin City Internal Contact Numbers

|  |  |  |
| --- | --- | --- |
| Central Switchboard | (01) 220 5000 | |
|  | | |
| Chaplaincy | (01) 220 7076 | |
|  | | |
| Security Control Centre 24 hour (Orchard House, Grangegorman) | (01) 220 7615  (01) 220 7616  (01) 8385892 | Internal Extension  2999 |
|  | | |
| Student Counselling Service | (01) 220 6233 | |
|  | | |
| Employee Assistance Programme (VHI Corporate Solutions) | Freephone 1800 995 955  (24 hour/ 7 days a week/ 365 days a year) | |
|  | | |
| Estates Helpdesk | (01) 220 7666 | |
|  | | |

|  |  |
| --- | --- |
| Estates Officer | (01) 220 5034  0872250015 |
|  | |
| Health & Safety Advisor | 086 3891080 |
|  | |
| Public Affairs Office | (01) 220 6108 |
|  | |
| Student Health Centres:  *Rathdown house*  *Aungier St.* | (01) 220 7025  (01) 220 7024 |
|  | |
| **FRONT DESK/RECEPTION CONTACTS** | |
| **AUNGIER STREET CAMPUS** | |
| Aungier Street Entrance | (01) 220 7030 |
| Bishop Street Entrance | (01) 220 7031 |
|  | |
| **BOLTON STREET CAMPUS** | |
| Kings Inn Street Entrance | 01) 220 7038 |
| E-Block | (01) 220 7039 |
| Linenhall | (01) 220 7045 |
| Beresford Street | (01) 220 7042 |
|  | |
|  | |
| **GRANGEGORMAN CAMPUS** | |

|  |  |
| --- | --- |
| Rathdown House | (01) 220 7617 |
| Park House | (01) 8385108 |
| Clocktower | 1. 220 8116 |
| Broombridge | 1. 220 7618 |
| Parkhouse | (01) 220 5500 |
| Lower House | 1. 220 8105 |
| National Optometry Centre - Grangegorman East Quad | (01)220 5900 |
|  | |
|  | |

**External Emergency Contact Numbers**

|  |  |  |
| --- | --- | --- |
| **Emergency Services** | 112/999 (If dialling from a landline  phone you may need to dial “0” for an outside line) | |
| **Hospital** | Northside (01) 803 2000 Mater Hospital  Southside (01) 410 3000 St. James Hospital | |
| **Dublin City Council** | (01) 222 22 22 | |
| **Garda Síochána** | **Northside:**  Bridewell: 01 666 8200  Mountjoy Square: 01 666  8600  Fitzgibbon Street: 01 666  8400  Store Street: 01 666 8000 | **Southside:**  Kevin Street: 01 666 9400  Pearse Street: 01 666  9000 |

|  |  |
| --- | --- |
| **Gas Networks Ireland 24- hour Emergency** | 1850 20 50 50 |
| **ESB Fault Emergency Line** | 1850 372 999 Fault and Emergency: 021 4537000 (open 24 hours, 7 days perweek) |
| **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) | 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) |

**School/ Function Safety Arrangements & Risk Assessments, TU Dublin City Campus**

**INTRODUCTION & SCOPE**

**The scope of our operations include: School Programme Portfolio**

|  |  |  |
| --- | --- | --- |
| **Code** | **Postgraduate Programmes (Full-Time)** | **No. of Students** |
| TU309 | MSc Strategic Management | 25 |
|  |  |  |
| **Code** | **Postgraduate Programmes (Part-Time)** | **No. of Students** |
| TU353 | Masters of Business Administration (MBA) | 40 |
| TU366 | MSc Strategic Management | 25 |
| TU222 | MSc Project Management | 20 |
| TU363 | PG Diploma/ MSc Product Management | 30 |
| DT368/DT356 | PG Diploma International Selling | 40 |
| TU156 | CPD Diploma in Global Sales | 9 |
|  |  |  |
|  | **Postgraduate- research** |  |
|  | PhD Registered – full time and part time – Level 10 | 4 |

**Work Placement**

The GBS does not offer work placements.

#### International Students & Study Abroad

There will be no GBS students studying abroad this year. We will have a small number of International students on the MSc Strategic Management (full-time). The MBA has an International Study Tour. This tour usually takes place in October but the 2020 tour has been deferred until we can travel safely and in line with government regulations.

#### Reference any local School 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**
* **Identification of Hazards, Assessment of Risks, Precautions**
* **Implementation and Operation: Safety Arrangements and Information Resources, Roles, Responsibility, Accountability, Authority**
* **Duties of the Employer and Employee under the 2005 Act**
* **Responsibilities of Others**
* **Commitment to Legal Compliance**
* **Protective and Preventative Measures**
* **Competence, Training & Awareness**
* **An Emergency or Serious Danger, including First-aid and Fire**
* **Accident & Dangerous Occurrence Reporting and Investigation**
* **Sensitive Risk Groups**
* **Student Placement**
* **Visitors**
* **Out of Hours Access**
* **Health Surveillance, Health Assessment and Medical Fitness to Work**
* **Personal Protective Equipment (PPE)**
* **Workplace Drugs, Intoxicants and Alcohol**
* **Dignity at Work, Anti-Bullying and Harassment**

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* **Work-Related Stress**
* **Manual Handling of Loads**
* **Use of Display Screen Equipment (DSE)**
* **Work Equipment**
* **Electrical Safety**
* **Biological Agents**
* **Chemical Agents including Carcinogens and Mutagens**
* **Smoke-Free Buildings**
* **Workplace Transport Safety and Traffic Management on Campus**
* **Driving for Work**
* **Asbestos**
* **Radiation Safety**
* **Trips, Travel and Events**
* **Management of Contractors and Service Providers**
* **Safe Systems of Work**
* **Monitoring, review and continuous improvement**
* **Forms and Records**
* **Organisational Safety Responsibilities**
* **Health and Safety Sub-committee and Safety Team Overview**
* **TU Dublin City Safety Team Organisational Structure**
* **Controlled Document Register**
* **Procedure: Hazard Identification, Risk Assessment and Determining Controls.**
* **Procedure: New Risk Assessments and Safe Work Practice Sheets**
* **Terms of Reference: Health and Safety Sub-committee (Reporting to ORC)**
* **Terms of Reference: Safety Teams (Reporting to the Health & Safety Sub-committee)**
* **Terms of Reference: Allergen Working Group**
* **Terms of Reference: Chemical Safety Working Group**
* **Guidance document for school/Function safety committee**
* **TU Dublin City Accident Report Form**
* **Listing of Health and Safety Related Legislation**
* **Risk Assessments**
* **TU Dublin City – Associated Buildings**
* **Technological University Dublin First Response Procedures for all Campus Users**

**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.

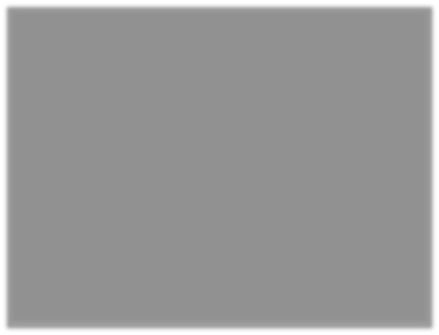
**Evacuation Marshals (ALL EMPLOYEES)**

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.

**The Assembly Points for the Aungier Street Campus are:**

1. **Bishop Street Lane / Kevin Street Path**
2. **Whitefriar Street to Golden Lane**

|  |  |
| --- | --- |
| **Bishop Street Lane / Kevin Street Flats** |  |
| **Whitefriar Street to Golden Lane** |  |



**TU Dublin (CITY) EMERGENCY FIRST-AID PROCEDURE**



**ACCIDENT / INJURY/**

**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) 220 7024/ Northside (Rathdown) Tel: (01) 220  7025 |

**IF IN DOUBT OF SEVERITY OF INJURY/ ILLNESS**



|  |
| --- |
| **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 |



|  |
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|  |
| 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.  Include specific locations in your School/ Function |
| 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 |
| Emergency Showers | Include specific locations in your School/ Function |
| Eye-Wash Stations | Include specific locations in your School/ Function |

**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 |
| Mountjoy Square | Room G2, Ground Floor |
| Rathdown House, Grangegorman | Room RD003, Ground Floor |

## Reporting Accidents/Near misses/Dangerous Occurrencesand 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** |
|  |  |  |  |
|  |  |  |  |

Specialised training

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

|  |  |  |  |
| --- | --- | --- | --- |
| **HAZARD CHECKLIST**  *(please tick yes or no)* | **No** | **YES** | ***If YES, please provide details*** |
| **Biological agents**  e.g. Blood/ food/air/ water borne pathogens, hepatitis  sharps, clinical waste | X |  |  |
| **Chemicals**  e.g. solvents, paints, degreasers cleaning products, asbestos, acetylene | X |  |  |
| **Lasers** | X |  |  |
| **Gases**  (natural gas/ and gases in cylinders) | X |  |  |
| **Physical** |  |  |  |
| Equipment/Machinery | X |  |  |
| Electricity | X |  |  |
| Hand Tools | X |  |  |
| Heat Sources /  High Temperatures / Hot Surfaces | X |  |  |
| Instrumentation | X |  |  |
| Manual Handling |  | **X** | **Some movement of items that requires manual handling training. This is provided for relevant staff.** |
| Lifting Equipment / Mechanical Aids | X |  |  |
| Noise | X |  |  |
| Power Tools | X |  |  |
| Pressure Systems | X |  |  |
| Machinery & Plant | x |  |  |
| **Radiation** | X |  |  |
| **Vibration** | X |  |  |
| Working at Height (incl. use of ladders) | X |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Human Factors** |  | X | Please see risk assessment below. |
| **Sensitive Work Groups:**  Pregnant Employees /Students & Nursing Mothers |  | X | Please see risk assessment below. |
| Young Persons |  | X | Please see risk assessment below. |
| People with Disabilities |  | X | Please see risk assessment below. |
| Visitors |  | X | Please see risk assessment below. |
| Contractors/ Service Providers |  | X | Please see risk assessment below. |
| **Psychosocial**  e.g. Violence,  aggression, stress, bullying, harassment,  horse play |  | X | Please see risk assessment below. |
| **OTHER HAZARDS /**  **ANY OTHER RELEVANT INFORMATION :** | X | |  |

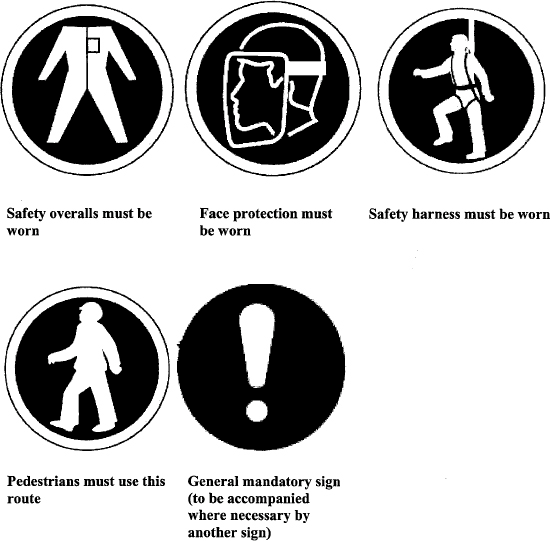
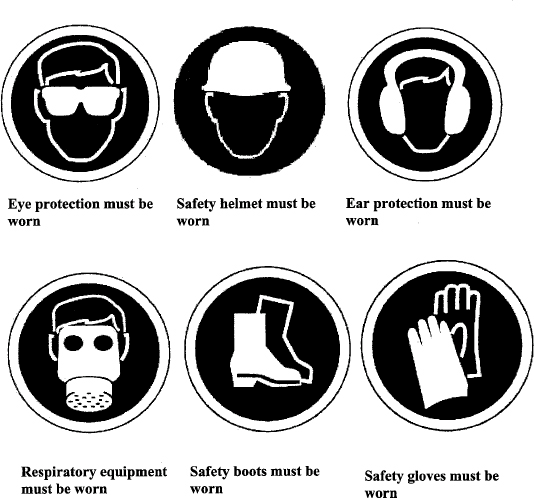
**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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

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

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

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



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

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

Please outline the PPE training provided to staff and students. PPE will be provided to staff and students.

Given the unique circumstances related to COVID-19 for the academic year 2020/21 all staff both academic and administrative should be provided with face coverings in a volume sufficient for them to carry out their normal duties.

Equally all students should be provide with a face covering and the onus being placed on them to wear one at all time when attending face to face lectures. A supply of face coverings should be available at the entrances to the building for those students who may arrive without a face covering.

**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:

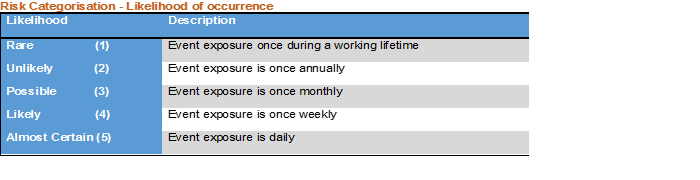
* Physical;
* Chemical;
* Biological;
* Operational; and
* Human Factors.

**“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.

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**Risk categorisation – Severity of hazard/injury or consequence of impact/hazard**

|  |  |  |
| --- | --- | --- |
| **Severity** |  | **Description** |
| **Insignificant** | **(1)** | Minor Injury (first aid treatment <3 days lost time). |
| **Minor** | **(2)** | Reportable Injury (>3 days lost), Dangerous Occurrence (little or no damage), Industrial Disease (<7days lost). |
| **Moderate** | **(3)** | Major Injury, Multiple Minor Injuries, Dangerous Occurrence with Damage, Industrial Disease (>7days Lost). |
| **Major** | **(4)** | Fatality, Multiple Major Injuries, Dangerous Occurrence with attendant injury and/or disruption to activities >3days. |
| **Catastrophic** | **(5)** | Multiple fatalities, Dangerous Occurrence with attendant major Injury and/or disruption to activities >7 days. |



**Risk Assessments for the Graduate Business School (GBS)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Fire, Emergency Response & Evacuation**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Staff unfamiliar with evacuation procedure * Lack of evacuation drills * Use of naked flames * Improper storage of flammable or combustible materials * Smoking in undesignated areas * Faulty electrics * Inadequate emergency equipment * Misuse of equipment | * Staff trained in ERT * Sufficient firefighting equipment available break glass units, extinguishers, fire blanket) * Sufficient fire extinguishers in place * Firefighting equipment and detection systems maintained and tested * Evacuation signage in place * Emergency and first-aid procedures posted * Good housekeeping standards maintained * Several means of escape present and known to occupants * Evacuation procedure practiced each semester * Assembly point known to occupants | * Remove any material that blocks vision panels on doors * Maintain current controls | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | * Occupants escort visitors out * All exits are clear and free from obstructions * Staff members act as evacuation marshals * No smoking policy in place * Scheduled maintenance of buildings services (heating, electricity, ventilation etc.) takes place * Hot work permit system in place where needed * Compliance with building regulations * Site-specific [Emergency](http://www.dit.ie/healthsafety/manuals/) [Manuals](http://www.dit.ie/healthsafety/manuals/) available * Vision panels on doors where required |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Manual Handling**  **Manual handling is office and teaching-based**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **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 * Manual handling risk assessments available to all staff, contact local Occupational Health Advisor * Good housekeeping * Suitable environment * Implement team lifting were required * Adequate lighting maintained * Assistance from colleagues - team lifting * Report issues to Line Manager * Items not stored above shoulder height * Heavier items stored at waist height | * Refresher training to be carried out where necessary * Implement manual handling training | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Work Equipment, Machinery & Tools**  **Equipment is IT**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Entanglement/ crushing * Electrics * Fumes/dust * Contact with moving parts | * Service and maintenance by TU Dublin IS * Visual check before use * Report defects to Line Manager * Follow manufacturer’s instructions * Shut down after use and end of day * CE mark * Damaged equipment marked and taken out of service | * Maintain current controls | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members**  **TU Dublin IS** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Portable Appliances & Handheld Equipment**  **e.g. Laptops** | * Entanglement/ crushing * Electrics * Fumes/dust | * Service and maintenance (PAT) were required * Visual check before use * Report defects to Line Manager * CE mark * Shut down after use and end of day * Follow manufacturer’s instructions | * Maintain current controls | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members**  **TU Dublin IS** | **Ongoing** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Noise** | * N/A | * N/A | * N/A | * N/A | * N/A | * N/A |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Structural: Floors Walls Ceilings Doors**  **Fixed Shelving**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Personal Injury * Slips, Trips and Falls * Collapse * Trapping | * Building appears to be structurally sound * Defects and hazards are reported to the Estates Office through online hazard reporting * Doors open and close safely * Vision panels in place on doors where required | * Remove any material that blocks vision panels on doors * Contact Estates Office if problems arise | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **TU Dublin Estates Office** | **Ongoing** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Slips, Trips & Falls**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Slips/trips/falls from:   + wet floor in TU Dublin   + uneven surfaces   + trailing cables   + raised obstacles   + poor lighting   + poor housekeeping   + changes in floor levels | * All routes kept clear and unobstructed * SOP for cleaning – floors generally cleaned early morning when most personnel are off site. See Noonan risk assessments * Use of warning signage where appropriate * Report hazards * Good cable management * Changes in floor levels identified and marked * Door mats provided at entrance (main entrance) * SOP for spillages * Handrail on steps/stairs * Stair nosing fitted with anti slip finish * Adequate lighting * Good housekeeping | * Maintain current controls * Estates Office to ensure upkeep and maintenance of internal and external access and egress routes e.g. walkways, paths, driveways, floors, corridors, steps and stairs | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **TU Dublin Estates Office**  **Noonan Cleaners** | **Ongoing** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Access and Egress**  **Opening Times: See TU Dublin website**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Security threats * Threats from public * Violence / Assault * Unwanted visitors | * Front desk/Reception is manned at all times by a Porter * CCTV in place * Suspicious activity reported to Porters * ERT covers procedure in the event of suspicious activity | * Report suspicious activity to Porters or Gardaí immediately | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **TU Dublin Estates Office** | **Ongoing** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Photocopiers & Printers**  **Shared staff printers and photocopier (Reprographics Room, ground floor)**  **Who is harmed:**   * **Staff members** * **Visitors** * **Contractors** * **Pregnant women** * **Postgraduates** * **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 | * Toner / print cartridges changed by staff members who wash hands after use * Gloves worn while changing toner * Power turned off before clearing jams * Disposal as per manufacturer’s directions * Scheduled maintenance by TU Dublin IS * Correct disposal of waste cartridges * Follow manufacturer’s instructions | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members**  **TU Dublin IS** | **Ongoing** |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Ergonomics: Office / Workstation**  **Who is harmed:**   * **Staff members** * **Visitors** * **Contractors** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * MSD’s * Upper limb disorders * Poor posture * Back problems * Fatigue * Slips, trips and falls | * Online eLearning programme available * Workstation risk assessments and information and training available from the Health & Safety Office on request * Contact OHA if risk assessments are required * Eye tests available to staff * Good housekeeping * Good cable management * Adequate services (heating, lighting ventilation) in place * Follow manufacturer’s instructions when using equipment | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members**  **TU Dublin IS** | **Ongoing** |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Mechanical Lifting Systems**  **None present** | * 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 H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Vehicles/ deliveries on site**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Injury to person/ struck by vehicle * Poor access and egress | * Deliveries handled by Goods Inwards * Separate access to car park available * Car park is authorised access only * CCTV in place in car park * Safe access and egress maintained * Car park spaces marked out clearly * Speed limit in place * Designated walk ways * Designated area for loading and unloading goods present * Defects reported to TU Dublin Estates Office * Adequate lighting in place * Hi Vis clothing worn where required | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members**  **TU Dublin Estates Office** | **Ongoing** |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Hot Surfaces / Liquids / Solids**  **E.g. Cups of hot beverages**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Contact burns * Scalds * Spillage | * Lids available for cups * Notify Front desk/Reception of spillages * Spillages cleaned up immediately * SOP in place for spillages * Wet floor signage available for spillages | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **Noonan Cleaners** | **Ongoing** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Pressure Systems** | * N/A | * N/A | * N/A | * N/A | * N/A | * N/A |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Radiation** | * N/A | * N/A | * N/A | * N/A | * N/A | * N/A |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Vibration** | * N/A | * N/A | * N/A | * N/A | * N/A | * N/A |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Services: Heating**  **Gas/Oil Radiators in place throughout TU Dublin, Aungier Street**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Environment too hot or cold * Electrical hazards * Misuse of portable heaters * Leaks * Fire * Burns * Carbon monoxide poisoning | * Electrics appear to be up to standard * Cables neatly positioned * Contact Estates Office if problems or defects arise * Service and maintenance carried out by competent person * Combustible materials kept away from heat source * Heat source kept clear and free from obstruction * Environmental monitoring from the Health & Safety Office on request * Adequate ventilation by openable windows and AC system * Fire detection systems in place | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **TU Dublin Estates Office** | **Ongoing** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Lighting**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Inadequate lighting * Glare * Slips, trips , falls | * Light switches easily accessible (height) * Adequate lighting in place * Defects are reported to the Estates Office * Protective coverings in place where required * Environmental monitoring available from the Health & Safety Office on request * Service and maintenance carried out by competent person | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **TU Dublin Estates Office** | **Ongoing** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Ventilation and temperature**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Environment too hot or cold * Inadequate ventilation * Falls from heights from windows | * All windows openable * Safety catches in place where required * Blinds in place and in working order where required * Suitable equipment available for the opening and closing of windows * Defects are reported to the Estates Office * Step ladder available for access where required * Service and maintenance of ventilation system carried out by competent person * Office temperature of at least 17.5oC (after one hour of work) * Environmental monitoring from the Health & Safety Office on request | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **TU Dublin Estates Office** | **Ongoing** |

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| **PHYSICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Electricity**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **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 and good cable management * Sockets are not overloaded * Competent person to carry out repairs / works * All works servicing and testing is carried out as per regulations * Shut down when not in use and end of day * Contact Estates Office if problems arise * Adequate protection for circuit boards, distribution boards etc. * Report defects, take equipment out of use * Good housekeeping | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **TU Dublin Estates Office** | **Ongoing** |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Asbestos** | * 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 H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Confined Spaces** | * 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 H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Lasers** | * 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 H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Construction / Maintenance Work**  **Examples:**   * Noonan Cleaners * Building contractors * Xerox   **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Unfamiliar with TU Dublin buildings and safety procedures * Injury to contractors, staff, students, members of the public | * Estates Office control all contractors who also send communication sent to staff regarding works * Front desk/Reception is manned at all times by a Porter * Sign in required * Compliance with TU Dublin code of practice for contractors * Signage in place * eLearning completed before contractors arrive on TU Dublin premises * TU Dublin Contractor safety badge issued and worn * Risk assessment and method statements completed and submitted to the Estates Office * Good housekeeping standards maintained * Areas of works cordoned off | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **TU Dublin Estates Office** | **Ongoing** |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Work Activities**  **/ Processes**  **Please see equipment / machinery** | * N/A | * N/A | * N/A | * N/A | * N/A | * N/A |

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| **Current Controls** | **Further Actions Required** |
|  | **Housekeeping**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Slips, trips and falls * Increased fire load * Falling objects * Collisions | * Fire load kept to a minimum * All routes kept clear and unobstructed * Wet floor signs in place when required * Spillages cleaned up immediately * Adequate lighting in place * Adequate waste disposal * Designated storage in basement for the College of Business * See controls for slips, trips & falls also | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **TU Dublin Estates Office** | **Ongoing** |

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| **Current Controls** | **Further Actions Required** |
|  | **Cleaning**  **Cleaning takes place in general before opening of building by Noonan Cleaners**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **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 * SOPs in place * Most cleaning takes place when building is unoccupied: See Noonan risk assessment * PPE used/worn where required * Materials and containers adequately labelled * Training and information (chemicals) * Wet floor signage in place when required * Adequate and designated storage area for cleaning materials and equipment * Use of appropriate cleaning equipment * Report defects and hazards * Manual handling training completed and implemented | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **TU Dublin Estates Office**  **Noonan Cleaners** | **Ongoing** |

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| **Current Controls** | **Further Actions Required** |
|  | **Waste Disposal & Removal**  **Carried out by Noonan Cleaners usually during cleaning**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **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 | * Recycling bins available: paper, shredding, red/green/brown bins available on ground floor * See Noonan risk assessment * Waste disposed of an segregated appropriately in bins * Waste removed on a regular basis * PPE worn/used by Noonan Cleaners * Instruction and training given to operators * SOPs in place * Labelling of waste where necessary * Designate waste storage area present * Manual handling training completed/implemented * Equipment available for transport of waste e.g. trolleys | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **TU Dublin Estates Office**  **Noonan Cleaners** | **Ongoing** |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Signage and Documentation**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Lack of knowledge regarding safety procedures | * Emergency Exit signage in place * Emergency First-aid Procedures in place * Evacuation plan posted throughout * Safety Notice points posted throughout * Fire Action Notice Point posted throughout * No Smoking signage in place * Emergency contact numbers a Front desk/Reception * Refuge point signage in place * Safety booklets and safety wallet cards available * Defects reported to Estates Office / Health & Safety Office | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **TU Dublin Estates Office** | **Ongoing** |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** | |
| **Current Controls** | | **Further Actions Required** |
|  | **Incidents**  **Hazard Reporting**  **First-aid**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **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 | ***Front desk/Reception has***:   * First-aid kit * Incident report book * AED * Emergency numbers * All incidents to be reported immediately and an incident report form completed * Additional first-aid supplies available from Health & Safety Office | | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **TU Dublin Estates Office** | **Ongoing** | |
| on request |  |
| * List of trained first-aiders available on the TU Dublin website * Emergency first-aid procedure posted * Individuals trained in use of the AED * Online hazard reporting facility available | |  |  |  |  |  |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Use of Ladders**  **/ Working at Height**  **Staff are not permitted to use ladders/work at height** | * 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 H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Lone Working/ Out of Hours Access** | * 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 H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Trips / Travel**  **Students travel internationally on the MBA Programme**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Injuries * Medical emergencies * Accidents and incidents * Missing persons * Substance abuse * Road traffic accidents * Inclement weather * Site terrain * Chemical * Biological * Human Factor | * TU Dublin trip risk assessment and guidelines in place * Separate trip risk assessment template completed for each trip and control measures implemented * Information provided to trip participants * Elearning programme available to participants on request | * Maintain standards * Ensure risk assessments are carried out for each trip | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **TU Dublin Health & Safety Office** | **Ongoing** |

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| **OPERATIONAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Work Placement**  **There are no placements in the School.**  **Hence this risk is not applicable**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Injuries * Accidents and incidents * Lack of familiarity with work environment and work practices | * Students are covered under TU Dublin insurance * A TU Dublin work placement Officer is in place * Visits are made to sites/premises where students are working * A contract of employment is drawn up for the duration of the work placement * A general risk assessment is carried out and control measures implemented as detailed here * Work placement factsheets provided to participants * Pre-placement induction safety talks available from the Health & Safety Office | * Maintain standards * Ensure risk assessments are carried out for all work placements | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **TU Dublin Health & Safety Office** | **Ongoing** |

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|  |  |  | * TU Dublin Placement Mentor available * Guidance notes available to students * All incidents are reported to TU Dublin * Insurance cover provided * Training and supervision given to students where required by the company/organisation |  |  |  |  |

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| **OPERATIONAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Events Hosting**  **College of Business host various events in Aungier Street**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Injuries * Accidents and incidents * Unfamiliar with TU Dublin premises and emergency plans | * Risk assessment carried out and control measures implemented * Emergency plans in place as per risk assessment * Report all incidents and accidents to TU Dublin | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **TU Dublin Health & Safety Office** | **Ongoing** |

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| **OPERATIONAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Conferences / Seminars/ Travel**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Travel to and from * Road traffic accidents * Unfamiliar with venue * Medical emergency * Missing persons etc. | * 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 or Gardaí where necessary * Approval sought from Line Manager as per TU Dublin procedures e.g. authorisation forms | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members** | **Ongoing** |

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| **OPERATIONAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Storage**  **Storage area provided in the basement for the College of Business**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **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 * Storage avoided above shoulder height where possible * Items stored appropriately * Items segregated where necessary * Storage units secure and fit for purpose * Locking system in place * Step ladder available for accessing higher shelving units * Staff trained in manual handling and apply training: see ‘Manual Handling’ also * Appropriate signage in place | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members**  **TU Dublin Estates Office** | **Ongoing** |

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|  |  |  | * Items not stored in walkways * Defects reported immediately * Adequate lighting and ventilation in place |  |  |  |  |

### HUMAN FACTORS

**Control Measures Risk**

**Ref Hazard**

**Risk(s) Associated / Description**

**Current Controls**

**Further Actions Required**

**H/M/L (with controls)**

**Person(s) Responsible**

**Target Date / Status**

**Sensitive Work Groups:**

**Pregnant Employees**

**/Students & Nursing Mothers**

* Harm to Mother, unborn child or breastfeeding baby
* Physical risks
* Chemical risks
  + Risk assessment carried out for pregnant employees/students and control measures implemented as identified and necessary by Health & Safety Office
  + Room available (Room 225, TU Dublin, Kevin Street) available for resting, breastfeeding and expressing milk
  + Follow medical advice
* Maintain standards **With**

**current controls: L**

**With Actions applied: L**

**GBS Staff Members and Students**

**TU Dublin Health & Safety Office**

**Ongoing**

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Sensitive Work Groups:**  **Young Persons**  **No circumstances / events where young people are present except where a student starting his/her course is 17 years old.** | * Injuries * Accidents and incidents * Lack of training and experience * Lack of familiarity with TU Dublin work environment, work practices and emergency plans * Physical risks * Chemical risks * Biological risks * Hours of work | * Induction process completed by School * Induction available from the Health & Safety Office on request * Elearning available from Health & Safety Office * Training and supervision given * TU Dublin Child Protection Policy in place * TU Dublin emergency plans in place * All incidents are reported to TU Dublin * Student support services available * Garda vetting in place | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **TU Dublin Health & Safety Office** | **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Sensitive Work Groups:**  **People with Disabilities** | * Lack of access/egress * Difficulty with evacuation * No risk assessment (RA) completed | * TU Dublin Disability Office send information to TU Dublin Health & Safety Office * Risk Assessment carried out by the 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: ground floor: location marked on building maps * Induction and Elearning available from the Health & Safety Office on request | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **TU Dublin Disability Office**  **TU Dublin Health & Safety Office** | **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Sensitive Work Groups:**  **New Recruits (staff members)** | * Lack of experience * Lack of training * Injuries * Accidents and incidents * Lack of training and experience * Lack of familiarity with TU Dublin work environment, work practices and emergency plans | * Induction available (in person or online) from Staff Development, including a Health & Safety section * Health & Safety eLearning available from the Health & Safety Office * Line Manager gives induction for School * Mandatory training to be completed as soon as possible after recruitment * **School SOPs** in place and communicated to new recruits * Training and supervision in place by management | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS New Recruits and relevant management**  **TU Dublin Staff Development Office**  **TU Dublin Health & Safety Office** | **Ongoing** |

### HUMAN FACTORS

**Control Measures Risk**

**Ref Hazard**

**Risk(s) Associated / Description**

**Current Controls**

**Further Actions Required**

**H/M/L (with controls)**

**Person(s) Responsible**

**Target Date / Status**

**Sensitive Work Groups:**

**Undergraduates & Postgraduates**

* Lack of experience
* Lack of training
* Injuries
* Accidents and incidents
* Lack of familiarity with TU Dublin work environment, work practices and emergency plans
* Remote working
* Induction available from the Health & Safety Office on request
* Elearning available from Health & Safety Office
* Emergency procedures in place for Aungier Street
* First-aid facilities available
* Safety induction given by lecturers where required
* Task-specific instructions/ demonstrations provided by staff where required
* Student support services available
* Maintain standards **With**

**currenWith controls: L**

**With Actions applied: L**

**GBS Staff Members and Undergraduate Students**

**TU Dublin Health & Safety Office**

**Ongoing**

**Postgraduates only:**

* + Induction available (in person or online) from Staff Development, including a Health & Safety section

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|  |  |  | * Mandatory training to be completed as soon as possible after recruitment * Ensure plans in place with School where remote working takes place |  |  |  |  |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Stress**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **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, personal skills etc. to staff * Student services and Student Counselling available | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students** | **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Violence (including Cash)**  No cash is kept by the School. Cash may be present in general offices e.g. registrations: N/A to this School  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Theft * Attacks/assault | * Emergency Response Training (ERT) mandatory for staff * CCTV in place * Porters on duty at Front desk/Reception * TU Dublin staff and students report suspect individuals to TU Dublin Estates Office * Adequate lighting in place | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students** | **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Bullying & Harassment**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **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 * Employee Assistance Programme (EAP) in place * TU Dublin Procedure for complaints and investigations * Student support services available | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students** | **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Welfare Facilities: Sanitary Facilities; Staffroom / Canteen**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Inadequate facilities * No potable water * No means for boiling water/heating food * No seating/resting area * No hand-washing facilities | ***Facilities for seating and taking meals available at:***   * Canteen: 1st floor * Java City: ground floor * Staffroom: 2nd floor   ***Drinking water available from:***   * Water dispensers in general offices (serviced by: All Water Systems) * Water fountains in corridors * Canteen and staffroom * Hot/cold water available in sanitary facilities * Disabled toilet available * Adequate sanitary facilities available * Hand washing facilities adequate * Defects reported to the Estates Office | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **TU Dublin Estates Office** | **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Visitors**  **Note types of visitors:** Event Participants;  Erasmus Students  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Lack of experience * Lack of training * Injuries * Accidents and incidents * Lack of familiarity with TU Dublin work environment, work practices and emergency plans | * Front Desk/Reception is manned at all times * Porters on duty * Visitors report to Front desk/Reception * Safety booklets and safety wallet cards available * Emergency and informational signage in place * Risk assessments completed for specific events where groups of visitors are expected * CCTV in place * Deliveries handled by Goods Inwards * Visitors briefed on emergency procedures by the person they are visiting | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students**  **TU Dublin Estates Office** | **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Contractors / Service Providers**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Unfamiliar with TU Dublin buildings and safety procedures * Injury to contractors, staff, students, members of the public | * Estates Office control all contractors who also send communication sent to staff regarding works * Front desk/Reception is manned at all times by a Porter * Sign in required * Compliance with TU Dublin code of practice for contractors * Signage in place * eLearning completed before contractors arrive on TU Dublin premises * TU Dublin Contractor safety badge issued and worn * Risk assessment and method statements completed and submitted to the Estates Office * Good housekeeping standards maintained * Areas of works cordoned off | * Maintain standards | **With current controls: L**  **With Actions applied: L** | **TU Dublin Estates Office** | **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Behaviour**  **Who is harmed:**   * **Staff members** * **Students** * **Visitors** * **Contractors** * **Young persons** * **Pregnant women** * **Postgraduates** * **People with disabilities** | * Aggression * Violence * Stress * Bullying * Harassment * Voice injury including voice trauma, chromic hoarseness, laryngitis etc. due to shouting / straining by lecturers | * TU Dublin Dignity at Work: Anti Bullying & Harassment Policy in place * Employee Assistance Programme (EAP) in place * Occupational Stress Management Policy & Procedures in place * All incidents are reported immediately * TU Dublin Disciplinary procedures in place * TU Dublin Procedure for the Resolution of Disputes/Grievances in place * TU Dublin training available on Stress Management, personal skills, voice use etc. * Lecturers to use correct techniques in voice amplification | * Follow procedures in TU Dublin’s Dignity at Work: Anti Bullying & Harassment Policy * TU Dublin IS and TU Dublin Estates Office to maintain multimedia systems * Contact IS and Estates Office if problems arise with multimedia systems | **With current controls: L**  **With Actions applied: L** | **GBS Staff Members and Students** | **Ongoing** |

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| **HUMAN FACTORS** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Personal Protective Equipment (PPE)**  **No PPE** | * N/A | * N/A | * N/A | * N/A | * N/A | * N/A |

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| **CHEMICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Note types of chemicals in use**  **No chemical use** | * N/A | * N/A | * N/A | * N/A | * N/A | * N/A |

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| **CHEMICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Gas**  **No industrial gases present** | * N/A | * N/A | * N/A | * N/A | * N/A | * N/A |

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| **BIOLOGICAL** | | |  | |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Biological Agents**  **None present** | * N/A | * N/A | * N/A | * N/A | * N/A | * N/A |

**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.

# C:\Users\orlaith.waters\Desktop\Capture.PNG

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](http://www.dit.ie/media/healthandsafety/documents/Technological%20University%20Dublin%20City%20Centre%20Safety%20Statement%2020192020%20finalenporterinc.pdf) [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

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| **Function:**  **Outline the process/activity including the campus location/ building:**  **Graduate Business School, City Campus** | **Risk assessment completed by:**  **Dr. Colin Hughes** | **Date completed:**  **September, 2021** |
| **Ongoing review carried out by: Colin Hughes in consultation with the Health & Safety Office** | | |
|  | **Approved by (Head of School/Function): Head Graduate Business SchoolCity Campus** | |

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| **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 as staff/students return to campus and subsequent potential for a large number of staff/ students being unwell or not being able to be on campus** | * As staff and students return to campus and visitors, service providers or contractors attend on site, mitigation of risk in relation to Coronavirus entering the University campus * Spread of the virus in the working environment thus maintaining the welfare of our staff. This will also ensure that we can mitigate the risk of the impact on the student experience | * Follow Public Health guidelines. * Current Ventilation Strategy:[**https://www.tudublin.ie/media/intranet/covid19/documents/Final-Draft-Ventilation-Strategy-EviSense-(2).pdf**](https://www.tudublin.ie/media/intranet/covid19/documents/Final-Draft-Ventilation-Strategy-EviSense-(2).pdf)   **PLEASE LIST CONTROLS IDENTIFIED SUBSEQUENT TO STAFF ENGAGEMENT AND CONSULTATION**  **For staff accessing the campus:**   * All activity on campus will require staff and students to follow current NPHET and HSE guidelines (as being implemented by the University). * All staff must complete [RTW training](https://web2.workwize.com/logins/userLogin/) if they have not done so already. * All staff must complete the [RTW form](https://www.tudublin.ie/intranet/covid19/) if they have not done so already, available. * All staff are requested to follow Public Health guidelines. * Staff are requested to download the COVID Tracker app. * To re-orient staff onto campus, small groups walks around campus can be organised during the first week back to allow staff to raise questions as they see the facilities. Weekly updates remotely will also take place when relevant. * Staff will be provided with 2 washable masks, and disinfectant wipes. * Additional masks and wipes will be available from the School Adminstrator’s Office. * Staff that identify as ‘very high risk’ are asked to follow the University procedure for identifying how their work can be organized. * Where necessary remote working and learning will be facilitated. * Staff who are required to work from home due to ‘very high risk’ status being confirmed by MedMark, will be provide with adequate equipment and materials if not already received. * Staff are required to follow the guidelines and wear masks in all indoor spaces and where social distancing is not possible outside. * Guidelines for the canteen and the open areas will be set out by the Estates Office. All staff are required to follow these guidelines. * Staff will be required to follow any one-way circulation systems that have been put in place in buildings across the University. * Staff are required to maintain daily contact log ([template available](https://www.tudublin.ie/intranet/covid19/)). * The Head of School, AHoS(s)/Programme Managers will keep in touch and monitor the wellbeing of their staff who are working from home and help them stay connected. * Hygiene stations have been set up across the campus for all on campus. * If staff feel unwell on campus they should contact the Response Manager for the campus. A [list of response managers](https://www.tudublin.ie/media/website/covid-19/documents/updates-for-staff/list-of-response-managers.xlsx) is available for viewing. * If feeling unwell staff must **NOT** come to campus and must seek medical advice immediately and advise their Line Manager as is the practice. * It is also recommended that staff would download the COVID Tracker app. | **With current controls:**  **L** | **Head of School/**  **Estates Office/ Staff** | **From 20/09/21** |
| **2.** | **Function activities including (Shared) Office Space**  **At risk:**   * Staff * Students * Visitors, including Guest Speakers, External Panel members * 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: * Contraction and spread of COVID-19 through the use of shared office spaces * As activities increase on campus, staff may want to invite visitors either as guest speakers, panel members or those who came to work with students. We must mitigate the risk of Coronavirus entering the University campus and the spread of the virus in the working environment through such activities and visitors thus maintaining the welfare of our staff * This will also ensure that we can mitigate the risk of the impact on the student experience | * RTC (return to campus) on a phased basis. * Do not come to university building if you display COVID symptoms. * Staff to declare if they are in very high-risk category. * Circulate the COVID-19 risk assessment to staff in advance of their return. * Post reviewed risk assessments on intranet. * Staff distance in lecture theatre - 2m from students; students wearing face coverings; staff can remove face coverings if they feel it necessary/desirable; sound systems should be assessed for clarity and reliability. * 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 local arrangements are devised to ensure that 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). * Follow the International Travel Guidance issued by TU Dublin President. * 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 sensible distancing in line with current public health guidelines. * Meeting rooms to be cleaned prior to every use by the meeting host (doors, chair handles, table tops, PC/Mouse, remote controls etc.) * The meeting room should be ventilated by whatever means are available and if required a CO2 monitors should be available. * Meetings should be scheduled where possible for 45 minutes and if longer beaks should be taken every 45 minutes to ventilate the room. * Those attending the meeting are responsible for maintaining their own daily contact log.   **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 from this [link](https://www.tudublin.ie/media/intranet/return-to-campus/documents/Case-Confirmation-and-Contact-Logging-Release-Document-Dec-2020.pdf)**)** 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.   **Office Risk Assessment (Management to make this specific)**:  Examples:   * Arrange seating to maximise physical distance * Personal responsibility to follow good hygiene etiquette * Cleaning and disinfection protocol in place * Cleaning products available to staff for desks * Natural or mechanical ventilation in place * Face coverings worn   **PLEASE LIST CONTROLS IDENTIFIED SUBSEQUENT TO STAFF ENGAGEMENT AND CONSULTATION**   * All visitors must have pre-approval from the Head of School/Assistant Head of School/Programme Manager to come on campus and must have a person on campus responsible for the visit. * Visitors must complete the Visitor Self Declaration Form available under [TU Dublin Protocols & Policies in Relation to COVID-19](https://www.tudublin.ie/intranet/covid19/). * 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 with the person responsible for why they are on campus. * Face-coverings are mandatory for all visitors in all indoor locations, including all teaching spaces, libraries, and shared common areas. Students are required to wear an effective face-covering on campus – not a visor or face shield. * Visitors are requested to follow hygiene guidelines such as sanitise hands on arrival and wash hands frequently while on campus and use hand sanitiser as appropriate. * Visitors are required to follow any one-way circulation systems that have been put in place in buildings across the University. * Visitors are required to follow the advice oof NPHET and the HSE. * Request visitors to declare if symptomatic of COVID-19 and if so they are not permitted to arrive onto the campus. * Hygiene stations have been set up across the campus for all present on campus. | **With current controls:**  **L** | **Head of School/**  **Estates Office/ Staff working with the Visitor/ Visitor** | **From 20/09/21** |
| **3.** | **School/ Department activities**  **At risk:**   * Staff * Students * Visitors (Guest Speakers, External Panel Members) | Contraction and spread of COVID-19 through teaching activities in classrooms / labs | * We will work with a blended approach for this semester allowing for at least 60% of all module delivery to be on campus. Delivery of workshops, labs, project work, seminars and smaller teaching groups will be prioritised where possible for delivery on campus. * In all teaching spaces staff will remain 2m from all students. * Staff must wear face masks, unless outside off the 2m distance they feel a visor is more appropriate for teaching. * Students are required to wear face masks in all teaching spaces and within all University buildings, unless a medical exemption is in place. Students are to carry evidence of exemption with them at all times, and self-identify to the Programme Manager at the beginning of a programme. * Staff have received disinfectant wipes which they should use to clean their own work-area in the teaching space as soon as they arrive. * The classrooms, labs, and equipment within will be cleaned as per the schedule agreed through the Estates Office. * Lecturers should operate a clean in/clean out procedure for their workspace in the lab (that is to clean down their space when they come and clean it again before they leave). * Students are responsible for their workspace in a lab environment. * Students should wash their hands before entering and on leaving teaching spaces and should also sanitizing gel appropriately. * Masks are available at entry to the campus building for students who forget to bring masks on campus. * An analysis of all rooms in the campus locations was carried out during the summer. Rooms are ventilated by a) Mechanical Ventilation, b) Natural Ventilation, c) Mixed Ventilation (both mechanical and natural) d) No Ventilation (rooms should not be used). Rooms with Mechanical Ventilation only, will be fitted with CO2 monitors. Areas where there is Natural Ventilation and Mixed Ventilation should have the windows open at all times. A ventilation Strategy has been drafted and will be available on the website ASAP. Some CO2 monitors are available and others have been ordered. * All windows should be left open (where manual ventilation is the option). * Guidelines for the use of CO2 monitors will be available in the room in which they are placed. * To allow teaching spaces to be ventilated all teaching spaces should be vacated every 45 minutes. * On return, all students are required to return to the same teaching space. * If a staff member feels a room is unsafe, they can complete the form to advise estates and the room will be checked. * Estates will be doing flash checks on CO2 where there are no CO2 monitors – a staff member can contact Estates and ask the to do this at any time. * If a staff member feels a teaching space is unsafe, the Issue of [Concern/Breach of Control Form](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2FPages%2FResponsePage.aspx%3Fid%3DyxdjdkjpX06M7Nq8ji_V2hzc8J1rByZGrf45XMGCwOBUMlk4U0xXR0FXTzI2NVhSMlZTMDdXOU5LSi4u%26wdLOR%3Dc075397D6-4557-4D19-97D3-E80D4525998A&data=04%7C01%7CAssumpta.Harvey%40tudublin.ie%7C4dede66ab60d4077aef008d978f38459%7C766317cbe9484e5f8cecdabc8e2fd5da%7C0%7C0%7C637673809602434360%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Jty7bvw06WkmqdQR94wJ2n6gZnNCfdi6rYxYeW6thtc%3D&reserved=0) should be completed. This report will enable the issue to be investigated and actioned by the Estates Team. * No equipment or furniture is allowed to be moved from the teaching spaces or within the teaching space. * Staff and students are requested to limit the transfer of physical paper and to work though electronic sources such ss the Brightspace VLE instead for transfer of information. * Students are responsible for their own workspace within the teaching space and are recommended to operate a clean in/ clean out process. * Students are requested not to share equipment. * Students are advised to wash hands before they enter and when they leave or to use the hand sanitising units. * If a staff member feels unsafe (students e.g. refusing to put masks on) they can leave the room and talk to the AHoS/HoS. | **With current controls:**  **L** | **Head of School/**  **Estates Office / Staff/ Students** | **From 20/09/21** |
| **4.** | **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 | **For Students returning to Campus**   * Students are required to followed NPHET an HSE advice. * Entry and exit of rooms by students to be orderly. * Face-coverings are mandatory for all students in all indoor locations, including all teaching spaces, libraries, and shared common areas. Students are required to wear an effective face-covering on campus – not a visor or face shield. * Students are requested to follow the guidelines re personal hygiene, that is, sanitise hands on arrival and wash hands frequently while on campus. * Students are required to follow any one-way circulation systems that have been put in place in buildings across the University; Students are being advised to keep to their left on the corridor when moving between rooms or around the campus. * Students are requested to download the COVID Tracker app. * Students are required to maintain a daily log of all their contacts. * Hygiene stations have been set up across the campus for all on campus. * Students are responsible for their own PPE. * If feeling unwell students must **NOT** come to campus and must seek medical advice immediately. | **With current controls:**  **L** | **Head of School/**  **Estates Office/ Staff/ Students** | **From 20/09/21** |
| **5.** | **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   Pregnant staff | * Health conditions/ illness * Contraction and spread of COVID-19 | * All staff to act as COVID-19 Marshals to assist with the overview of compliance in their respective areas. * Staff self-identifying as very high risk or high-risk will be managed in accordance with DEPR’s COVID-19 Guidance and FAQs document (16 June 2021) on a case-by-case basis through line managers * 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 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 are encouraged to bring their own food/drinks and utensils. * Manager to keep in regular contact with staff members to discuss any issues or updates.   Under the current HSE guidelines, a pregnant employee is not deemed to be at very high risk of serious illness from contracting COVID-19, unless suffering from a serious heart condition, in which case alternative working arrangements will be put in place.  Pregnancy risk assessments will be conducted as normal. Contact the safety office to arrange a booking. |  |  |  |
| **6.** | **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 university 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. Please note use of sanitiser is not a substitute for good handwashing. * Escort visitors and contractors to the assembly point in the case of an emergency. Follow the normal procedure and ensure social distancing. * The Protocol for Contractors during COVID-19 is available at this [link](https://www.tudublin.ie/media/intranet/covid19/documents/contractor-management-protocol-during-COVID-19-pandemic-final-1.pdf) * The Protocol for Unplanned visitors during COVID-19 is available at this [link](https://www.tudublin.ie/media/website/covid-19/documents/Protocol-for-Unplanned-Visitors-during-COVID-19---01-December-2019.pdf) * A visitor declaration form is available from this [link](https://forms.office.com/Pages/ResponsePage.aspx?id=yxdjdkjpX06M7Nq8ji_V2hzc8J1rByZGrf45XMGCwOBUQkRSODAyNFMxM1FZMU9WOVo3RjdLWlZKOC4u&wdLOR=c74E1340B-E177-42A5-9BB4-9C29860F70D5) |  |  |  |
| **7.** | **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). Contact Staff Development for first-aid PPE course. * 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 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 available with AED PPE pack. * Follow TU Dublin First-Aid Procedure and your updated first-aid training. * Ensure 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.   **Additional Controls for School:**   * Ensure School has enough First Aiders (not just 1 or 2). * School Administrator to keep list of First Aiders across the Campus. |  |  |  |
| **8.** | **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 | * The Incident Protocol is available from this [link](https://www.tudublin.ie/media/intranet/covid19/documents/COVID-19--Incident-Reporting-Protocol-V5-04-05-2021.pdf) * Note the location of the isolation room in University buildings:   [Isolation Room](https://www.tudublin.ie/media/intranet/covid19/documents/Designated-Isolation-Areas---June-2021.xlsx)s (Aungier St: 4100 and 3097).  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 in university buildings, they will be advised to return home and not use public transport. See link [here](https://www.tudublin.ie/media/website/covid-19/documents/updates-for-staff/Guidance-for-staff-who-become-unwell-with-possible-COVID-19-symptoms-while-on-campus.pdf) * If they are unable to return home they will be directed to an isolation room by A [Response Manager](https://www.tudublin.ie/media/intranet/covid19/documents/Details-of-Response-Managers---V6-July-2021.xlsx) or appointed member of staff. * The Response Manager protocol is available from this [link](https://www.tudublin.ie/media/intranet/covid19/documents/Response-Managers-Protocol-V6-June-21-2021.pdf) * Both parties will wear face masks and keep distanced from each other and all others enroute 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 Function.   If a confirmed case is identified, the HSE will advise on actions required e.g. contact tracing etc.   * In the event of an outbreak the Protocol for Governance is outlined in this [documen](https://www.tudublin.ie/media/intranet/covid19/documents/COVID-19-Governance-Framework-Protocol.pdf)t. The Outbreak Response Team is the Safety Team designated. |  |  |  |
| **STEP 2 SUBSTITUTION**  ***NOT POSSIBLE TO SUBSTITUTE COVID-19 WITHOUT A VACCINE*** | | | | | | |
| **9.** | **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 | * Where possible, implement blended learning. * Physical distancing where possible in lecture rooms, theatres, offices, kitchens, workshops, laboratories. * Remote content provision for may be possible and is encouraged. Failing that, course materials are available within the learning system. |  |  |  |
| **STEP 3 ENGINEERING CONTROLS** | | | | | | |
| **10.** | **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. * 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.   **Ventilation**  Open windows to introduce fresh air. If possible, windows should remain open during tuition hours. • Partially opening a number of windows rather than fully opening one can help minimise discomfort. In colder weather, to minimise the chilling effect, windows nearest and above the radiator should be opened. • Rooms should not be stuffy or have condensation on the window glass. • Workplaces should ensure that all permanent ventilation openings in rooms are fully open and not blocked by wall hangings etc. These normally are either a circular or rectangle ventilation grill on the external wall or linear slot type ventilators built into the window frames. All of these should be opened all the time. If they have been taped and sealed for decorating purposes then the tape/sealing must be removed. • All mechanical ventilation systems and any air conditioning systems should be set to 100% fresh air. Any air conditioning units that cannot operate on 100% fresh air should be left off. Check with unit suppliers if in doubt. • Rooms with no windows and no mechanical ventilation or inadequate ventilation to the outside should not be used for activities. |  |  |  |
| **STEP 4 ADMINISTRATION CONTROLS** | | | | | | |
| **11.** | **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   Crowds at entrances, exits, common areas | * Contraction and spread of COVID-19   Contraction and spread of COVID-19 | * Response Plans for TU Dublin:   [Moving Towards a New Way of Working](https://www.tudublin.ie/media/intranet/covid19/documents/20200814_Moving-to-a-new-way-of-workingv1aug-2020.pdf)  [Working with COVID-19](https://www.tudublin.ie/media/intranet/covid19/documents/Working-with-COVID-19.pdf)  [FAQ](https://www.tudublin.ie/intranet/return-to-campus-safely/staff-faqs/)  [Estates Quick Guide](https://www.tudublin.ie/media/intranet/covid19/documents/TU-Dublin-Estates-Staff-Quick-Guide-to-COVID-19-Arrangements-2021may.pdf) for COVID-19 arrangements   * 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). * 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). * Staff distance in lecture theatre - 2m from students; students wearing face coverings; staff can remove face coverings if they feel it necessary/desirable.   **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).   **To eliminate congregation**   * *One-way systems, directional signage* * *Entrances and Exits will be kept separate where possible to reduce crowding;* * *Signage will indicate the direction of pedestrian traffic flows in each building;* * *Floor markings will identify desired physical distance;* * *Queues must observe physical distancing and traffic in corridors and foyers will be managed to avoid bottlenecks;* * *You are asked to use the stairs if you can and to prioritise lifts for those who need it;* * *Social distancing and maximum occupancy in lifts will be signposted.* |  |  |  |
| **12.** | **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   **Breaches in control measures/issues of concern** | * 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. * 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:** * 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. * Cleaning and Disinfection protocol is available at this [link](https://www.tudublin.ie/media/intranet/covid19/documents/Cleaning-and-Disinfection-Protocol-V6-05.05.21.pdf)   **Continuous improvement**   1. Reporting a breach in control measures or raising an issue of concern.   Lead Worker Representatives [(LWR),](https://www.tudublin.ie/media/intranet/covid19/documents/Lead-Worker-Representatives-29-April-2021.pdf) staff members, managers, students or visitors can report such incidents immediately and directly by completing the online COVID-19 Issue of Concern Report Form.   1. Reporting a confirmed or suspected case of COVID-19 on/off campus (Case Notification) is the primary responsibility of the COVID- 19 Coordinator. The COVID-19 Coordinator has exclusive access to the COVID-19 Case Notification Form. Information regarding cases is provided by Heads of Function/others to the COVID-19 Coordinator, who then uses this information to record details on the Case Notification Form. 2. Reporting for Response Managers. Response Managers have responsibility to carry out an after-action review (AAR) in consultation with the LWR following the management of a symptomatic case on campus by completing a COVID-19 Response Managers Incident Report Form. This form goes directly to the COVID-19 Coordinator and is copied to the Health and Safety Function in each campus. |  |  |  |
| **STEP 5 PERSONAL PROTECTIVE EQUIPMENT** | | | | | | |
| **13.** | **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. If an individual forgets to bring their face covering, there is a supply at each reception area.** * 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. * Sound systems should be assessed for clarity and reliability. Liaise with ICT * **A simple rule: no mask,** **no class**! Everyone has a personal responsibility to wear a face covering and offer gentle reminders and encouragement to those who do not wear a mask. There is a reasonable excuse section in the legislation for those who cannot wear a face covering for specific reasons. A medical letter will be required to be available on person in such cases. Any breaches should be documented using the Issue of concern/breach of control form. * A student without a medical exemption who refuses to wear a mask should be refused entry or asked to leave a room/lecture hall. Any such refusal should also be referred promptly to the COVID-19 Coordinator and the LWR. If there is a continued refusal by a student to wear the mask or leave the class the lecturer should end the class and report to management that the class had to be abandoned for health and safety reasons. * 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. * Staff distance in lecture theatre - 2m from students; students wearing face coverings; staff can remove face coverings if they feel it necessary/desirable. |  |  |  |
| **OTHER ACTIVITIES** | | | | | | |
| **14.** | **Travel/ Trips/Events**  **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. * International Travel policy is available from this link. * Essential travel is permitted and, for TU Dublin, must be clearly demonstrated to be of strategic priority to the university and to be something that cannot be achieved within being physically present. Furthermore, there must be clear evidence of the risk mitigation measures that are being implemented at destination(s), including the specific requirement that meetings are only being attended by people who can show EU recognised vaccination * certificate/status. * Approval for Travel: * Permission to travel is approved in advance by the relevant UET member, with UET member travel being approved by the President. * Note that no TU Dublin related travel is sanctioned for: * Countries that are listed as ‘Do Not Travel’ or ‘Avoid non-essential Travel’ on the Department of Foreign Affairs website. * Any country that is listed as a 'Designated State' by the Department of Foreign Affairs and will require mandatory hotel quarantine on return to Ireland. * Against medical advice which will likely invalidate the TU Dublin travel insurance policy). * Network or conference attendance/presentation – these are not currently considered an essential travel requirement. * Essential travel must be demonstrated through clear evidence of the activity being a strategic priority for TU Dublin and that the objectives cannot be achieved except through in-person attendance. * Refence to specific TU Dublin Strategic Plan objectives, with specific project deliverables achieved through the travel should be included. * The risk mitigation measures being taken at the destination event must be clearly defined by the intended host(s) and provided prior to requesting travel approval * For meetings with multiple attendees/nationalities in particular, mitigation measures at host venues MUST include confirmation that all attendees will be required to show proof of EU recognised vaccination status. * The most current Covid-19 incidence data (rate per 100,000 population) for the intended destination(s) (both at Country and City levels where possible) must be included, along with equivalent data for the current   position in Ireland.   * If the incidence level in intended destinations is considered to be significantly higher than in Ireland, the necessity to travel and associated risks must be interrogated before travel. * Duration of stay abroad should be minimised with early morning outbound and late evening inbound travel being preferable to additional overnight stays. * Along with price requirements, the selection of flight bookings must include consideration of the Covid-19 safety rating for airlines, the number of stop-overs and overall travel duration. Suggested that a minimum of 4/5 COVID safety rating, with minimum stopovers and travel duration are adopted as key considerations.   **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. Complete a trip risk assessment and get it signed off by Head of Function. This must be sent to the Health & Safety Office at least 10 days in advance of the trip.   **Events**  Decide if event is essential. Ensure event risk assessment is completed, get event risk assessment signed off by Head of Function. This must be sent to the Health & Safety Office at least 10 days in advance of the trip. |  |  |  |
| **15.** | **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 find the TU Dublin Ventilation Strategy, September 2021* [*here*](https://www.tudublin.ie/media/intranet/covid19/documents/Final-Draft-Ventilation-Strategy-EviSense-(2).pdf)

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