|  |
| --- |
| **NOC****Safety Arrangements &** **Risk Assessments****2022**C:\Users\James.p.murphy\Desktop\TUD_RGB.jpg**IMPORTANT:** The Technological University Dublin (TU Dublin) City Safety Statement 2022 now supersedes all School/ Function Safety Statements. This document enclosed therefore ONLY covers the School/ Function safety arrangements and risk assessments. Please refer to the TU Dublin City Safety Statement for other information  |

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

|  |
| --- |
| **IMPORTANT NOTE:**This document has been prepared by the School/ Function of National Optometry Centre 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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Declan HovendenHead of School/Function Date: 18/1/22\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Edel Niland Yvonne McArdleHealth and Safety Advisor Occupational Health Advisor Date: |

Contents

[**IMPORTANT NOTE:** 2](#_Toc70522921)

[**NAME OF SCHOOL/FUNCTION CONTACT DETAILS** 5](#_Toc70522922)

[**Emergency Contact Information and Emergency Services Contact Details** 5](#_Toc70522923)

[**The** **scope of our operations** 9](#_Toc70522924)

[**Action for fire/evacuation warning** 11](#_Toc70522925)

[**Evacuation Marshals (ALL EMPLOYEES)** 12](#_Toc70522926)

[**TU DUBLIN (CITY CENTRE) EMERGENCY FIRST-AID PROCEDURE** 12](#_Toc70522927)

[**Location of First-Aid Equipment** 13](#_Toc70522928)

[**Location of first-aid rooms** 13](#_Toc70522929)

[**Reporting Accidents/Near misses/Dangerous Occurrences and Hazards** 14](#_Toc70522930)

[**All PPE and safety equipment** 17](#_Toc70522931)

[**Risk Assessments and Safety Procedures for the School / Function** 22](#_Toc70522932)

### **NOC CONTACT DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Name** | **Location** | **Email** | **Telephone Extension Number**  |
| **Clinic Manager** | Oona O’Carroll | NOC | Oona.ocarroll@tudublin.ie | 01 220 7074 |
| **Deputy with Safety Responsibilities** | Marie Maxwell | NOC | Marie.maxwell@tudublin.ie | 01 220 5900 |
| **Senior Dispensing Optician** | Alena Lane | NOC | Alena.lane@tudublin.ie | 01 220 5750 |
| **Dispensing Optician** | Rebecca O’Hora | NOC | Rebecca.ohora@tudublin.ie | 01 220 5740 |
| **Technical Officer** | Paul Kelly | NOC | Paul.m.kelly@tudublin.ie | 01 220 5751 |
| **Technician** | Marc Davis | NOC | Marc.davis@tudublin.ie | 01 220 6304 |
| **Receptionist** | Marie Maxwell | NOC | Marie.maxwell@tudublin.ie | 01 220 5900 |
| **Receptionist** | Una Maguire | NOC | Una.maguire@tudublin.ie | 01 220 5900 |
| **Occupational Health Officer** | Yvonne McArdle | Park House | Yvonne.mcardle@tudublin.ie | 01 220 6268087 980 9135 |
|  |  |  |  |  |
| **Head of Optometry** | Declan Hovenden | CQ-127 | declan.hovenden@tudublin.ie | 01 220 5708 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Please see for full listing of all School/Function staff: link**

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

**TU Dublin City Internal Contact Numbers**

|  |  |
| --- | --- |
| Central Switchboard | (01) 220 5000 |
|  |
| Chaplaincy | (01) 2207076 |
|  |
| Security Control Centre 24 hour (Orchard House, Grangegorman)  | 01) 402 4209 control room (01) 402 4206 control room (01) 8385892 analog | Internal Extension 2999 |
|  |
| Student Counselling Service | 086 0820543 |
|  |
| Corporate Employee Assistance Programme (Spectrum Life) 24 hours a day/365 days per year | * calling freephone **1800 814 243**or
* text “Hi” using Whatsaap or SMS to **087 369 0010** or
* you may email an enquiry to the specialist information service at **eap@spectrum.life**
 |
|  |
| Estates Helpdesk  | (01) 220 7666  |
|  |
| Estates Officer  | (01) 220 50340872250015 |
|  |
| Health & Safety Advisor | 086 3891080 |
|  |
| Public Affairs Office |  (01) 2206108  |
|  |
| Student Health Centres:*Rathdown House, Grangegorman**Aungier St.*  | (01) 2207024(01) 2207025 |
|  |
| FRONT DESK/RECEPTION CONTACTS  |
| **AUNGIER STREET CAMPUS** |
| Aungier Street Entrance | (01) 402 3061  |
| Bishop Street Entrance | (01) 402 7004 |
|  |
| **BOLTON STREET CAMPUS**  |
| Kings Inn Street Entrance | (01) 402 3607  |
| E-Block | (01) 402 2998 |
| Linenhall | (01) 402 4000 |
| Beresford Street | (01) 402 2950 |
|  |
|  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |
| **GRANGEGORMAN CAMPUS**  |
| Security Control Centre (Orchard House) 24 HOUR | (01) 402 4209/ (01) 402 4206/ (01) 8385892  | Internal Extension 2999 |
| Rathdown House  | (01) 402 4270 |
| Park House  | (01) 2205500 |
| Central Quad | (01) 2207163 |
| East Quad | (01) 2205211 |
| Lower House | a/w |
|  |
|  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |
|  |
|  |  |
|  |  |

**External Emergency Contact Numbers**

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

**INTRODUCTION & SCOPE**

The National Optometry Centre (NOC), Technological University Dublin (TU Dublin) is required under the provisions of the Safety, Health and Welfare at Work Act 2005, to have and bring to the attention of all its Employees, Students and Visitors, a statement of its policy with respect to health, safety and welfare at work and the organisation and arrangements in place for carrying out the policy.

The fundamental aim of the Safety, Health and Welfare at Work Act 2005 is the prevention of accidents, incidents and illnesses at the place of work. Safety consultation procedures and the preparation of a written Safety Statement are the key provisions of the Act.

This Safety Statement should be read in conjunction with the TU Dublin Parent Safety Statement which is available on the health and safety website ([www.dit.ie/safework](http://www.dit.ie/safework)). It represents the NOC’s commitment to safety health and welfare and sets out in general terms, the overall controls that will prevent accidents and occupational illnesses in the workplace.

This Safety Statement has been prepared in compliance with the Act and applies to all Staff, Students, Visitors and Contractors/Service Providers. It details the specific hazards relevant to the NOC and the controls that have been implemented to adequately safeguard the activities of the NOC. It will be updated as necessary in the light of new legislation, Staff feedback, changes and practical experience. In addition it will be reviewed annually.

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

Activities in the NOC include:

* Provision of teaching clinics for undergraduate optometry amd dispensing Students
* Provision of professional optometry clinics to the general public
* Dispensing of spectacles to patients seen in teaching and professional clinics

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

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

**EMERGENCY RESPONSE**

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

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

**If you hear the evacuation alarm**

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

**CONTACTING EMERGENCY SERVICES**

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

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

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

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

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

**Assembly Points**

 The assembly point for the National Optometry Centre, is at the playing fields in Grangegorman



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

**INJURY/ UNWELL**

**FIRST-AID ARRANGEMENTS:**

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

Student Health Centre (01) 2207024 / 2207025

Health & Safety Office 087 9809194/ 087 9809131

/ 087 9809135

**USE THE TRAFFIC LIGHT COLOURS**

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

**TO ASSESS & TREAT**

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

|  |
| --- |
| **MODERATE:****SEEK MEDICAL ATTENTION** |
| * Moderate injuries generally require medical attention e.g. large/deep cuts, eye injuries, deep/chemical burns.
* Whilst providing initial first-aid treatment, arrange transport (e.g. taxi) for the person to their local GP or nearest A&E Department.
* Students (*whole-time and apprentice students only*)can attend the Student Health Centre, ideally phone in advance of arrival:

Aungier Street (01) 2207024 / Grangegorman Rathdown House (01) 2207025* Most eye injuries will require same day referral to the Mater Emergency Eye Clinic, contact the Student Health Centre firstly to arrange referral.
* Out-of-hours urgent GP care D-DOC can be reached 6pm-8am at 1850 22 44 77.
 |

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

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

|  |
| --- |
| **Location of First-Aid Equipment** |
| First-Aid Kits | First-aid kits are available at the front desk/reception in main buildings.Located off Reception at Repair / Workshop Area in NOC & on Mezzannine Floor \*\*\*\*To be confirmed  |
| Automated External Defibrillators (AEDs) | AED is available off reception in workshop area of the NOCAED location in CQ main building: Reception Desk |
| Emergency Showers | Not applicable  |
| Eye-Wash Stations | \*\*\*Location and elements to be confirmed |

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

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

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

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

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

Statutory testing – inspection and contractors

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Location** | **Test Frequency** | **Test Company Details** |
| First Aid Kits |  NOC | Bi-monthly | Reception Staff |
| AED |  NOC | Daily | Reception Staff |
| 1 Photocopier | NOC | Annually as needed | TU Dublin IS  |
| 5 Printers | Various Locations | Annually as needed | TU Dublin IS |

Specialised training

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

|  |  |  |  |
| --- | --- | --- | --- |
| **HAZARD CHECKLIST** *(please tick yes or no)* | **No** | **YES** | ***If YES, please provide details*** |
| **Biological agents** e.g. Blood/ food/air/ water borne pathogens, hepatitis,sharps,clinical waste |  | y | Cannulas used for foreign body removal from cornea. Sharps bins used  |
| **Chemicals** e.g. solvents,paints, degreaserscleaning products,asbestos, acetylene |  | y | See list under PPE equipment |
| **Lasers** | N |  |  |
| **Gases** (natural gas/ and gases in cylinders)  | N |  |  |
| **Physical**  |  |  |  |
| Equipment/Machinery  |  | Y | Glazing Machine |
| Electricity  | N |  |  |
| Hand Tools |  | Y | Workshop Equipment off reception |
| Heat Sources / High Temperatures /Hot Surfaces  |  | Y | Frame heaters, Lens tinting bath |
| Instrumentation  |  | Y | Optical Equipment |
| Manual Handling  |  | **Y** | **Deliveries** |
| Lifting Equipment / Mechanical Aids | N |  |  |
| Noise  | **N** |  |  |
| Power Tools | N |  |  |
| Pressure Systems | N |  |  |
| Machinery & Plant  | N |  |  |
| **Radiation**  | N |  |  |
| **Vibration**  | N |  |  |
| Working at Height (incl. use of ladders)  | N |  |  |
| **Human Factors**  | N |  |  |
| **Sensitive Work Groups:** Pregnant Employees /Students & Nursing Mothers |  | Y |  |
| Young Persons |  | y |  |
| People with Disabilities  |  | y |  |
| Visitors  |  | y |  |
| Contractors/ Service Providers  |  | y |  |
| **Psychosocial**e.g. Violence, aggression, stress, bullying, harassment, horse play |  |  |  |
| **OTHER HAZARDS /** **ANY OTHER RELEVANT INFORMATION :** |  |  |

**Personal Protective Equipment (PPE)**

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

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

**PPE for Students includes a white coat and lab glasses on some occasions. Staff are generally not required to wear PPE, but where it is necessary, PPE is provided by TU Dublin and includes white coats and safety glasses. Students must provide their own PPE.**

When required by staff and students for patient examination, medical grade masks or FFP2 respirators are provided by TU Dublin.



On occasiona

On occasion

On occaasion



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

~~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. \*\*\*\*\*\* See below~~

**White coats are reusable and laundered by Students and Staff personally. See Risk Assessment.**

**Personal Protective Equipment for Chemical Substances**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Chemical / Substance** | **Gloves** | **Facemask** | **Goggles** | **Additional** |
| **1** | Acetone | ✓ | ✓ | ✓ |  |
| **2** | Essilor Essiclean | ✓ | ✓ |  | R65 (Harmful: may cause lung damage if swallowed) |
| **3** | BPI Euro Neutralizer | ✓ | ✓ | ✓ | Use in a ventilated area |
| **4** | Seegreen Products by Hilco | ✓ |  |  | Wash hands after use |
| **5** | Inland Perma Dye | ✓ | ✓ | ✓ | Irritant |
| **6** | Tristel Duo | ✓ |  | ✓ |  |

**RISK ASSESSMENTS**

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

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

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

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

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







###

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **01** | **FIRE****Emergency Response & Evacuation****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young Persons**
* **Pregnant women**
* **People with disabilities**
 | * Staff unfamiliar with evacuation procedure
* Lack of evacuation drills
* Use of naked flames
* Improper storage of flammable or combustible materials
* Smoking in undesignated areas
* Faulty electrics
* Inadequate emergency equipment
* Misuse of equipment
 | * Staff trained in ERT
* Sufficient firefighting equipment available break glass units, extinguishers, fire blanket)
* Firefighting equipment and detection systems maintained and tested
* Evacuation signage posted
* Emergency and first aid procedures posted
* Good housekeeping standards maintained
* Several means of escape present and known to occupants
* Evacuation procedure practiced each semester
* Assembly point known to occupants
* Occupants escort Visitors out
* All exits are clear and free from obstructions
* Staff members act as evacuation marshals
* No smoking policy in place
* Proper storage of flammable liquids
* Scheduled maintenance of buildings services (heating, electricity, ventilation etc.)
* Hot work permit system
* Compliance with building regulations
* Site specific Emergency Manual available and available to occupants on health & safety website
 | * Maintain standards
* Ensure compliance with ERT training
* Ensure hot work permits are obtained where required
* Maintain security standards and report suspicious behaviour
 | **2** | **All NOC occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **02** | **Manual Handling****Examples:****Accepting deliveries****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**

**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
* Manual handling risk assessments available to all Staff, contact local Occupational Health Officer
* PPE available if required
* Good housekeeping standards
* Suitable environment
* Implement team lifting were required
* Adequate lighting maintained
* Assistance from colleagues available e.g. team lifting
* Report issues to Clinic Manager
* Items not stored above shoulder height
 | * Refresher training to be carried out where necessary
* Staff/Students to follow manual handling training and employ correct lifting techniques
 | **With current controls:****L****With Actions applied:****L** | **All NOC occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **03** | **Work Equipment, Machinery & Tools****Please See****APPENDIX 1** | Please see **APPENDIX 1** | Please see **APPENDIX 1** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **04** | **Portable Appliances & Handheld Equipment:****None present** | N/A | N/A | * N/A
 | **N/A** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **05** | **Noise****Note noise sources:****Cutting machine****Who can be harmed:*** **Staff members**
 | * Hearing loss / damage
* Disruption/ distraction
* Interference with communications and warning signals
* Fatigue
* Tinnitus
 | * Noise levels are below 80dB
* Monitoring available if necessary from the Health & Safety Office
 | * Any changes in noise levels to be reported by Clinic Manager/NOC Staff members to Health & Safety Office
 | **With current controls:****L****With Actions applied:****L** | **Clinic Manager;****NOC Staff members** | **As necessary** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **06** | **Structural:****Floors****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**
* **Postgraduates**
* **People with disabilities**
 | * Personal Injury
* Slips, Trips and Falls
* Collapse

Trapping | * Building appears to be structurally sound
* Defects and hazards are reported to Sodexo through online hazard reporting portal or via phone to Sodexo help desk
 | * Contact **Sodexo** if problems arise
 | **With current controls:****L****With Actions applied:****L** | **NOC Staff members** | **As necessary** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **07** | **Walls****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**
* **Postgraduates**
* **People with disabilities**
 | * Collapse

Trapping | * Building appears to be structurally sound
* Defects and hazards are reported to Sodexo through online hazard reporting portal or via phone to Sodexo help desk
 | * Contact **Sodexo** if problems arise
 | **With current controls:****L****With Actions applied:****L** | **NOC Staff Members** | **As necessary** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **08** | **Ceilings****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**
* **Postgraduates**
* **People with disabilities**
 | * Collapse

Trapping | * Building appears to be structurally sound
* Defects and hazards are reported to Sodexo through online hazard reporting portal or via phone to Sodexo help desk
 | * Contact **Sodexo** if problems arise
 | **With current controls:****L****With Actions applied:****L** | **NOC Staff Members** | **As necessary** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **09** | **Doors****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**
* **Postgraduates**
* **People with disabilities**
 | * Collapse

Trapping | * Building appears to be structurally sound
* Defects and hazards are reported to Sodexo through online hazard reporting portal or via phone to Sodexo help desk
* Doors open and close safely
* Vision panels in place
 | * Contact **Sodexo** if problems arise
 | **With current controls:****L****With Actions applied:****L** | **NOC staff members** | **As necessary** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **10** | **Slips, Trips & Falls****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**
* **Postgraduates**

**People with disabilities** | * Slips, trips and falls
* Uneven surfaces (Stairs)
* Wet floor conditions
* Raised obstacles
 | * Sodexo to ensure upkeep and ensure floors are maintained
* All routes kept clear and unobstructed
* Staff report hazards
* Good cable management
* Door mats provided at entrance to NOC
 | * Contact **Sodexo** if problems arise
 | **With current controls:****L****With Actions applied:****L** | **NOC Staff Members** | **As necessary** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **11** | **Access and Egress****Opening Times:**9:00am-5:00 pm. Sodexo opens the NOC for Staff at 7:30am and lock it at approx. 9:00pm **Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**
* **Postgraduates**

**People with disabilities** | * Security threats
* Threats from public
* Violence / Assault
* Theft
* Unwanted Visitors
 | * Reception is manned at all times by NOC Reception Staff
* Visitors logged in system
* Visitors can be buzzed in
* Security cameras in place
* Suspicious activity reported online, to the Porters in CQ reception or Sodexo or to Gardaí
* Contact Gardaí if necessary
 | * Maintain standards
* Online reporting system to be implemented by Health & Safety Office
 | **With current controls:****L****With Actions applied:****L** | **All NOC occupants****Edel Niland** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **12** | **Photocopiers &****Printers** **Details:** **1 photocopier****6 printers present****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**

**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
* Wear gloves when changing toner
* Turn off power before clearing jams
* Disposal as per manufacturer’s directions
* Scheduled maintenance to be arranged
* Correct disposal of waste cartridges
* Follow manufacturer’s instructions
 | * Maintain standards
 | **With current controls:****L****With Actions applied:****L** | **All NOC occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **13** | **Ergonomics****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**
* **People with disabilities**
 | * MSD’s
* Upper limb disorders
* Poor posture
* Back problems

Fatigue | * Online eLearning programme available
* Workstation risk assessments and information and training available from the Health & Safety Office on request
* Eye tests available to Staff
* Good housekeeping standards
* Good cable management
* Adequate services (heating, lighting ventilation)
* Follow manufacturer’s instructions
 | * Maintain standards
 | **With current controls:****L****With Actions applied:****L** | **All NOC occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **14** | **Mechanical Lifting Systems** | N/A | * N/A
 | * N/A
 | **-** | N/A | N/A |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **15** | **Transport (None)****Vehicles/ deliveries (of Optometry materials)****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**
* **People with disabilities**
 | * Injury to person
* Poor access and egress
 | * Safe access and egress into NOC
 | * Maintain Standards
 | **With current controls:****L****With Actions applied:****L** | **All NOC occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **16** | **Hot Surfaces / Liquids / Solids****Examples:****Hot drinks****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**
* **People with disabilities**
 | * Contact burns
* Scalds
* Spillages
 | * Staff kitchen present for breaks
* Coffee machine in workshop area off reception
* Spillages cleaned up immediately
* Spill signs available
* Cups are lidded when being carried
 | * Maintain standards
* Staff/Students to ensure cups are lidded
 | **With current controls:****L****With Actions applied:****L** | **All NOC occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **17** | **Pressure Systems****None present** | * N/A
 | * N/A
 | * N/A
 | **-** | **N/A** | **N/A** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **18** | **Radiation****None present** | * N/A
 | * N/A
 | * N/A
 | **-** | **N/A** | **N/A** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **19** | **Vibration****None present** | * N/A
 | * N/A
 | * N/A
 | **-** | **N/A** | **N/A** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **20** | **Services:****Heating****Note the source of heating:****Radiators****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**

**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/or not
* Cables neatly positioned
* Contact Sodexo if problems or defects arise
* Service and maintenance by competent person
* Combustible material kept away from heat source
* Heat source kept clear and free from obstruction
* Environmental monitoring from the Health and Safety Office on request
* Adequate ventilation
* Fire detection systems
 | * Contact Sodexo if problems arise
 | **With current controls:****L****With Actions applied:****L** | **All NOC occupants****Sodexo** | **As necessary** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **21** | **Lighting** **Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**

**People with disabilities** | * Inadequate lighting
* Glare
* Slips, trips , falls
 | * Light switches easily accessible (height)
* Adequate lighting
* Staff report defects
* Protective coverings
* Environmental monitoring from the Health and Safety Office on request
* Service and maintenance by competent person and adequate system in place by Sodexo
 | * Contact Sodexo if problems arise
 | **With current controls:****L****With Actions applied:****L** | **All NOC occupants****Sodexo** | **As necessary** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **22** | **Ventilation and temperature** **Ventilation:****Natural (windows) and artificial (air conditioning)****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**

**People with disabilities** | * Environment too hot or cold
* Inadequate ventilation
* Falls from heights from windows
 | * All windows openable or temperature controlled by building management system
* Blinds in place and in working order where present
* Staff report defects
* Service and maintenance of ventilation system by competent person
* Office temperature of at least 17.5 degrees (after one hour of work)
* Environmental monitoring from the Health and Safety Office on request
 | * Contact **Sodexo** if problems arise
 | **With current controls:****L****With Actions applied:****L** | **All NOC occupants****Sodexo** | **As necessary** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **23** | **Electricity****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**
* **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
* 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
* Adequate protection for circuit boards, distribution boards etc.
* Staff report defects, take equipment out of use where necessary
* Good housekeeping standards
* Lock out system required for repair work
 | Contact **Sodexo** if problems arise | **With current controls:****L****With Actions applied:****L** | **All NOC occupants****Sodexo** | **As necessary** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **24** | **Asbestos****None present** | * N/A
 | * N/A
 | * N/A
 | **-** | * N/A
 | * N/A
 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **25** | **Confined Spaces****None present** | * N/A
 | * N/A
 | * N/A
 | **-** | * N/A
 | * N/A
 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **26** | **Lasers****None present** | * N/A
 | * N/A
 | * N/A
 | **-** | * N/A
 | * N/A
 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood**  | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **27** | **Construction / Maintenance Work****Example:** * Sodexo Cleaners
* Various Building Contractors

**Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**

**People with disabilities** | * Unfamiliar with TU Dublin buildings and safety procedures
* Injury to Contractors, Staff, Students, members of the public
 | * Buildings Office control all Contractors
* Reception is manned at all times by NOC Staff
* Sign in required
* Compliance with TU Dublin code of practice for Contractors
* Signage in place re construction work
* eLearning completed by all Contractors
* TU Dublin Contractor safety badge issued and worn
* Risk assessment and method statements completed and submitted to the Sodexo & Contracts Manager TU Dublin
* Good housekeeping standards maintained
* Areas of work cordoned off
 | * Maintain Standards
 | **With current controls:****L****With Actions applied:****L** | **All NOC occupants****TU Dublin Contractors****Sodexo** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OPERATIONAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **28** | **Work Activities / Processes****Please See APPENDIX 1** | Please see **APPENDIX 1** | * Please see **APPENDIX 1**
 | **-** | - | **-** | **-** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OPERATIONAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **29** | **Housekeeping****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**

**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 available
* Spillages cleaned up immediately
* Adequate lighting
* Designated storage areas for materials and waste

Waste collected daily | Maintain standards | **With current controls:****L****With Actions applied:****L** | **All NOC occupants/ Staff members****Sodexo****Buildings Office****Buildings Office to ensure Sodexo complete tasks** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OPERATIONAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **30** | **Cleaning****Sodexo carry out daily cleaning of the NOC****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**
* **People with disabilities**
 | * Lack of cleanliness or hygiene
* Manual handling injury
* Exposure to hazardous substances
* Spillages: slips, trips and falls
* Lack of/inappropriate PPE
* Violence to Sodexo Staff when entering/exiting NOC by intruders
* Lone working
 | * Cleaning carried out each evening by Sodexo
* Cleaning Staff have own access to NOC
* Cleaners follow manufacturers instruction, use appropriate materials/substances, wear/use PPE and are trained in manual handling and in the use of equipment and chemicals by Sodexo

(responsibility of Sodexo)* Wet floor signage in place where floor is not 100% dry/spillage occurs
* Cleaning equipment and cleaning substances stored appropriately
* Report defects/hazards to Buildings Office

Manual handling training completed and put into practice by Sodexo | * Sodexo to ensure system in place for entering/exiting, emergency procedures, lone working and man-down procedures for their Staff
* Sodexo to report any suspicious behaviour by contacting the Gardaí or Emergency Services on 112 or 999 (Dial 0 first when dialing from a TU Dublin landline)
 | **With current controls:****L****With Actions applied:****L** | **Sodexo** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OPERATIONAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **31** | **Waste Disposal & Removal****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**
* **People with disabilities**
 | * Waste accumulation
* Fire
* Sharps injuries
* Exposure to bodily fluids
* Manual handling injury
* Exposure to hazardous substances
* Spillages: slips, trips and falls
* Lack of/inappropriate PPE
 | * Paper recycling bins present
* Rubbish removed daily by cleaners
* Staff contact Sodexo to remove recycling
* Trolley used for transporting rubbish and recycling waste
* TU Dublin Staff trained in manual handling
* Waste segregated as appropriate
* Sharps bin present in clinic where necessary
* Clinical waste i.e. sharps arrangements in place with School of Physics
 | Maintain standards | **With current controls:****L****With Actions applied:****L** | **All NOC occupants****Sodexo** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OPERATIONAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **32** | **Signage and Documentation****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**
* **People with disabilities**
 | Lack of knowledge regarding safety procedures | * Emergency Exit signage in place
* Emergency First Aid Procedure posted
* Evacuation plan posted throughout NOC
* List of trained first aiders posted at Reception
* Safety Notice points posted throughout NOC
* Fire Action Notice Point posted throughout.
* No Smoking signage in place
* Emergency contact numbers at Reception
 | Emergency exit sign required at side entrance | **With current controls:****L****With Actions applied:****L** | **All NOC occupants****Sodexo** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OPERATIONAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **33** | **Incidents****Hazard Reporting****First Aid****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**
* **People with disabilities**
 | * Lack of first aid supplies
* Lack of trained first aiders
* Lack of knowledge of procedure in the event of an incident
* No reporting of incident(s)

No reporting of hazards | * First aid kit available off reception in workshop area and at Porters Desk main reception CQ. Smaller first aid kit upstairs on mezzanine level.
* Incident report book available at Reception
* All incidents to be reported immediately and an incident report form completed
* Additional supplies available from Health & Safety Office on request
* List of trained first aiders posted.
* Emergency first aid procedure posted
* AED available off reception in workshop area
* Individuals trained in use of the AED

Online hazard reporting facility available | None at present | **With current controls:****L****With Actions applied:****L** | **All NOC occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OPERATIONAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **34** | **Use of Ladders / Working at Height****None carried out** | N/A | N/A | **N/A** | - | **N/A** | **N/A** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OPERATIONAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **35** | **Out of Hours Access / Lone Working****No lone working / out of hours work takes place** | N/A | N/A | If circumstances change Clinic Manager shall contact the Health & Safety Office | - | **Clinic Manager** | **As necessary** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OPERATIONAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **36** | **Fieldtrips****Fieldtrips do not take place related to the NOC** | N/A | N/A | **N/A** | - | **N/A** | **N/A** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OPERATIONAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **37** | **Work Placement****Work placement does not take place related to the NOC** | N/A | N/A | **N/A** | - | **N/A** | **N/A** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OPERATIONAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **38** | **Events Hosting****Events Hosting does not take place related to the NOC** | N/A | N/A | If circumstances change Event Organiser shall contact the Health & Safety Office | - | **Event Organiser** | **As necessary** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OPERATIONAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **39** | **Conferences / Seminars****Who can be harmed:*** **Staff members**
 | * Travel to and from
* Road traffic accidents
* Unfamiliar with venue
* Medical emergency
* Missing persons
 | * Taxi vouchers available to NOC Staff
* Staff obey rules of the road if driving or cycling
* Adequate insurance, tax and NCT on vehicles used for transport
* Staff familiarise themselves with local emergency procedures and first aid arrangements
* Staff report defects and incidents to venue management
* Approval sought from Line Manager as per TU Dublin procedures
* TU Dublin procedures adhered to
 | None at present | **With current controls:****L****With Actions applied:****L** | **All NOC Occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OPERATIONAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **40** | **Storage****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**
* **People with disabilities**
 | * Inadequate storage
* Improper storage
* Inadequate space for safe manual handling
* Poor housekeeping
* Slips, trips and falls
* Unsafe access and egress
* Inadequate lighting and/or ventilation
 | * Safe access and egress to storage area
* Storage avoided above shoulder height where possible
* Appropriate storage and segregation of items
* Storage units secure and fit for purpose
* Locking system in place
* Step ladder available for accessing higher shelving units
* Staff trained in manual handling
* Appropriate signage in place
* Items not stored in walkways
* Defects reported by Staff to Sodexo
* Adequate lighting and ventilation
 | None at present | **With current controls:****L****With Actions applied:****L** | **All NOC Occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HUMAN FACTORS** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **41** | **Sensitive Work Groups:****Pregnant Employees & Nursing Mothers** | * Harm to Mother, unborn child or breastfeeding baby
* Physical risks
* Chemical risks

Biological risks | * Risk assessment carried out for pregnant Employees and control measures implemented as identified and necessary by Health & Safety Office
* Room available in CQ for expressing milk / lying down
* Follow medical advice
 | None at Present | **With current controls:****L****With Actions applied:****L** | **All NOC Staff** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HUMAN FACTORS** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **42** | **Sensitive Work Groups:****Young Persons i.e. Students****Children are clients of the NOC**  | * 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 | * TU Dublin emergency plans in place
* Report all incidents and accidents to TU Dublin
* Garda vetting in place

**Children*** Children supervised by parent/guardian at all times in the NOC
* Parent/guardian must sign form if leaving room for any length of time
* TU Dublin Supervisor in & out of room constantly
* TU Dublin Child Protection Policy in place
* Doors kept ajar always

**Young Students*** Training and supervision by Staff
* Induction process available
* Student support services available
 | Maintain Standards | **With current controls:****L****With Actions applied:****L** | **All NOC occupants****Optometry Supervisors and Students****NOC clients’ parents****/guardian** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HUMAN FACTORS** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **43** | **Sensitive Work Groups:****People with Disabilities** | * Lack of access/egress
* Difficulty with evacuation

No risk assessment (RA) completed | * Risk Assessment carried out by Health & Safety Office
* Personal Emergency Egress Plan (PEEP) completed where necessary
* Reasonable accommodation identified in Risk Assessment given
* Lift present and in working order
* Disability Support Service available
* Disabled toilet: ground floor
* Health & Safety Induction available to Staff and Students
 | None at Present | **With current controls:****L****With Actions applied:****L** | **All NOC Occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HUMAN FACTORS** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **44** | **Sensitive Work Groups:****New Recruits** | * Lack of experience
* Lack of training
* Injuries
* Accidents and incidents
* Lack of training and experience
* Lack of familiarity with TU Dublin work environment, work practices and emergency plans
 | * Induction available (in person or online)
* Line Manager gives induction for Department
* Mandatory training to be completed as soon as possible after recruitment
* Supervision and instruction given by Line Manager
 | None at Present | **With current controls:****L****With Actions applied:****L** | **All NOC Occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HUMAN FACTORS** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **45** | **Sensitive Work Groups:****Undergraduates** | * Lack of experience
* Lack of training
* Injuries
* Accidents and incidents
* Lack of familiarity with TU Dublin work environment, work practices and emergency plans
* Lone working
 | * Induction available
* Supervision in clinics
* Emergency procedures in place
* First aid facilities available
* Safety induction given by lecturers
* Task-specific instructions/ demonstrations provided by Staff
* Student support services available
 | None at Present | **With current controls:****L****With Actions applied:****L** | **All NOC Occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HUMAN FACTORS** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **46** | **Sensitive Work Groups:****Postgraduates****None present** | N/A | N/A | N/A | **N/A** | **N/A** | **N/A** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HUMAN FACTORS** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **47** | **Stress****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant**
* **People with disabilities**
 | * Physical health effects
* Mental health effects
* Behavioural effects
* Cognitive effects
* Workload to high or low
 | * Communication between Staff and management
* Employee Assistance Programme (EAP) available
* Occupational Stress Management Policy & Procedures in place
* Risk Assessment carried out by Management
* Training courses available on Stress Management, personal skills etc. to Staff
 | None at Present | **With current controls:****L****With Actions applied:****L** | **All NOC occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HUMAN FACTORS** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **48** | **Violence (including Cash)****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**
* **Postgraduates**
* **People with disabilities**
 | * Theft

Attacks/assault | * Float of €200; Petty Cash €400
* Takings placed in safe and locked
* Money collected by GLS fortnightly
* NOC Procedure for handling, and storage of cash
* ERT mandatory for Staff
* CCTV in place
* Reception Staff on duty at all times
* TU Dublin Staff and Students report suspect individuals to TU Porters / Sodexo
* Adequate lighting in place
* Physical barriers present i.e. NOC Reception desk
 | None at Present | **With current controls:****L****With Actions applied:****L** | **All NOC Occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HUMAN FACTORS** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **49** | **Bullying & Harassment****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**
* **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
 | None at Present | **With current controls:****L****With Actions applied:****L** | **All NOC Occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HUMAN FACTORS** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **50** | **Welfare Facilities:****Sanitary Facilities;****Staffroom / Canteen****Who can be harmed:*** **Staff members**
* **Pregnant**
* **People with disabilities**
 | * Inadequate facilities
* No seating / resting area
 | * Staff kitchen present in NOC with seating facilities
* Canteens present on Grangegorman Campus
* Drinking water available
* Hot and cold water available in sanitary facilities
* Disabled toilet available on both floors
* Sanitary facilities downstairs ladies toilets.
* Hand washing facilities adequate
 | None at Present | **With current controls:****L****With Actions applied:****L** | **All NOC Occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HUMAN FACTORS** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **51** | **Visitors****Visitors include members of the public and delivery personnel****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**
* **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
 | * Reception manned at all times; Visitors report here
* Emergency plans in place
* All incidents reported to NOC Staff
* Adequate signage in place
* Staff check deliveries and accept if satisfactory
* Delivery personnel are known to NOC Staff
* Door buzzer system in place
* CCTV in place
* Visitors briefed on emergency procedures by person they are visiting

**Children*** Children supervised by parent/guardian at all times in the NOC
* TU Dublin Child Protection Policy in place
* Garda vetting in place
 | None at Present | **With current controls:****L****With Actions applied:****L** | **All NOC Occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HUMAN FACTORS** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **52** | **Contractors / Service Providers****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
 | * Unfamiliar with TU Dublin buildings and safety procedures
* Injury to Contractors, Staff, Students, members of the public
 | * Sodexo / TU Dublin Contracts office control all Contractors
* Reception is manned at all times by NOC Staff
* Sign in required
* Compliance with TU Dublin code of practice for Contractors
* Signage in place
* eLearning completed by contractor / service provider
* Risk assessment and method statements completed and submitted to the TU Dublin Contracts Office / Sodexo
* Good housekeeping
* Areas of works cordoned off
 | None at Present | **With current controls:****L****With Actions applied:****L** | **All NOC Occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HUMAN FACTORS** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **53** | **Behaviour****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Contractors**
* **Young persons**
* **Pregnant ladies**
* **People with disabilities**
 | * Aggression
* Violence
* Stress
* Bullying
* Harassment
 | * TU Dublin Dignity at Work: Anti Bullying & Harassment Policy in place
* Employee Assistance Programme (EAP) in place
* Occupational Stress Management Policy & Procedures in place
* Training courses available on Stress Management, personal skills etc. to Staff
* All incidents are reported immediately
* TU Dublin Disciplinary procedures in place
* TU Dublin Procedure for the Resolution of Disputes/Grievances in place
 | None at Present | **With current controls:****L****With Actions applied:****L** | **All NOC Occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HUMAN FACTORS** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further** **Actions Required** |
| **54** | **Personal Protective Equipment (PPE)****White coats by Students;****Safety goggles****Who can be harmed:*** **Staff members**
* **Students**
* **Visitors**
* **Young persons**
* **Pregnant ladies**
* **People with disabilities**
 | * Improper fit and use
* Incorrect type
* Poor maintenance
* Lack of training
* Exposure to physical or hazardous substances
* Slips, trips and falls
* Lack of awareness of
* PPE requirements

Contamination | * PPE provided by TU Dublin TU Dublin for TU Dublin Staff (NOC Staff not required to wear white coat at all times)
* Students provide own PPE
* White coats laundered personally by Students and Staff members: no contamination present
* PPE is appropriate and Staff are consulted
* PPE is inspected, maintained and defects are reported by Staff
* Training, information and supervision given
* Follow manufacturer’s instructions
* Personal use only
 | None at Present | **With current controls:****L****With Actions applied:****L** | **All NOC Occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |
| **55** | **Photocopiers &****Printers**  | * **See Printers and Photocopiers: Ref 12**
 | - | - | **-** | - | **-** |
| **56** | **Chemicals include:*** Essilor Essiclean
* Acetone
* Dyes / tints e.g. Inland Perma Dye
* BPI Euro Neutralizer
* Seegreen Products by Hilco
* Contact lens solution
* Eye drops
 | * Harm if ingested
* Fire
* Improper storage
 | * Follow label instructions.
* Wear PPE as necessary e.g. nitrile gloves for Essiclean
* Store correctly
* Use in ventilated area
* No eating / drinking in clinic areas
* Safety talk given to Students before practicals
* Students supervised at all times
* Hazards are communicated to Students by Staff
* Eye wash kits at First Aid Kits in workshop area off reception & upstairs on mezzanine level.
 | * None at present
 | **With current controls:****L****With Actions applied:****L** | **All NOC occupants** | **Ongoing** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BIOLOGICAL** |  |  |  |  |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****1/2/3/4/5****Severity x Likelihood** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further****Actions Required** |
| **57** | **None** | N/A | N/A | N/A | N/A | N/A | N/A |

**Risk Assessment for COVID-19 for the National Optometry Centre**

|  |  |  |
| --- | --- | --- |
| **Manager: Oona O’Carroll****(to act as COVID-19 Lead worker representative)** | **Staff Members:** * **Oona O’Carroll**
* **Siobhán McDonald**
* **Marie Maxwell**
* **Una Maguire**
* **Alena Lane**
* **Rebecca O’Hora**
* **Paul Kelly**
* **Marc Davis**
* **Declan Hovenden**
 | **Start Date: June 2020** |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****H/M/L****(with****controls)** | **Person(s) Responsible** | **Target Date/****Status** |
| **1** | **Coronavirus/ potential for COVID-19****Who could be harmed:*** Clinic staff members/those they come into contact with
* Clients/those they come into contact with
 | * Contraction through travel to work
* Spread of covid-19
 | **Travel*** If staff travel to work by private vehicle it should be with no other occupants (unless from the same household)
* Staff travelling by public transport will wear a mask while travelling
* If staff travel by other means, such as cycling or walking, social distancing should be maintained.
* Management to provide staff with a letter to carry when travelling regarding the essential nature of their work.
* Staff to clean areas touched in the car daily i.e. steering wheel, gear stick, radio area, indicator etc.

**Fitness to Work*** Staff to confirm with manager they have no COVID symptoms daily before starting work.
* Staff to inform Manager if they belong to the Covid-19 high-risk group 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 work and must seek medical advice immediately.
* Staff to bring their own food/drink and utensils
* Manager to keep in regular contact with staff members to discuss any issues or updates.
* Staff to complete induction training.
 | **With current controls:****Low** | **Manager,****Staff members** | **June 2020** |
| **2** | **Coronavirus/ potential for COVID-19****Who could be harmed:*** Clinic staff members/those they come into contact with
* Clients/those they come into contact with
 | * Contraction through manual handling at work
* Spread of covid-19
 | **Manual Handling** * During a two person lift, it may be difficult to maintain 2m apart.
* If a two-person lift is essential, it must be completed in <15 mins.
* If this is not possible, another way of lifting/moving the item must be identified.

**First-aid:** * If someone sustains an injury while in the clinic, ensure appropriate PPE are worn by all before attending to the patient. If worrying or serious, contact Emergency Services immediately.
 | **With current controls:****Low** | **Manager,****Staff members** | **June 2020** |
| **3** | **Coronavirus/ potential for COVID-19****Who could be harmed:*** Clinic staff members/those they come into contact with
* Clients/those they come into contact with
 | * Contraction from presenting patients
* Spread of covid-19
 | **Booking an Appointment**Staff will book an appointment for the patient via phone or email and will complete a questionnaire with the patient regarding symptoms of the virus, contact with COVID positive people etc Patients will be advised of the following:* Access will be by appointment only and not to arrive early
* Patients to bring their own pen to complete any forms.
* Patients are required to wear their own face mask which must be put on before entering the clinic. Facemasks must be worn correctly and cover the nose and mouth fully.
* Use of the toilets by patients should be avoided but where a patient needs to use the toilet they will be asked to wash their hands correctly in the washroom and sanitise their hands again if re-entering the examination room or dispensing area

**Patient Compliance*** Any patient not adhering to the procedures must be politely asked to leave the clinic.
* Staff to report issues e.g. non-compliance or accidents to Manager.
 | **With current controls:****Low** | **Manager,****Staff members,****Patients** | **June 2020** |
| **4** | **Coronavirus/ potential for COVID-19****Who could be harmed:*** Clinic staff members/those they come into contact with
* Clients/those they come into contact with
 | * Spread of covid-19
 | **PPE*** Staff will wear an facemask (appropriate to the task) when providing healthcare to a patient or if within 2m of a patient or other staff member for more than 15mins. Reception staff will be behind Perspex screens but visors can also be worn particularly if they need to aid in frame selection. Staff will wear gloves if touching a patients face. Gloves should also be worn if touching a patient’s own frame that has not yet been sanitised.
* Staff will dispose of facemasks/gloves in lidded bins.
* All PPE is unique to each person and should never be shared.
* The waiting area will be arranged to allow for social distancing.
* Staff should not be working alone in the clinic without a buddy system in place (regular check-ins and a procedure in place if an incident occurs).

**Isolation room*** If a patient or staff member displays symptoms of COVID 19, such as a cough, a fever or difficulty breathing, they will be advised to return home and not use public transport.
* If they are unable to return home they will be directed to an isolation room by the lead worker representative or appointed member of staff
* Both parties will wear face masks and keep 2m from eachother and all others on route to the isolation room
* The isolation room should be a room with a door that closes, should be wheelchair accessible and have a window/ventilation if possible
* The patient should contact their GP or the HSE from there and follow their advice
* The appointed staff member can contact a family member on behalf of the patient to transport the patient home or to a hospital as directed by their GP or the HSE
* Once the patient 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
* The college manager will be informed.
* If a confirmed case is identified, staff who have had close contact should be advised to stay at home for 14 days and follow restricted movement guidance on the HSE website.
* A COVID contact log will be kept to record all people who enter the NOC.
 | **With current controls:****Low** | **Manager,****Staff members,****Patients** | **May 2020** |
|  | **Coronavirus/ potential for COVID-19****Who could be harmed:*** Clinic staff members/those they come into contact with
* Clients/those they come into contact with
 | * Spread of covid-19
 | **Social Distancing** * A minimum of 2m (6.5 feet) social distance will be maintained where possible between staff members. Where this is not possible and will be longer than 15 minutes a face mask must be worn
* Facemasks are required by patients at all times and facemasks/visors are required by staff members at all times during contact with patients.
* The autorefractor can only be used when the adjacent dispening desk is unoccupied.
* Where the staff member is giving advice only try to maintain a 2m distance.
* Perspex screens will be in place at reception and one dispensing desk
* Signage and floor markings will be in place to remind staff and patients of the 2m distance.
* Remove or cover excess chairs in the waiting area.
* Water cooler should not be accessible to patients. Staff using the water cooler must not let bottles or cups touch the spout and it must be cleaned regularly
* Remove all items leaving only essential items in treatment rooms/areas.
* Accesss to the building will be by appointment only and appointments will be arranged so that social distancing can be observed in the waiting area at all times.
* Only one patient is allowed in each examination room/toilet area at a time.
* Only one way traffic at a time on stairs and narrow corridors and 2m social distancing to be observed or PPE to be worn
* Only one person at a time in the washrooms (unless with a parent or carer)
 | **With current controls:****Low** | **Manager,****Staff members,****Patients** | **May 2020** |
|  | **Coronavirus/ potential for COVID-19****Who could be harmed:*** Clinic staff members/those they come into contact with
* Clients/those they come into contact with
 | * Spread of covid-19
 | **Hygiene and Cleaning*** Staff will use hand sanitiser or wash their hands on arrival to the clinic.
* Optometrists will wash their hands before and after each patient as well as sanitise hands between examination tasks
* Patients will be asked to sanitise their hands immediately on arrival.
* Each examination room has its own sink, soap and paper towels, in addition to a lidded bin.
* All staff have access to hand-washing facilities and must regularly wash their hands throughout the day and between patients.
* Reception staff will have their own stationary: pens, staplers etc.
* Examination chair, equipment and any surface the patient has been in contact with to be cleaned/disinfected after each patient
* During frame selection the patient will point to frames they wish to try on and the DO/OA will take them form the shelf and place at a mirror.Any frames tried on by patients will be cleaned appropriately before returning to the shelf (eg with Clinell wipes, soap and water or a UV frame sterilizer)
* Any tools which may be shared between staff or teams such as frame repair tools will be cleaned before and after use
* Frequently touched objects/surfaces to be cleaned and disinfected regularly.
* Do not shake hands or touchpatients unless carrying out treatment.
* Wash your hands properly on arrival to the clinic and after each patient.
* Cover your mouth and nose with a tissue or your sleeve when you cough or sneeze. Put used tissues into a lidded bin and wash your hands immediately.
* Posters will be displayed re hand hygiene, respiratory hygiene and cough etiquette
* Manage break/lunch time to reduce communal use e.g. stagger breaks or use alternative areas to take breaks.
* Leave internal doors open where possible e.g. door from waiting area into the rest of the clinic, door to examination room. ‘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 (including door handles and any surface). Water, soap and a lidded bin to be available at all times.Sanitiser will be available outside the washrooms for use after opening the door.
 |  |  |  |

**APPENDIX 1: Risk Assessment for Specialist Equipment & Machinery**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****H/M/L****(with****Controls /Actions)** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Specialist Equipment and Machinery** |
| **1** | **Trial Frame** | * Contact with client: Cross contamination
 | * Cleaned between clients with disinfectant wipes
 | * Maintain standards
 | **L** | **All Staff and Students** | **Ongoing** |
| **2** | **Slit Lamp Biomicroscope** | * Chin rest and forehead bar contact: cross contamination
 | * Cleaned between clients with disinfectant wipes
 | * Maintain standards
 | **L** | **All Staff and Students** | **Ongoing** |
| **3** | **Ophthalma-scope** | * N/A No contact with client
 | * N/A
 | * N/A
 | **L** | **N/A** | **N/A** |
| **4** | **Phoropter** | * N/A No contact with client
 | * N/A
 | * N/A
 | **L** | **N/A** | **N/A** |
| **5** | **Scanning equipment / imaging equipment** | * Contact with client: Cross contamination
 | * Cleaned between clients with disinfectant wipes
 | * Maintain standards
 | **L** | **All Staff and Students** | **Ongoing** |
| **6** | **Trial contact lenses** | * Contact with eye
* Can be re-used
 | * Disinfection procedure in place as per Student manual
 | * Follow procedure
* Students to sign off on manual
 | **L** | **All Staff and Students** | **Ongoing** |
| **7** | **Contact tonometer** | * Contact with eye
* Can be re-used
 | * Disinfection procedure in place as per Student manual
 | * Follow procedure
* Students to sign off on manual
 | **L** | **All Staff and Students** | **Ongoing** |

**NOTE: All of the above equipment is subject to PAT visual checks as per standards organised by the NOC Clinic Manager**

**APPENDIX 1 continued: Risk Assessment for Specialist Equipment & Machinery**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Hazard** | **Risk(s) Associated /****Description** | **Control Measures** | **Risk****H/M/L****(with****Controls /Actions)** | **Person(s) Responsible** | **Target Date /****Status** |
| **Current Controls** | **Further Actions Required** |
|  | **Specialist Equipment and Machinery** |
| **8** | **Tinting Machine** | Burns from hot liquid | * Training and supervision of Students
* First aid kit and trained first aiders present
 | * Students to sign off on safety manual. Ensure the tinting machine is listed in said manual.
 | **L** | **Declan Hovenden** | **Ongoing** |
| **9** | **Glazing Machine** | * Manual handling injuries as a result of emptying
* Noise
 | * Staff trained in manual handling
* All parts enclosed.
* Machine does not operate with door open.
* Only trained Staff permitted to operate
* Students observe only.
* Noise level < 80dB for short durations.
 | * Maintain standards
 | **L** | **All Staff** | **Ongoing** |

**NOTE: All of the above equipment is subject to PAT visual checks as per standards organised by the NOC Clinic Manager.**