Title:	ESTATES SAFE WORK PRACTICE SHEETS *(to be read in conjunction with the Parent Safety Statement and associated Ancillary Safety Statements of Vice President for Strategic Planning, Communications & Development)*				
Ref:	*ESTATES SWPS*			**Rev No.**	*6*
Issued by:	***Conor Lait***	**Approved by:**	*FASC*	**Date:**	*March 2021*

Ref	Safe Work Practice Sheets	Where Applicable
101	Construction Work	All Areas
102	Safe System of Work	All Areas
103	Baler	All Areas
104	Tractors/Trailers	All Areas
105	Lone Person Working	All Areas
~~**106**~~	~~Road Sweeper~~	~~External Areas~~
107	Power Washer	All Areas
108	Compressor	All Areas
109	General Cleaning of Science Laboratories	Science Labs

ESTATES SAFE WORK PRACTICE SHEETS REVISION TABLE

Revision No.	Date of Rev.	Brief Description of Revision	Location
		Note: This sheet added in Dec 2016	
No.5	**Dec 2016**	**Annual Review** • Addition of reference to "Clients in Construction" as issued by HSA. • Addition of Forms BPC 1 and BPC2. • Deletion of SWPS 106 as road sweeper service no longer carried out by Institute Staff • Addition of "Estates Safe Work Practice Revision Table"	SWPS 101 SWPS 106 This Page
No. 6	**March 2021**	• Addition of SWPS No. 109 – General Cleaning in Science Laboratories.	SWPS 109

Safe Work Practice Sheet Construction work	Ref: *SWPS 101*	Approved by: *ISMC*
	Assessed by: *CL/CC Dec 2015*	Issue No: *3*
		Issued by: *C. Lait / C.Carlin*

Hazards
Accident due to poor planning procedures and construction methods
Person Exposed to Risk
☐ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description
Construction Work

Controls

Construction is broadly defined and includes;
Maintenance, repair, redecoration, fitting out, alteration, structural cleaning as well as civil engineering and engineering construction work.

A **Project** includes the preparation, design, planning and construction activities.

DKIT are considered to be a Client if the Institute commission, decommission, dismantle or repair building services (mechanical, electrical etc) which are normally fixed to a structure.

DKIT as a Client has duties under the Safety Health and Welfare at Work Construction Regulations 2013, which apply to most construction projects. They apply whether the Institute is doing the work itself or having somebody do it. They apply to small and large projects.

Dundalk IT must

1. Appoint, in writing, a competent Project Supervisor for the Design Process (PSDP) before design work starts. (Form No 4 Letter Appointment of PSDP)

2. Appoint, in writing, a competent Project Supervisor for the Construction Stage (PSCS) before construction begins. (Form No 5 Letter Appointment of PSCS).

3. Ensure that each designer and contractor appointed has adequate training, knowledge, experience and resources for the work to be performed. The following forms must be used to assess the competency of each;
   - Form No. 01 PSDP Assessment of Competency
   - Form No. 02 PSCS Assessment Form
   - Form No. 03 Sub-contractor's H&S Assessment Form

4. Co-operate with the Project Supervisor and supply necessary information.
5. Retain and make available the Safety File for the completed structure.
6. Provide a copy of the safety and health plan prepared by the PSDP to every person tendering for the PSCS.
7. Notify the Authority of the appointment of the PSDP where construction is likely to take more than 500 person days or 30 working days on the approved Form AF1
8. Allow a reasonable amount of time for project completion.

Appointment of Project Supervisors
Dundalk IT must appoint in writing a competent Project Supervisor for the Design Process (PSDP) before design work starts and a competent Project Supervisor for the Construction Stage (PSCS) before construction

work starts, in order to co-ordinate the design and construction. They must acknowledge in writing that they accept the appointment. There can only be one (PSCS) for one project at a given time.

NOTE:
The Institute does not have to appoint Project Supervisors if the work is routine maintenance work such as cleaning, decorating and repair and:

- there is only one contractor involved;
- the project does not last longer than 30 days or 500 person days;
- the work does not involve a *particular risk* e.g. Working in deep trenches and excavations, falling from a height where there is an aggravated risk of injury, use of chemical or biological substances, including work involving asbestos, work with ionising radiation – usually x-ray examination of structural joints etc., work near high voltage power lines, work over or near water – drowning, work in confined, unventilated spaces, work carried out by drivers using an air supply system, work in a compressed air atmosphere, work involving the assembly or dismantling of heavy prefabricated components.

Competency
When making the appointments of Project Supervisors, DKIT will satisfy itself that those appointed are competent to carry out the duties under the Regulations.

Dundalk IT will make reasonable enquires to check that the person or company to be appointed as the PSDP or PSCS is able to fulfil the responsibilities of the position. A designer or a contactor may be appointed so long as they are competent. The extent of these enquiries will depend on the scale, complexity, the hazards of the project and any particular risks and may include, but not limited to, enquiring about the following:

- membership of professional bodies;
- knowledge of design and construction, particularly in relation to the nature of the project;
- safety and health qualifications, training (e.g. degree, diploma, certificate, continual professional development);
- safety and health experience on similar projects;
- knowledge of preparing a Safety File;
- sufficient staff with qualifications, training and experience, both
- within the company and from other sources, relevant to the project;
- evidence of a functioning safety management system;
- evidence of Regulatory Compliance.

Safety and Health Plan
The safety and health plan will initiated by the PSDP. It contains information in relation to the project including:

- a general description of the project;
- any other work activities taking place on site;
- work involving particular risks;
- the timescale for the project and the basis on which the time frame
- was established;
- conclusions drawn by designers and the PSDP having carried out
- design risk assessments and any existing Safety and Health Plan or
- Safety File;
- the location of electricity water and sewage connections so as to facilitate early establishment of welfare facilities.

The purpose of this is to “flag-up”, at a relatively early stage, any residual safety and health issues specific to that project that the PSCS will have to take account of during construction.

DKIT must make sure that every person being considered or tendering for the role of Project Supervisor for the Construction Stage gets a copy of the safety and health plan.

The Safety File

The Safety File is a key document intended for the safety of end users of the structure or those who will extend or maintain the structure in future. The PSDP must prepare and pass the Safety File to DKIT at completion. DKIT as the Client must make the Safety File available, if necessary to subsequent designers or contractors engaged in maintenance or renovation of the structure.

	Dundalk Institute of Technology				
Title:	**Form 01 :Assessment of Competency to Undertake the Role of Project Supervisor Design Process**				
Page:	***Page 1 of 1***	***Ref. No.:***		***Issue No.***	**Draft 1**
Issued by		***Approved by***		***Date***	

Information, Instruction & Training
The forms 1 to 5 are set out hereunder

Please attach and return detailed information on the following:

Item	
1.0	Company details including name, address and contacts.
2.0	Details of the Company Management System especially relating to: 1 Checking, sign off and issue of drawings. 2 Co-ordination of the inputs of other designers involved in the project. 3 Liaison with the Project Supervisor Construction Stage for the transfer of design information. 4 Process for the transfer of information to complete the Safety File.
3.0	Details of the Health & Safety competencies of individuals who will be involved in this project.
4.0	Details of past projects of similar size and complexity where the company has acted as Project Supervisor Design Process.
5.0	An outline Preliminary Safety & Health Plan as required by the Safety, Health & Welfare at Work (Construction) Regulations 2013.
6.0	Any other information that relates to your competency to undertake the role of Project Supervisor Design Process.

Notes:

Please return documentation to:
Dundalk Institute of Technology
Buildings and Estates
Dublin Road
Dundalk

Project Supervisor Construction Stage Assessment Form

Please attach and return detailed information on the following:

Item	
1.0	Company details including name, address and contacts.
2.0	Details of the Company Management System especially relating to: 1 Working with and coordinating the activities of different Contractors involved in a project 2 Management, monitoring and controlling health & safety during the construction phase of the project 3 Evaluation of Subcontractors prior to commencing on the project and during the project. 4 The regular health and safety inspections of the project 5 Liaison with the Project Supervisor Design Process for the transfer of design information.
3.0	Details of the Health & Safety competencies of individuals who will be involved in this project.
4.0	Details of past projects of similar size and complexity where the company has acted as Project Supervisor Construction Stage.
5.0	An outline Safety & Health Plan as required by the Safety, Health & Welfare at Work (Construction) Regulations 2013.
6.0	Any other information that relates to your competency to undertake the role of Project Supervisor Construction Stage.

Notes:

Please return documentation to:
Dundalk Institute of Technology
Buildings and Estates
Dublin Road
Dundalk
Co Louth

Date:

Name of Company:

Address:

Telephone:

Email:

Contact person for additional safety information:

SAFETY DOCUMENTATION	**Office Use**
You must return with this form a copy of the following documentation:- 1. Your company Safety Statement / Safety Management System 2. Method Statements for the proposed works. 3. Insurance Details (please ensure that all insurances cover the activities due to be carried out)	
How are your Safety Statement and Method Statements communicated to your employees and sub-contractors?	

HEALTH AND SAFETY RESOURCES	**Office Use**
Please provide the name and qualifications of your Safety Manager.	
Please provide the names and qualifications of all Safety Officers within your Company.	
Please provide the name and qualifications of the Safety Officer you intend to appoint on this Project, and if they will be full time or part time?	
Please provide the name and address of any Safety Consultants your Company engages.	

Please provide details of the services your Safety Consultants provide to your Company.	

HEALTH AND SAFETY RESOURCES	**Office Use**
Please provide details of any Safety Management System that is in operation within your Company.	
How does your Company ensure that works are carried out in accordance with statutory Health, Safety and Welfare requirements?	
Is your company a member of any group, body, organisation, Trade Association that promotes or has an involvement in health and safety matters, and if so who?	

HEALTH AND SAFETY PERFORMANCE	**Office Use**
Please give an Accident / Incident Summary for the past three years below: Number Fatal Accidents - Number of reportable accidents (to the HSA) - Number of reportable dangerous occurrences (to the HSA) -	
Please provide details of all prosecutions, taken against your Company, for breaches of Health, Safety or Welfare legislation over the past five years..	

EXPERIENCE	**Office Use**
Please provide 3 references from clients for similar work that your Company has previously undertaken.	

TRAINING	**Office Use**
Please provide details of safety training and qualifications provided to management within your Company.	
Please provide details of safety training and qualifications provided to your proposed site management team on this Project.	
Please provide details of safety training and qualifications provided to other employees within your Company.	

SUB-CONTRACTORS	**Office Use**
How does your Company ensure that sub-contractors engaged by your Company are competent?	
How does your Company ensure that sub-contractors engaged by your Company have adequate Health & Safety resources?	

Dundalk IT Contractor Code of Practice	**Office Use**
Please confirm that you have read and understand the requirement of the Dundalk IT Contractor Code of Practice.	

Note should you be successful in your tender you will be required to attend a Pre-commencement Safety Meeting, the agenda for which is attached for your attention.

Office use only

Date received	
Checked by:	
All sections filled in satisfactorily?	
Additional information required?	
Contractor meets our safety criteria?	

Project Supervisor Design Process
Letter of Appointment

Project:

Dundalk Institute of Technology, as the client, appoint

_____

as the Project Supervisor for the Design Process (PSDP) in accordance with the Safety Health and Welfare at Work (Construction) Regulations 2013.

Please confirm your acceptance of this appointment in writing by return to the undersigned.

Signed: _____
Dundalk Institute of Technology

Project Supervisor Construction Stage
Letter of Appointment

Project:

Dundalk Institute of Technology, as the client, appoint

_____

as the Project Supervisor for the Construction Stage (PSCS) in accordance with the Safety Health and Welfare at Work (Construction) Regulations 2013.

Please confirm your acceptance of this appointment in writing by return to the undersigned.

Signed: _____
Dundalk Institute of Technology

Personal protective equipment required (last resort)

Gloves and safety boots

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **1- 2** = Risk Factor **4**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2**

Risk Assessment Review: As and when process changes or yearly

Safe Work Practice Sheet Safe Systems of Work / General Maintenance	**Ref:** *SWPS 102* **Assessed by**: *CL/CC Dec 2015*	**Approved by:** *ISMC* **Issue No:** *3* **Issued by:** *C.Carlin*

Hazards

- Fall from a height
- Electrocution
- Fire
- Use of Hazardous chemicals
- Welding
- Tripping
- Slipping
- Manual Handling
- Use of Handtools

Person Exposed to Risk

☑ Students ☑ Employees ☑ Public ☑ Contractors ☑ Visitors

Work Description

General maintenance work involving repair, renovation, refurbishment, cleaning and decorating of Institutes buildings, building services and external landscapes.

Controls

- All contractors and Institute staff who carry out general maintenance work must do so using A Safe System of Work which reduces risk in relation to any hazards.
- This generally means but is not confined to, cordoning off the works from the public, disconnecting equipment, providing adequate task lighting, providing ventilation, providing working room, using PPE, using appropriate means of access ,using Institute hot work permit systems, working at appropriate times, using appropriate lifting equipment, using appropriate maintenance techniques, allowing appropriate time to carry out the work, constructing a method statement and constructing A Safe System of Work Plan.
- Works must be carried out in accordance with the relevant SWPS and a Method Statement with Risk Assessment compiled where required.

Checks & Inspections

- All maintenance work should be checked for Hazards and a safe system of work used.

Information, Instruction & Training

- Persons carrying out maintenance must be made aware of Safe Systems of Work
- Contractors are made aware that Safe Systems of Work must be used in the Institute at all times.

Personal protective equipment required (last resort)

Safety Footwear

Initial Risk Rating (without any control measures)

Probability : **3** x Severity **3** = Risk Factor **9**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability :	1	x	Severity	3	=	Risk Factor	3

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Use of Cardboard Baler	**Ref:** *SWPS 103*	**Approved by:** *ISMC*
	Assessed by: *CL/CC Dec 2015*	**Issue No:** *3*
		Issued by: *C.Carlin*

Hazards

Manual handling of finished bales
Bales falling on feet
Cuts from baler tape
Entrapment in crusher.

Person Exposed to Risk

☐ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Baling waste cardboard or plastic

Controls

- Safe operating instructions are posted on the baler and must be followed by staff.
- The baler is interlocked and will not operate when front panel is opened eliminating the risk of entrapment however the power must be isolated before any blockages are cleared.
- Care must be taken not to run baler tape through hands to prevent minor cuts.
- Take care when removing the bale to prevent it falling
- A trolley is provided for moving bales out of the machine

Checks & Inspections

- Equipment interlock or safety stop should be checked every six months.

Information, Instruction & Training

- Only trained staff may operate equipment. Training may be provided in house by another competent member of staff.

Personal protective equipment required (last resort)

Gloves and safety boots

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **1- 2** = Risk Factor **4**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2**

Risk Assessment Review: As and when process changes or yearly

Safe Work Practice Sheet Tractor / Trailers	**Ref:** *SWPS 104*	**Approved by:** *ISMC*
	Assessed by: *CL/CC Dec 2015*	**Issue No:** *3*
		Issued by: *C.Carlin*

Hazards

- Overturning vehicle
- Entanglement in PTO
- Striking Pedestrians
- Collision with other vehicles or objects
- Fall from a height as a result of incorrect use of attachments as work platforms

Person Exposed to Risk

✓ Students ✓ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Operation of Tractors on the campus in vicinity of staff and students

Controls

- Vehicles are driven by experienced staff only.
- Training should be provided in tractor driving for new staff members.
- Tractor must be maintained as per the manufacturer's instructions.
- When in operation the door of the cab must be closed and if present a seat belt worn.
- Keep the floor of the cab clean and free from materials so that the pedals can be easily accessed.
- Before using a tractor drivers must conduct an inspection of the machine, to ensure that all lights, horns, brakes, warning devices and control devices are in place and are working correctly and that the machine's tyres and wheels are in a satisfactory condition.
- Tractor must be driven slowly and with great care at all times..
- Tractors must never be overloaded. If in doubt a load should be split into smaller packages.
- Tractors must not be used as elevated work platforms.
- All loads to be carried must be held securely and supported or suspended in a stable manner, not likely to lead to dropping of the load.
- Staff are forbidden from carrying passengers or being passengers on tractor.
- When parking a tractor the keys must be removed, the brake applied, the wheel turned into a wall or stationary object and the vehicle left on a flat surface.
- Any faults found in a tractor must be reported to the Supervisor immediately.
- Tractors must not be left running or with the forks or bucket raised whilst unattended.
- A banksman must be used where the driver is unsighted, particularly during reversing operations.
- When driving around blind corners driver must sound the horn.
- Repair work is only carried out by a competent mechanic.
- Hearing protection must be worn when driving tractor.
- When attaching the power take off (PTO) shaft the driver must ensure all guards are in place. The shaft is not to be used without guards or with damaged guards.
- The PTO must be turned off before exiting the vehicle cab whenever possible.
- Before starting a PTO the driver must make sure that there is nobody in close proximity to the shaft.
- Persons must never step over a running shaft.
- The shaft must be turned off when clearing blockages.
- Gloves must be worn when refuelling.
- Tractor is used for short periods(less than 20 hours per week) therefore whole body vibration is minimised and not considered a hazard.

Checks & Inspections

- Ensure pre-use checks are carried out and defects reported
- Tyres are inflated to the correct pressure and have adequate tread. They should only be used if there are no dangerous cuts or other damage.

Information, Instruction & Training

- Drivers should be adequately trained, particularly in the recognition of potentially dangerous situations.

Personal protective equipment required (last resort)

Safety Footwear
High Visibility Vests or Jackets
Overalls where trailer/ hitch connections may be required
Gloves for refuelling

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **3** = Risk Factor **6**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **2** = Risk Factor **2**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Lone Working	**Ref:** *SWPS 105*	**Approved by:** *ISMC*
	Assessed by: *CL/CC Dec 2015*	**Issue No:** *3*
		Issued by: *C.Carlin*

Hazards

Persons working alone in isolated locations such as roofs, plant rooms, switch rooms , service voids and service ducts who experience ill health or accident and are incapable of summoning assistance.

Person Exposed to Risk

☐ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Definition of lone working for Estates.
Lone working/out of hours working is defined as follows
Persons working alone outside of 7 am-10 pm Monday – Friday and during the hours of 9am - 6pm on Saturday, Sunday & Bank Holidays.
Lone working also includes carrying out routine maintenance work in isolated areas such as roofs, plant rooms, switch rooms , service voids and service ducts alone.

Controls

General: All restricted areas will be designated by signage on door access to that area denoting "Lone working Procedures Apply: Persons intending to enter or work in this restricted area ALONE must log in and log out using the Lone Working Service. Details on the reverse of this door."
Contractors if working alone must use the Lone working service when this signage is present Full instructions on use of system are available on the reverse of each door where signage is present.

- Contractors: All contractors should notify relevant key person in DKIT estates department when attending site. They should also sign visitor's book available in reception.
- Sub-contractors should be requested for their policy on lone working particularly for roofs, plant rooms and service ducts.
- DkIT employees should use the lone working system when entering an isolated area.

Checks & Inspections
As above.

Information, Instruction & Training
Not applicable

Personal protective equipment required (last resort)
Not applicable

Initial Risk Rating (without any control measures)

Probability :	2	x	Severity	2-3	=	Risk Factor	4-6

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability :	1	x	Severity	2-3	=	Risk Factor	2-3

Risk Assessment Review

As and when process changes or yearly

Lone working/Out of Hours working

	Name	Position	Date
Prepared by:			
Reviewed by:			
Approved by:			

Revision	Date	By	Description
1			
2			
3			

Safe Work Practice Sheet Road Sweeper	**Ref:** *SWPS 106*	**Approved by:** *ISMC*
	Assessed by: *CL/CC Dec 2015*	**Issue No:** *3*
		Issued by: *C.Carlin*

Hazards

- Noise
- Exposure to dust
- Contact with diesel during refuelling.
- Risk of injury during unblocking of sweepers
- Whole body vibration when using sweeper

Person Exposed to Risk

☐ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Road sweeper

Controls

- The equipment must be serviced in accordance with the manufacturer's instructions.
- Hearing protection must be worn.
- A correctly fitted dust mask must be worn.
- The equipment must be fully powered off when clearing blockages.
- Periods of time spent operating the sweeper are limited to less than 4 hours per day therefore exposure to vibration above guideline levels is not likely to occur.

Checks & Inspections

- The equipment must be checked for defects before use.

Information, Instruction & Training

- New staff should be provided with training in the operation of the equipment. This can be provided in house by a competent staff member.

Personal protective equipment required (last resort)

Safety boots , Hearing protection, dust mask

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **1** = Risk Factor **2**

Risk Assessment Review: As and when process changes or yearly

Safe Work Practice Sheet Power Washer	**Ref:** *SWPS 107*	**Approved by:** *ISMC*
	Assessed by: *CL/CC Dec 2015*	**Issue No:** *3*
		Issued by: *C.Carlin*

Hazards

- Slips, trips, falls
- Pressurised water
- Petrol (fire risk)

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Use of power washer in various locations

Controls

- Only trained staff may use the power washer.
- Always relieve the pressure in the system before uncoupling hoses
- Always set the trigger safety valve lock when the gun valve is not in use
- Never point the gun valve at yourself or others. Ensure area being washed is cordoned off or switch off unit is persons are close by to avoid material hitting passers by.
- Make sure the unit is on a stable surface
- Always keep the high-pressure hose connected to both the pump and the spray gun while the system is pressurised
- Assume a firm stance and firmly grasp the spray gun with both hands
- Do not operate pressure washer from ladder, scaffold or other unsuitable positions
- Always check equipment for damage before use and report defects to supervisor
- If the automatic cut-out operates, allow the motor to cool before re-starting.

Checks & Inspections

- Check equipment for defects before use, report any defects
- Check regularly that all ventilation grills or holes on motor housings are clear and free from dirt.

Information, Instruction & Training

- Operator trained in safe use of equipment and in accordance with operating manual. Training can be provided by a competent staff member.

Personal protective equipment required (last resort)

Eye Protection
Safety Footwear
High Visibility Vests or Jackets

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **1** = Risk Factor **1**

Risk Assessment Review
As and when process changes or yearly

Safe Work Practice Sheet Compressors	Ref: *SWPS 108*	Approved by: *ISMC*
	Assessed by: *CL/CC Dec 2015*	Issue No: *3*
		Issued by: *C.Lait / C.Carlin*

Hazards

- A compressor may explode due to a crack in the compressor tank.
- Air from a compressor directed at a person can penetrate the skin and cause death.
- Excessive inflation of tyres can cause them to burst.

Person Exposed to Risk

☐ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Use of compressor

Controls

- The air compressor requires an annual inspection by a qualified person (insurance company inspector).
- When fitting or removing bayonet type air couplings in order to prevent injury if the hose releases, grip the flexible hose close to the coupling with one hand and release the coupling with the other. Always stand to the side of the fitting.
- Wear goggles when blowing dust and grit from machinery and equipment. Always direct the air blast away from yourself or other people since air can penetrate the skin and cause serious injury or death.
- Maintenance work must only be carried out by trained personnel and as per manufacturer's instructions.
- Do not change filters or check fluids while the compressor is running. Spraying fluids such as oil can cause burns or serious injury.
- Use an air hose rated for the maximum compressor pressure and flow.
- Do not allow your hoses to be run-over by vehicles or stored improperly. Cracks or weak spots are not only wasteful, but dangerous to the operator.
- Make sure the hose and compressor discharge fittings match. Always use the safety pin to prevent the fittings from disconnecting. If a pressurized air hose breaks loose, "fish tailing" may injure workers and damage equipment.
- Depressurize the hose prior to disconnecting.

Checks & Inspections

- Compressor should be checked before use.
- Annual inspection to be carried out by insurance inspector.

Information, Instruction & Training

- Only trained persons should operate compressor – training can be provided in house

Personal protective equipment required (last resort)

Goggles, safety shoes, gloves, and hearing protection must be worn when operating construction tools powered by compressed air.

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : **1** x Severity **1** = Risk Factor **2**

Risk Assessment Review: As and when process changes or yearly

GENERAL CLEANING IN SCIENCE LABORATORIES	**Ref:** ***SWPS 109***	**Approved by:** *FASC March 2021*
	Assessed by: Moireen Taggart – Housekeeping	**Reviewed by : FASC March 2021**
		Issued by: Nov 2012 Revision Date: Jan 2021

HAZARDS

Chemical spills

Coming into contact with biohazardous or chemical materials

Removal of waste -

Slips, trips and falls

Manual handling

Person Exposed to Risk

☐ Students ☑ Employees (cleaning Staff) ☐ Public ☑ Contractors ☐ Visitors

The persons undertaking the works are at highest risk

WORK DESCRIPTION

General Cleaning of the labs –

NE201- Research

Biology NE207

NE210 Micro

NE220 Chemistry

NE225 Instrumentation

NE228 Fresh water

NE237 Fresh water

NC130/N131/NC132 Labs

NC105 Vet lab

Control Measures

To avoid risk of chemical spills involving cleaning staff, the following measures have been adopted:

- Only authorised cleaning staff will be permitted to enter the labs.
- Floors – brushed daily/mopped weekly – no equipment to be moved unless by science staff.
- Hand Sinks only – cleaned daily/soap refilled. Where cleaners are expected to clean laboratory sinks, both the draining board area and the sink itself should be free of glassware or other items of equipment.

- Middle of the floor work benches – Wiped clean daily. If chemicals are left on a bench, the cleaner must not clean the bench but report this to their supervisor. Science staff may on occasion leave chemical work material on benches for use on the following day. Where experiments are left running overnight, cleaners should be made aware of this by contacting the housekeeping team.
- Other small not hazardous equipment on benches are safe to clean around.
- Bins – Emptied daily & kept clean (general waste only). Ensure cleaning staff do not remove any biohazardous or chemical waste.
- Other cleaning including window sills, work benches along windows, cupboards etc. will be cleaned on request from the science department. These areas must be made safe before cleaning commences. The online Maintenance Request System (MRS) to be utilised to request additional cleaning. Alternatively contact the housekeeping department directly.
- If cleaning staff are in doubt about any materials check with supervisor or lab personnel before commencing cleaning in the area.
- Only approved cleaning products to be used.
- Wet floor signage to be instated and used when floors are being mopped or cleaned.
- Good manual handling techniques to be maintained.

Checks & Inspections

Visual checks carried out on assessment of risk in each lab

Labs are included in routine Housekeeping audits.

Information, Instruction & Training

Work sheet emphasising cleaning duties given to all cleaning staff working in lab areas.

Incident forms must be filled out.

DkIT Routine Safe Work Practice Sheet https://www.dkit.ie/health-safety/safety-statements/routine-safe-work-practice-sheets

Estates Risk Assessment register https://www.dkit.ie/health-safety/safety-statements/strategic-planning-communications-development-functional-area

Personal protective equipment required:

Gloves, aprons and safety googles/visors.

Initial Risk Rating (without any control measures)

Probability :	**2**	**x** Severity	**2**	= Risk Factor	**4 Medium**

KEY		
PROBABILITY	**SEVERITY**	**RISK FACTOR**
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability :	1	x Severity	2	= Risk Factor	2 LOW Risk

Risk Assessment Review

As and when process changes or annually.