

SECTION 3: RISK ASSESSMENT DOCUMENT: VICE PRESIDENT FOR FINANCE, RESOURCES & DIVERSITY FUNCTIONAL AREA

(Includes Finance, Human Resources, Ancillary Services & Computer Services)

This risk assessment document is to be read in conjunction with the Finance, Resources & Diversity Functional area's Safety Statement

Rev	Issue Date	Issued	Approved	Circulation
0	April 2019	GOD/RP	FASC	VPFRD
1	JULY 2021	GOD/TD	FASC	VPFRD
2	June 2022	HN/TD/MD/CC	FASC	FINANCE, HR RESOURCES, ANCILLARY SERVICES & COMPUTER SERVICES
3	June 2024	HN	FASC	VP FRD

(Vice President for Finance, Resources & Diversity – VPFRD)

RISK ASSESSMENTS

1. Access
2. Housekeeping
3. Storage
4. Fire / Emergency
5. Manual Handling
6. Work Station / DSE (Display Screen Equipment)
7. Filing Cabinets
8. Work Equipment
9. Security
10. Lone Working
11. First Aid
12. Electricity / Electrical Equipment
13. Work at Height
14. Use of photocopier
15. Kitchenette
16. Event Management
17. Communication room (including communications cabinet)
18. Use of ladders/stepladders
19. Remote working

Risk Assessment Guideline

First of all the severity of the identified hazards shall be assessed, using the following criteria:-

PROBABILITY X SEVERITY = RISK FACTOR

PROBABILITY:

Probable (3) = Certain or near death
 Possible (2) = Reasonably likely to occur
 Unlikely (1) = Very seldom / never

SEVERITY:

Critical (3) = Fatality / major injury or illness causing long term disability
 Serious (2) = Injury or illness causing short term disability
 Minor (1) = Other minor injury

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

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2024	
AREA:- VPFRD		Location:- All areas			Assessment Carried out by: - HN	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
1. Access	Trips, Slips & Falls. Obstructed access routes. Poor lighting.	1	2	1 x 2 = 2 LOW	Access & egress routes to and from offices must be maintained clear from materials or obstructions at all times. Ensure trailing cables are rerouted away from main access route / door.	Refer to Routine SWPS Document.

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AREA:- VPFRD		Location:- All areas			Assessment Carried out by: - HN	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
2. Housekeeping	Trips, Slips & Falls. Obstructed access routes. Improper storage of materials.	2	2	2 x2 = 4 MEDIUM	<p>All areas must be kept clean and tidy at all times.</p> <p>All access routes between desks must be kept free from obstruction at all times.</p> <p>Office to be maintained adequately lit, in particular during the winter months.</p> <p>Problems with lighting must be reported to the Estates Office for action.</p> <p>All liquid spillages must be cleaned up as soon as possible. All spillages must be cordoned off / warning signs erected if not immediately cleaned up.</p> <p>Keep all access routes free of obstruction at all times and do not use these areas for temporary storage.</p> <p>Report all spills, leaks or damage to floors or floor tiles immediately.</p>	Refer to Routine SWPS Document

					<p>Waste paper bins must be emptied daily.</p> <p>In order to discourage vermin, food must not be consumed or left in public access areas.</p>	
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Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
3. Storage	Items improperly stored. Items stacked too high. Fire. Injures to body.	1	2	1 x 2=2 LOW	Storage and stacking of materials / articles must be confined to specifically designated areas only. Heavy items must be stored at an appropriate height for ease of manual handling. Light items should be stored on higher shelves only. Heavier / bulkier articles must not be placed above head height where mechanical lifting devices and/or appropriate steps or other access are not provided. Materials on shelves must be maintained in an orderly fashion. Kick stools or stepladders are provided were access to materials at a height is required.	Refer to Routine SWPS Document

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4. Fire / Emergency	Fire	1	3	1 x 3=3 LOW	<p>All persons must comply with the procedures set out in the DkIT Emergency Evacuation Procedures Manual.</p> <p>On hearing the fire alarm all persons must follow the direction of Computer Services staff or the fire warden and proceed to the nearest assembly point via the nearest emergency exit route.</p> <p>Ensure trained Fire Wardens are in place to assist in evacuation and sweep of building in event of alarm activation.</p> <p>Evacuation Drills are held at least annually and results fed back to staff and management via the FASC to the ISMC.</p> <p>Report immediately any damage to fire extinguishers or fire detection systems to Estates.</p> <p>Ensure escape routes and exits</p>	<p>Refer to Routine SWPS Document</p> <p>https://www.dkit.ie/health-safety/emergency-evacuations-procedures-manual</p>

					are inspected regularly to ensure that they are available for use.	
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5. Manual Handling	Back injury. Injury to body parts. Items being dropped – damage to person or property.	2	2	2x2=4 MEDIUM	<p>Ensure training in Manual Handling techniques is available to all staff.</p> <p>Staff with preexisting back problems may be required to undergo medical review prior to or as a result of such training.</p> <p>Kick stools or stepladders are provided where access to materials at a height is required. Trolleys are provided to assist in the transfer of loads.</p> <p>Suitable gloves are available for handling loads with the potential to cause lacerations etc.</p> <p>Appropriate use of trolleys must be observed at all times.</p> <p>Trolleys should never be overloaded. Sufficient numbers of trolleys should be provided.</p>	Refer to Routine SWPS Document

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6. Work Station / DSE (Display Screen Equipment)	Repetitive strain injury. Eye strain. Muscular Skeletal Disorders (From maintaining a stationary position for long periods of time). Back pain. Carpal tunnel syndrome. Eyesight problems.	2	2	$2 \times 2 = 4$ MEDIUM	Furniture layout: furniture and equipment must be laid out and maintained so as to permit free movement and the avoidance of injuries. Ensure all furniture and VDU equipment in use complies with the requirements of the Safety, Health and Welfare at Work (General Applications Regulations) 1993. All staff to be familiar with the SWPS for DSE and Workplace assessment. This sets out the procedures currently in place for work stations. VDU eyesight testing is available to all users. Were such testing indicates that special corrective lenses are required exclusively for VDU work the basic cost will be covered by Dkit. Use adjustable chair at all workstations.	Refer to Routine SWPS No 7 - Safe Work Practice Sheet Display Screen Equipment (DSE)/Workstation Assessment The Organisation of Working Time Act 1997

				<p>Adjust computer monitor position: maintain screen distance of 18-30 inches/45-75 cm; top of screen should be at or below eye-level.</p> <p>Use computer screens of adequate quality: visual fatigue can be caused by poor quality screens. Screen image should be stable, clear (acceptable brightness and resolution).</p> <p>Prevent overexposure to screens: 5 minute break from screen work every hour.</p> <p>Sedentary workers should be able to sit in a variety of positions and should also be able to get up and move around regularly in their job.</p>	
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Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
7. Filing Cabinets	Persons coming into contact with open drawers of filing cabinet. Unstable filing cabinet.	1	2	1 x 2=2 LOW	Filing cabinets should be loaded from the bottom up to maintain stability. Where filing cabinets are of the type that allows more than one drawer to be opened at a time, they must be labelled with a warning of a tipping risk. Drawers should be closed immediately after use.	Refer to Routine SWPS Document

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Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
8. Work Equipment	Injuries due to improper use of work equipment	1	2/3	1 x 2/3=2/3 LOW	<p>Equipment to be stored or positioned in a safe place.</p> <p>Staff to be informed on safe handling practice and usage instructions.</p> <p>All defects in plant and equipment must be reported to immediately.</p> <p>Do not use defective equipment.</p> <p>Equipment to be used as per manufactures instructions.</p>	Refer to Routine SWPS Document

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Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
9. Security	Aggression. Violence. Persons under the influence of intoxicating substances.	1	2	1 x 2=2 LOW	<p>Report to management immediately.</p> <p>Maintain a distance from an aggressive person and if possible remain behind a desk or counter.</p> <p>Never enter into an argument with an aggressive person.</p> <p>Maintain a calm and neutral demeanour at all times.</p> <p>Gardaí or Caretakers, depending on the severity of the incident should be called for assistance in dealing with an aggressive situation.</p> <p>Staff members must never place themselves in any situation that may endanger their safety.</p>	Refer to Routine SWPS Document

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Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
10. Lone Working	Staff could suffer injury or ill health while working alone in the office.	1	2/3	$1 \times 2/3 = 2/3$ LOW	<p>Lone work should be minimised or avoided where feasible.</p> <p>Specific Lone Working Risk Assessment may be required in circumstances where any potential risks are increased (e.g. expectant mothers, persons with mobility issues or medical conditions).</p> <p>In the event that computer services staff need to undertake work which may result in them being alone / out of hours they must first receive permission from management and adhere strictly to the DkIT's procedures for Lone/Out of Hours Work.</p>	Refer to Routine SWPS No 11 - Lone Person Working
11. First Aid	No first aider available.	1	2	$1 \times 2 = 2$ LOW	<p>Ensure all staff are familiar with the First Aiders in their area.</p> <p>Ensure all staff are familiar with the nearest First Aid / AED station.</p> <p>https://www.dkit.ie/health-safety/first-aid-policy</p>	Refer to DkIT First Aid Policy

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2024	
AREA:- VPFRD		Location:- All areas			Assessment Carried out by: - HN	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
12. Electricity / Electrical Equipment	Electrocution Slip, trips and falls Faulty cabling	1	3	1 x 3=3 LOW	<p>All electronic cabling, sockets and lighting to be maintained to high level (insulating tape, broken plug tops, loose sockets etc. are unacceptable).</p> <p>No cabling shall be allowed to run across open floor space.</p> <p>Exposed electrical cables to be rendered safe immediately. All electrical and communications leads and cables are to be free from obvious damage (there must be no exposed cores, frayed cables or burn marks).</p> <p>Damaged sockets to be repaired immediately.</p> <p>Under no circumstances should any Computer Services staff attempt to repair any electrical connections or equipment.</p> <p>Ensure that mobile equipment has been PAT tested before handing out to users.</p>	Refer to Routine SWPS Document

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AREA:- VPFRD		Location:- All areas			Assessment Carried out by: - HN	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
13. Work at Height	Falls from height Falls of materials from height	1	2	1x2=2 LOW	Observe good manual handling techniques. To prevent injuries heavy items must not be stored on upper shelves. They should be stored at waist height. Chairs or desks must not be used for reaching heights, kick stools or step ladders should be used instead. If a stepladder is used, staff should read an appropriate risk assessment and use it safely.	Refer to Routine SWPS Document

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2022	
AREA:- VPFRD		Location:- All areas / Offices			Assessment Carried out by: - HN	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
14. Use of photocopier	<p>Irritation to skin and lungs from photocopy toner dust (While toner is exposed when changing).</p> <p>Exposure to Ozone during prolonged use of photocopier.</p> <p>Injuries due to improper use of work equipment.</p>	1	2	<p>1x2=2</p> <p>LOW</p>	<p>Avoid skin contact and inhalation when handling photocopier toner cartridges.</p> <p>Gloves and face mask can be used.</p> <p>Photocopiers to be stored or positioned in a well-ventilated location.</p> <p>Refrain from prolonged use of a photocopier. Take breaks at regular intervals.</p> <p>Staff to be informed on safe handling practice and usage instructions. Photocopiers to be used as per manufactures instructions.</p> <p>All defects to photocopying equipment must be reported to immediately. Do not use defective equipment.</p> <p>Under no circumstances should any member of staff attempt to repair any electrical connections or photocopying equipment.</p>	Refer to Routine SWPS Document

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2024	
AREA:- VPFRD		Location:- Kitchenette			Assessment Carried out by: - HN	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
15. Use of Kitchenette	<p>Unsafe storage of kitchen items - toppling goods.</p> <p>Fire - Burns, smoke inhalation</p> <p>Damaged electrical fittings and equipment – Electrocutation, cuts</p> <p>Explosion – scald, burns</p> <p>Heated utensils and appliances – Steam, scalds; burns.</p> <p>Sharp knives and cutters - Cuts/lacerations</p> <p>Contact with chemical products, (e.g. cleaning products) - Skin irritation, splashes (eyes), allergies, burns</p>	1	2	<p>1x2=2</p> <p>LOW</p>	<p>Utensils, crockery and other items should be stored appropriately on shelves and in cupboards to prevent toppling and unsafe access.</p> <p>Ensure knives and cutters are stored separately to other equipment.</p> <p>Ensure sharp knives are washed in sink separately from other items of equipment. Knives and cutters should be checked for damaged blades or handles and disposed of if damaged.</p> <p>Designated employees have received training in the use of firefighting equipment (DKIT Fire Wardens).</p> <p>Defective electrical equipment shall be clearly identified labelled as out of use and stored separately to prevent accidental use. Report defects to management to ensure all items are repaired or replaced.</p>	Refer to Routine SWPS Document

				<p>Ensure any self-service water boilers are serviced annually and gas hobs or ranges are serviced as per manufacturer's instructions.</p> <p>Ensure microwaves are used correctly and as per manufacturer's instructions.</p> <p>Housekeeping staff should be aware of the hazards and precautions that must be taken when using chemical products, and have access to Safety Data Sheet (SDS).</p> <p>When choosing chemical cleaners the least hazardous chemical is purchased.</p> <p>Personal protective equipment (PPE) should be provided and worn as directed on the Safety Data Sheet (SDS).</p> <p>Chemical products are labelled and stored safely in accordance with Safety Data Sheet (SDS) requirements.</p> <p>Ensure Students/staff do not have access to chemical products.</p>	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2024	
AREA:- VPF RD		Location:- All Areas			Assessment Carried out by: - HN	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
16. Event Management	Poorly organised event. Traffic management. Access & Egress. Fire & Emergency Evacuation. Suitability of venue. Supervision. First Aid.	1	2 / 3	1x2=2 1x3=3 LOW	It is the responsibility of each Head of School/Function to ensure that all events that are organised by staff or students in their Functional Area are risk assessed using the Event Management Risk Assessment Form (included in SWPS 015) by the Event Organiser or Planner. Arising from the risk assessment it may be necessary to prepare an Event Plan which takes account of but is not restricted to matters such as:- <ul style="list-style-type: none"> • Ability of venue to cope with numbers • Suitability of venue for planned event • Access and egress • Crowd control • Traffic control and Parking (SWPS 018) • Supervision • Security & safety measures • Notification to local Gardaí, Emergency services (where applicable) 	Refer to Routine SWPS Document SWPS 015 – Event Management SWPS 018 – Traffic Control The DkIT Organiser is Garrett Duffy Ext no: 2427 Garrett.duffy@dkit.ie

				<ul style="list-style-type: none"> • Loading/unloading equipment • Insurances & method statements from external contractors • Impact on other students and staff • First Aid/doctor/nurse requirements • Emergency Evacuation <p>Access & egress routes to and from the event venue must be maintained at all times during the event.</p> <p>The event organiser must carry out a Safety Induction with the event participants prior to the event commencing detailing the emergency evacuations procedures for the Institute.</p> <p>A First Aider must be made available for all events.</p>	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2024	
AREA:- VPF RD	Location:- All areas				Assessment Carried out by: - JMcC & HN	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
17. Communication Room (including Comms cabinet)	Noise Heat Damage to equipment. Security Housekeeping Storage	1	2	2 LOW	<p>The Comms room and Comms Cabinet to be kept locked at all times.</p> <p>Doors/cabinet case to be kept locked for security & environmental reasons.</p> <p>Access permitted to authorised personnel only.</p> <p>No food or drink to be permitted in the Comms room. Air conditioning to be maintained at all times.</p> <p>Extreme care to be taken when unplugging power cables. Always check with another technician if in doubt.</p> <p>The Comms room & cabinet to be kept free from dirt and dust as much as possible.</p> <p>Cabling to be kept neat and should not obstruct access.</p> <p>The Comms room is not to be used as a storage area. Anything that can generate</p>	Refer to Routine SWPS Document

				<p>smoke/fire should not be used in the immediate vicinity of the Comms room.</p> <p>Any contractors should be informed in advance of the hazards and risks associated with the Comms room / cabinet prior to commencing any works Faulty equipment not to be used and reported to management immediately.</p> <p>Estates to be contacted in the event of problems with electrical or other building issues.</p>	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2024	
AREA:- VPFRD		Location:- All areas			Assessment Carried out by: - JMCC & HN	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
18. Use of ladder / stepladder	Unsafe use of ladders and step ladders e.g. overreaching, overloading etc. Unsafe storage of ladders. Unsecured ladders. Falls from height or falls of materials from height. Defective ladders.	1	2/3	2/3 LOW	<p>Ladders are only used for short duration work (less than 30 minutes) and where the risk of injury is low.</p> <p>Ladders are only used for light work and not for work that involves carrying heavy or awkward items.</p> <p>Do not work on the top 3 rungs of ladders, or the top 2 steps for step-ladders.</p> <p>Ensure that ladders are properly set up and positioned to avoid overreaching.</p> <p>Ladders are to be set out on a firm base and leaning at the correct angle of 75 degrees (1:4)1.</p> <p>Ladders can be tied at the top to a secure structure. If a ladder cannot be tied at the top it is secured at the bottom, or held by a second person.</p>	Schedule 7 of the Work at Height Regulations HSA guidance – Using Ladders Safely

				<p>Ensure footwear is free from mud/grease before climbing a ladder.</p> <p>Ensure 3 points of are contact maintained at all times. Ladders are not to be placed on a drum, box or other unstable base.</p> <p>Ladders are to be removed to storage at the end of each working day to ensure that unauthorised use by others is prevented.</p> <p>The condition of the ladder is checked before each use for cracked or bent stiles or rungs, corrosion, defective or missing fittings or ties. Do not use the ladder if it is damaged in any way and report defects immediately to management. Wooden ladders should not be painted.</p>	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2024	
AREA:- VPFRD		Location:- Employee working remotely			Assessment Carried out by: - JMcC & HN	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
19. Remote working	Manual handling Slips, trips and falls Electrical items Temporary Work Station / Display Screen Equipment Lone working Stress and welfare	1	1	1 x 1 = 2 LOW	Refer to SWPS Remote Working https://www.dkit.ie/system/files/swps_remote_working_rev_2.pdf	SWPS Remote Working Rev 2 Nov 2022 DkIT Remote Working Policy