

RISK ASSESSMENT DOCUMENT: INFORMATICS & CREATIVE ARTS

This risk assessment document is to be read in conjunction with the Informatics & Creative Arts Ancillary Safety Statement

Rev	Issue Date	Issued	Approved	Circulation
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2	Jan 2018	GMK/CC	FASC	SCHOOL OF INFORMATICS CREATIVE ARTS/FASC/STAFF/STUDENTS
3	Jun 2019	GMK/CC	FACS	SCHOOL OF INFORMATICS CREATIVE ARTS/FASC/STAFF/STUDENTS
4	Jun 2020	MMcC/CC	FASC	SCHOOL OF INFORMATICS CREATIVE ARTS/FASC/STAFF/STUDENTS
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6	Jun 2022	MMcC	FASC	SCHOOL OF INFORMATICS CREATIVE ARTS/FASC/STAFF/STUDENTS
7	Jun 2023	NC/CC	FASC	SCHOOL OF INFORMATICS CREATIVE ARTS/FASC/STAFF/STUDENTS
8	Jun 2024	NC/FMC	FASC	SCHOOL OF INFORMATICS CREATIVE ARTS/FASC/STAFF/STUDENTS

RISK ASSESSMENTS
Access
Housekeeping
Storage
Fire / Emergency
Manual Handling
Work Station / DSE (Display Screen Equipment)
Filing Cabinets
Work Equipment
Security
Lone Working
First Aid
Electricity / Electrical Equipment
Work at Height
Use of photocopier
Office
Kitchenette
Event Management
Field Trips / Overseas Trips
Recording Studio
TV Studio and Control Room
Radio Studio
Dark Room
Theatre
Recital Room
Screening Room
Art Studio
Keyboard Lab – P1070
P1016/P1017 – all performance spaces
P1092 – Lab with booth
P1145 Networking Lab/ P1147 Hardware Lab/ P1153 Operating Systems Lab
P1146 Storage Room
P1152 Server Room
P1161 IT Learning Centre
P1111/P1112 Open Access Lab
P1119/1120 Games Lab
Use of Powered Hand Tools
Use of hand Tools
Rigging

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					REV DATE: June 2024	
AREA:- Informatics & Creative Arts		Location:- All areas			Assessment Carried out by: - Caroline Carlin / Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Access	Trips, Slips & Falls. Obstructed access routes. Poor lighting.	1	2	1 x 2 = 2 LOW	Access & egress routes to and from offices/rooms must be maintained clear from materials or obstructions at all times. Ensure trailing cables are rerouted away from main access routes / doors.	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
Housekeeping	Trips, Slips & Falls. Obstructed access routes. Improper storage of materials.	2	2	2 x2 = 4 MEDIUM	All areas must be kept clean and tidy at all times. All access routes between desks must be kept free from obstruction at all times. Offices to be maintained adequately lit, in particular during the winter months. Problems with lighting must be reported to the Estates Office for action. 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. Keep all access routes free of obstruction at all times and do not use these areas for temporary storage. Report all spills, leaks or damage to floors or floor tiles immediately. Waste paper bins must be emptied daily. In order to discourage vermin, food must not be consumed or left in public access areas.	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
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 were 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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Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
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 are inspected regularly to ensure that they are available for use.</p>	<p>Refer to Routine SWPS Document.</p> <p>DkIT Emergency Evacuation Procedures Manual.</p> <p>https://www.dkit.ie/health-safety/emergency-evacuations-procedures-manual</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
Manual Handling	Back injury. Injury to body parts. Items being dropped – damage to person or property.	2	2	2x2=4 MEDIUM	Ensure training in Manual Handling techniques is available to all staff. Staff with preexisting back problems may be required to undergo medical review prior to or as a result of such training. 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. Suitable gloves are available for handling loads with the potential to cause lacerations etc. Appropriate use of trolleys must be observed at all times. Trolleys should never be overloaded. Sufficient numbers of trolleys should be provided.	Refer to Routine SWPS Document.

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AREA:- Informatics & Creative Arts		Location:- All areas			Assessment Carried out by: - Caroline Carlin / Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
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) 2016. All staff to be familiar with the SWPS 007 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. Adjust computer monitor position: maintain screen distance of 18-30 inches/45-75 cm; top of screen should be at	Refer to Routine SWPS No 7 - Safe Work Practice Sheet. Display Screen Equipment (DSE)/Workstation Assessment.

				<p>or below eye-level. 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). Prevent overexposure to screens: 5 minute break from screen work every hour. 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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AREA:- Informatics & Creative Arts		Location:- All Areas			Assessment Carried out by: - Caroline Carlin / Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
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
Work Equipment	Injuries due to improper use of work equipment	1	2/3	1 x 2/3=2/3 LOW	Equipment to be stored or positioned in a safe place. Staff to be informed on safe handling practice and usage instructions. All defects in plant and equipment must be reported to immediately. Do not use defective equipment. Equipment to be used as per manufactures instructions.	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
Security	Aggression. Violence. Persons under the influence of intoxicating substances.	1	2	1 x 2=2 LOW	Report to management immediately. Maintain a safe distance from an aggressive person and if possible remain behind a desk or counter. Never enter into an argument with an aggressive person. Maintain a calm and neutral demeanour at all times. Gardaí or Caretakers, depending on the severity of the incident should be called for assistance in dealing with an aggressive situation. Staff members must never place themselves in any situation that may endanger their safety.	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
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	Lone work should be minimised or avoided where feasible. 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). In the event that staff need to undertake work which may result in them being alone they must first alert their head/appropriate person to this and adhere strictly to the DkIT's procedures for Lone/Out of Hours Work.	Refer to Routine SWPS No 11 - Lone Person Working.
First Aid	No first aider available.	1	2	$1 \times 2 = 2$ LOW	Ensure all staff are familiar with the First Aiders in their area. Ensure all staff are familiar with the nearest First Aid / AED station.	Refer to DkIT First Aid Policy.

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Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Electricity / Electrical Equipment	Electrocution. Slip, trips and falls. Faulty cabling.	1	3	1 x 3=3 LOW	All electronic cabling, sockets and lighting to be maintained to a high level (insulating tape, broken plug tops, loose sockets etc. are unacceptable). No cabling shall be allowed to run across open floor space where possible. 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). Damaged sockets to be repaired immediately. Under no circumstances should any members of staff attempt to repair any electrical connections or equipment.	Refer to Routine SWPS Document.

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AREA:- Informatics & Creative Arts		Location:- All areas			Assessment Carried out by: - Caroline Carlin / Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
<p>Work at Height-</p> <p>Using ladders to access lighting bars and grids.</p>	<p>Severe injury to self and others if you/or tool fall from a height.</p> <p>Severe injury to self and others if the access equipment is not set up properly.</p>	1	2	<p>1x2=2</p> <p>LOW</p>	<p>To prevent injuries heavy items must not be stored on upper shelves. They should be stored at waist height.</p> <p>Chairs or desks must not be used for reaching heights, kick stools or step ladders should be used instead.</p> <p>If a stepladder is used, staff should read an appropriate risk assessment and use it safely.</p> <p>PPE is mandatory for workers on ground level.</p> <p>Work at height must only be taken on by trained individuals</p> <p>Observe good manual handling techniques.</p> <p>Tool lanyards must be used when working at a height.</p> <p>Any risk of tools falling from a height must be minimized.</p> <p>Using rated ladders in good condition that have been inspected by a qualified</p>	Refer to Routine SWPS Document.

					<p>tester.</p> <p>Make sure access equipment is stored safely when not in use.</p> <p>Have a person or two, depending on the access equipment, to foot the base.</p> <p>If using a ladder on an uneven level (e.g. on a raked stage), the difference must be compensated with a block and proper preparation.</p> <p>Always have 3-points of contact on the access equipment.</p> <p>Make sure that the work area is clear from any trip hazards.</p>	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					REV DATE: June 2024	
AREA:- Informatics & Creative Arts		Location:- All areas / Offices			Assessment Carried out by: - Caroline Carlin / Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
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. 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 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					REV DATE: June 2024	
AREA:- Informatics & Creative Arts	Location:- Office areas				Assessment Carried out by: - Caroline Carlin / Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Office Work	Access. Housekeeping. Storage. Manual Handling. Workstation / DSE Filing Cabinets. Work equipment. Lone working. Electricity/Electrical Equipment. Work at height. Use of photocopies	1 / 2	2	1x2=2 2 x 2=4 LOW/ MEDIUM	Refer to Risk Assessments above for Access, Housekeeping, Storage, Manual Handling, Workstation / DSE, Filing Cabinets, Work Equipment, Lone Working, Electricity/Electrical Equipment, Work at height & Use of Photocopiers.	Refer to DkIT Routine SWPS Document.

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					REV DATE: June 2024	
AREA:- Informatics & Creative Arts		Location:- Kitchenette			Assessment Carried out by: - Caroline Carlin / Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
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. Ensure knives and cutters are stored separately to other equipment. 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. Designated employees have received training in the use of firefighting equipment (DkIT Fire Wardens). Defective electrical equipment shall be clearly identified labelled as out of use and stored separately to prevent accidental use. Report defects to ensure all items are repaired or replaced. Ensure any self-service water boilers are serviced annually and gas hobs or ranges are serviced as per manufacturer’s instructions. Ensure microwaves are used</p>	Refer to Routine SWPS Document.

				<p>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). 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. Ensure Students/staff do not have access to chemical products.</p>	
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AREA:- Informatics & Creative Arts		Location:- All Areas			Assessment Carried out by: - Caroline Carlin / Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
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	<p>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:-</p> <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 	<p>Refer to Routine SWPS Document SWPS 015 – Event Management SWPS 018 – Traffic Control</p> <p>The DkIT Events Office is responsible for hiring all college facilities to external users, outside of term time, at weekends and evenings, if available. It is their responsibility to ensure that all events that are organised by external users are risk assessed using Risk Assessment Form (part of SWPS 015) by the Event Organiser or Planner. The DkIT Events Office is located in M105 on the ground floor of the Faulkner Building. Contact details are as follows:-</p> <p>Extn: 2053 Phone: 042 9370253 Mobile: 087 7862276 Email: eventsoffice@dkit.ie</p>

					<p>applicable)</p> <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					REV DATE: June 2024	
AREA:- Informatics & Creative Arts	Location:- Location of trip				Assessment Carried out by: - Caroline Carlin / Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Field Trip	Travel. Documentation. Supervision. Itinerary. Local environment. Emergency arrangements. Insurance.	1	2/3	2/3 LOW	<p>A risk assessment must be completed in advance of any Field Trip or Overseas Trip. Travel itinerary to be arranged in advance of travel. The itinerary including emergency procedures and key personnel to be communicated to all trip participants.</p> <p>The Trip/ Event Co-ordinator must ensure that the venue or location is researched in advance of the trip to ascertain any potential hazards. He/she must also ensure that the appropriate travel documentation is in place prior to travel e.g. Insurance, visa's etc. (if applicable).</p> <p>Adequate supervision to be maintained at all times. The level of supervision must reflect the trip location and risk assessment for the trip.</p> <p>A suitable means of travel to be used. Reputable and competent travel company with a safe and suitable means of transport to be provided e.g. airlines, bus</p>	Refer to Routine SWPS Document.

					<p>taxis etc.</p> <p>Persons travelling should be encouraged to use seat belts and any other safety devices provided and behave in such a manner as not to distract the vehicle/travel operator.</p> <p>Trip participants must abide by the safety rules and policies of the host venue/company/location at all times.</p>	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					REV DATE: June 2024	
AREA:- Informatics & Creative Arts		Location:- Studio Suite			Assessment Carried out by: - Caroline Carlin / Derek Farrell / Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Recording Studios & Control Rooms.	Supervision / Unauthorised access. Housekeeping. Manual Handling. Storage. Trips, Slips & Falls. Faulty Equipment. Lone Working. Emergency Evacuation. Noise.	1	1 / 2	1 / 2 LOW	Adhere strictly to 'Guidelines for Studio Suite' Document posted in the room. Access is restricted only to registered studio users who have completed the appropriate induction & training. Keep all access points clear from materials/furniture at all times. Do not stand in or block the door at any time. Keep the group numbers to a minimum in the Recording Studio. Ensure trailing cables are rerouted away from main access routes / doors. Where trailing cables cannot be avoided 'rubber channels' can be utilised to minimise the risk of trips & falls. A visual flashing alarm is in place in the event of the emergency evacuation alarm not being audible. Food & Drink is not permitted in the room. Do not move heavy equipment on your own. Maintain good	Guidelines for Studio Suite Document. Refer to Dkit Routine SWPS Document. Refer to Risk Assessments above for Access, Housekeeping, Storage, Manual Handling, Work Equipment, Electricity/Electrical Equipment, Work at height & Fire & Emergency, Workstation's/DSE (Display Screen Equipment).

				<p>manual handling techniques at all times. Use manual aids where possible. Ensure training in Manual Handling techniques is provided to all staff.</p> <p>Report any technical problems to the technician. Do not use faulty equipment.</p> <p>Lone working is permitted at times (evening & weekend work). However persons must adhere to the 'After Hours Working' Document. This must be signed in advance of authorisation & registration being obtained.</p> <p>Noise levels to be kept to a minimum level. Hearing defenders (Ear plugs/Ear muffs) to be used when required.</p>	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					REV DATE: June 2024	
AREA:- Informatics & Creative Arts		Location:- TV Studio & Control Room			Assessment Carried out by: - Paul O'Hale / Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
TV Studio & Control Room	Supervision/ unauthorised access. Access. Housekeeping. Manual Handling. Storage. Trips, Slips & Falls Collapse of lights & props. Faulty Equipment.	1	2/3	2/3 LOW	Adhere strictly to 'Guidelines for TV Studio, P1045 & Gallery' Document. This is posted on the door of the room. Access must be authorised at all times from the designated person (Teaching Staff or Technicians). Students working in the TV Studio, P1045 & Gallery /Control room must be supervised by a competent authorised person at all times. Ensure trailing cables are rerouted away from main access routes / doors. Where trailing cables cannot be avoided 'rubber channels' can be utilised to minimise the risk of trips. Materials, bags & coats are not permitted in the room. Use provided lockers for storage. Keep all access points including stairs free from materials/furniture at all times. Do not stand on stairs or block stairs at any time. Food & Drink is not permitted in the room.	Guidelines for TV Studio P1045 & Gallery Document. Refer to Dkit Routine SWPS Document. Refer to Risk Assessments above for Access, Housekeeping, Storage, Manual Handling, Work Equipment, Electricity/Electrical Equipment, Work at height & Workstation's/DSE (Display Screen Equipment). Note: Heat generating from lights P1066 TV studio utilises tungsten studio lighting, we have found that the temperature output from these lights combined with inadequate ventilation in the studio is causing extreme health and safety issues that need to be urgently addressed. These high temperatures have caused student distress on numerous occasions and even fainting during class.

				<p>Weights must be used to secure studio set pieces (including lights and free standing items) at all times. Studio lights must be 'sandbagged' to maintain stability.</p> <p>Do not move heavy equipment on your own. Maintain good manual handling techniques at all times. Use manual aids where possible. Ensure training in Manual Handling techniques is provided to all staff.</p> <p>Report any technical problems to the technician. Do not use faulty equipment.</p>	<p>To change the studio ventilation system would be a massive task that would take time to plan, to seek approval, install and indeed would also cost a substantial amount of money, but there is an alternative!</p> <p>Simply replace the lighting with LED type lighting and controllers instead.</p> <p>These lights would operate with the existing ventilation system and would even save the institute money in running costs over their life time, the whole system would only use the energy of three of the original tungsten lights and the students would immediately benefit from working in a more moderate environment</p> <p>Cost €45,000.</p> <p>The students are also having much the same problem with our tungsten portable lights, heat production and weight make replacement of these ten lighting kits an urgent health and safety matter .</p> <p>Cost €30,000</p>
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					REV DATE: June 2024	
AREA:- Informatics & Creative Arts		Location:- Radio Room			Assessment Carried out by: - Caroline Carlin / Paul O'Hale /Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Radio Room	Supervision / Unauthorised access. Housekeeping. Manual Handling. Storage. Trips, Slips & Falls Collapse of lights & props. Faulty Equipment. Access to Booth. Emergency Procedures.	1	2	2 LOW	Adhere strictly to 'Guidelines for Radio Studio' Document posted in the room. Access must be authorised at all times from the designated person (Teaching Staff or Technicians). Students working in the Radio room must be supervised by a competent authorised person at all times. Ensure trailing cables are rerouted away from main access routes / doors. Where trailing cables cannot be avoided 'rubber channels' can be utilised to minimise the risk of trips & falls. Materials, bags & coats are not permitted in the room. Use provided lockers for storage. Food & Drink is not permitted in the room. Keep all access points clear from materials/furniture at all times. Do not stand in or block the door at any time. Keep the group numbers to a minimum in	Guidelines for Radio Studio document. Refer to DkIT Routine SWPS document. Refer to Risk Assessments above for Access, Housekeeping, Storage, Manual Handling, Work Equipment, Electricity/Electrical Equipment, Work at height & Workstation's/DSE (Display Screen Equipment).

				<p>the Radio room.</p> <p>Only 1 to 2 persons are permitted in the radio booth at any one time.</p> <p>Booth to be checked in the event of Fire Alarm not being heard during an emergency situation.</p> <p>Do not move heavy equipment on your own. Maintain good manual handling techniques at all times. Use manual aids where possible. Ensure training in Manual Handling techniques is provided to all staff.</p> <p>Report any technical problems to the technician. Do not use faulty equipment.</p>	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					REV DATE: June 2024	
AREA:- Informatics & Creative Arts		Location:- Dark Room P1065			Assessment Carried out by: - Caroline Carlin / Kelly McErlane /Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Dark Room	Supervision / Unauthorised access. Housekeeping. Manual Handling. Storage. Trips, Slips & Falls Faulty Equipment. Lone Working. Lighting – working in darkness. Working in Processing Rooms. Chemicals.	2	2/3	6 MEDIUM	Adhere strictly to 'Guidelines for Dark Room' and 'Darkroom Etiquette' Document posted in the room. Access must be authorised at all times from the designated person (Teaching Staff or Technicians). Booking procedures must be strictly adhered to. A proficiency test must be completed and passed prior to being permitted access to the Dark Room. Housekeeping must be maintained to a high standard at all times to minimise the risk of trips, slips and falls in particular when working in a dark environment. Keep all access points and access routes clear from materials/furniture at all times. Ensure items are stored in the correct location at all times. Do not stand in or block the door at any time. Keep the group numbers to a minimum in	Guidelines for Dark Room Document. Dark Room Etiquette Document. Refer to DkIT Routine SWPS document. Material Safety Data Sheet's (MSDS) for Chemicals. Refer to Risk Assessments above for Access, Housekeeping, Storage, Manual Handling, Work Equipment, Electricity/Electrical Equipment, Work at height and Lone Working.

				<p>the Dark Room. Lights must be turned off only when needed. Moving around the room is not advised when lights are off. Wet and dry work to be kept separate. Food & Drink is not permitted in the room. Only 1 to 2 persons are permitted in the Processing Rooms at any one time. Persons who have special concerns regarding work in the processing rooms (eg Clostopobia, Nyctophobia) should speak to the teaching staff/management in advance. Additional supervision can be arranged. Do not move heavy equipment on your own. Maintain good manual handling techniques at all times. Use manual aids were possible. Ensure training in Manual Handling techniques is provided to all staff. Report any technical problems to the technician. Do not use faulty equipment. Lone working is permitted at times. Persons will be randomly checked by the technician. A Mobile Phone (kept only within the person's bag) can be used as an additional means of contact. A Material Safety Data Sheet must be available for each</p>	
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					<p>chemical in use. Only chemicals being used will be permitted to be stored in the Dark Room. Chemicals not in use will be stored in a designated area by the technician. Chemical resistant gloves must be worn at all times when handling chemicals.</p> <p>Thoroughly wash hands with soap and water after working with chemicals.</p> <p>In the event of a chemical splash in the eye immediately flush your eye with the eyewash provided for 15mins.</p>	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					REV DATE: June 2024	
AREA:- Informatics & Creative Arts		Location:- Theatre			Assessment Carried out by: - Caroline Carlin / Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M / H	Controls in Place	Additional Controls Required
Work in Theatre (Mac Anna Theatre)	Access. Fire / Emergency. Housekeeping. Manual Handling. Work Equipment. Electrical Equipment. Work at Height. Security. First Aid. Lone working. Event Management.	2	3	2 x 2/3=6 M / H	Only authorised personnel will be permitted to access the theatre. Access must be authorised at all times from the designated person. Students working in the Theatre must be supervised by a competent authorised person at all times. Dedicated access routes to be used only. All access routes to be maintained clear from materials or obstructions at all times. Ensure trailing cables are rerouted away from main access routes / doors. 'Rubber Channels' can be used where possible to minimise trips & falls. Store materials, bags & coats safely as not to obstruct walkways and access routes. Food & drink is not permitted in the theatre. The Maximum capacity of the theatre should not be exceeded at any time (204 persons). Weights must be used to secure Theatre set pieces (including lights and free standing items)	Refer to DkIT Routine SWPS document. SWPS 015 Event Risk Assessment. Refer to Risk Assessments above for Access, Housekeeping, Storage, Manual Handling, Security, Work Equipment, Fire & Emergency, Electricity/Electrical Equipment, Use of Powered Hand Tools, Rigging & Work at height. Refer to SWPS 026, General Workshop Safety, 027 Use of Hand Tools, 028 Cutters, Scalpels & Stanley Knives, 029 Circular Saw

				<p>at all times. Any free standing lights must be 'sandbagged' to maintain stability.</p> <p>Do not move heavy equipment on your own. Maintain good manual handling techniques at all times. Use manual aids where possible e.g. trolleys. Ensure training in Manual Handling techniques is provided to all staff.</p> <p>Report any technical problems to the technician. Do not use faulty equipment.</p> <p>Event Risk Assessment (SWPS 015) to be completed in advance of any events taking place in the theatre.</p>	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					REV DATE: June 2024	
AREA:- Informatics & Creative Arts		Location:- Recital Room			Assessment Carried out by: - Caroline Carlin/Derek Farrell/Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Recital Room	Access. Fire / Emergency. Housekeeping. Manual Handling. Work Equipment. Electrical Equipment. Work at Height. Security. First Aid. Lone working. Noise. Event Management.	1	2	1 x 2 = 2 LOW	Adhere strictly to 'Guidelines for Recital Room' Document posted in the room. Only authorised personnel will be permitted to access the Recital Room. Access must be authorised at all times from the designated person. Dedicated access routes to be used only. All access routes to be maintained clear from materials or obstructions at all times. Ensure trailing cables are rerouted away from main access routes / doors. Store materials, bags & coats safely as not to obstruct walkways and access routes. Food & drink is not permitted in the Recital Room. Do not move heavy equipment on your own (e.g. Piano or other heavy instruments). Maintain good manual handling techniques at all times. Use manual aids where possible e.g. trolleys. Ensure training in Manual Handling techniques is	'Guidelines for Recital Room' Document. SWPS 015 Event Risk Assessment. Refer to Risk Assessments above for Access, Housekeeping, Storage, Manual Handling, Security, Work Equipment, Electricity/Electrical Equipment, Fire & Emergency and Work at height.

				<p>provided to all staff.</p> <p>Report any technical problems to the technician. Do not use faulty equipment.</p> <p>Lone working is permitted at times. Persons must seek permission from a member of teaching staff or a technician prior to being permitted alone in the room. A personal Mobile Phone can be used as an additional means of contact.</p> <p>Noise levels to be kept to a minimum level. Hearing defenders (Ear plugs/Ear muffs) to be used when required.</p> <p>Event Risk Assessment (SWPS 015) to be completed in advance of any events taking place in the room.</p>	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					REV DATE: June 2024	
AREA:- Informatics & Creative Arts		Location:- Screening Room			Assessment Carried out by: - Caroline Carlin/ Paul O'Hale/Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Screening Room	Access. Housekeeping. Supervision / Unauthorised access. Manual Handling. Faulty Equipment.	1	1 / 2	2 LOW	<p>Access must be authorised at all times from the designated person (Teaching Staff or Technicians).</p> <p>Students working in the Screening room must be supervised by a competent authorised person at all times.</p> <p>Ensure trailing cables are rerouted away from main access routes / doors. Where trailing cables cannot be avoided 'rubber channels' can be utilised to minimise the risk of trips & falls.</p> <p>Materials, bags & coats are not permitted in the room. Use provided lockers for storage.</p> <p>Food & Drink is not permitted in the room.</p> <p>Keep all access points including stairs clear from materials/furniture at all times.</p> <p>Do not stand in or block the door or stairs at any time.</p> <p>Do not move heavy equipment on your own. Maintain good manual handling techniques at</p>	<p>Refer to DkIT Routine SWPS Document.</p> <p>Refer to Risk Assessments above for Access, Housekeeping, Storage, Manual Handling, Work Equipment, Electricity/Electrical Equipment, Work at height & Workstation's/DSE (Display Screen Equipment).</p>

					<p>all times. Use manual aids where possible. Ensure training in Manual Handling techniques is provided to all staff. Report any technical problems to the technician. Do not use faulty equipment.</p>	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					REV DATE: June 2024	
AREA:- Informatics & Creative Arts		Location:- Art Studio and Storage Room (P1069)			Assessment Carried out by: - Caroline Carlin/Fiachra O Cuinneagain/Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Art Studio and Storage Room (P1069)	Supervision / Unauthorised access. Housekeeping. Manual Handling. Trips, Slips & Falls. Faulty Equipment. Lone Working. Chemicals. Use of Blades/scalpels. Storage. Use of Stepladder.	1	2	2 LOW	Access must be authorised at all times from the designated person (a member of teaching staff). Booking procedures must be strictly adhered to. Housekeeping must be maintained to a high standard at all times to minimise the risk of trips, slips and falls. Rags, cotton, foam or similar material should not be allowed to accumulate or be stored near naked flames, hot objects or immediately against electrical equipment. Keep all access points and access routes clear from materials/furniture at all times. Ensure items are stored in the correct location at all times. Do not stand in or block the door at any time. Keep the group numbers to a minimum in Art Studio. Food & Drink is not permitted in the room. Do not move heavy equipment on your own. Maintain good	Refer to DkIT Routine SWPS document. Material Safety Data Sheet's (MSDS) for Chemicals. Refer to Risk Assessments above for Access, Housekeeping, Storage, Manual Handling, Work Equipment, Electricity/Electrical Equipment, Work Stations/DSE, Work at height and Lone Working.

				<p>manual handling techniques at all times. Use manual aids were possible. Ensure training in Manual Handling techniques is provided to all staff.</p> <p>Report any technical problems to the technician. Do not use faulty equipment.</p> <p>Lone working is permitted at times. Persons must first gain permission from the relevant member of staff. A personal Mobile Phone can be used as an additional means of contact.</p> <p>A Material Safety Data Sheet must be available for each chemical in use. Chemicals not in use must be stored in a designated area. Only low hazard paint, adhesives, inks etc. to be used where possible.</p> <p>PPE (Personal Protective Equipment) must be used when using aerosol/spray cans e.g. suitable respiratory mask & goggles.</p> <p>Safety instruction on the use of blades and scalpels will be given to all students in advance of works. These must be adhered to at all times. Safety blades to be used where possible.</p> <p>Storage Room - Access routes must be kept free from obstruction at all times. All items should be stored in the designated storage area.</p> <p>To prevent injuries heavy items</p>	
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				<p>must not be stored on upper shelves. They should be stored at waist height.</p> <p>Chairs or desks must not be used for reaching heights, kick stools or step ladders should be used instead.</p> <p>Ladders are only used for short duration work (less than 30 minutes) and where the risk of injury is low.</p> <p>Ladder must be in good condition. Do not use defective ladders.</p> <p>Ladders are only used for light work and for access to the shelves for storage.</p> <p>Ensure that ladders are properly set up and positioned to avoid overreaching.</p>	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					REV DATE: June 2024	
AREA:- Informatics & Creative Arts		Location:- Key Board Lab P1070			Assessment Carried out by: - Caroline Carlin/ Annalisa Monticelli/Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Key Board Lab P1070	Supervision / Unauthorised access. Housekeeping. Manual Handling. Storage. Trips, Slips & Falls. Faulty Equipment. Lone working. Noise.	1	2	2 LOW	<p>Access must be authorised at all times from the designated person (Teaching Staff or Technicians).</p> <p>Students working in the Keyboard Lab must be supervised by a competent authorised person at all times, with the exception of 3rd and 4th year students who can access the lab on their own but must obtain permission first.</p> <p>Ensure trailing cables are rerouted away from main access routes / doors. Where trailing cables cannot be avoided 'rubber channels' can be utilised to minimise the risk of trips & falls.</p> <p>Materials, bags & coats are to be stored beside persons and must not obstruct main access routes or cause a trip hazard. Keep all access points clear from materials/furniture at all times. Do not stand in or block the door at any time.</p> <p>Food & Drink is not permitted in</p>	<p>Refer to DkIT Routine SWPS Document.</p> <p>Refer to Risk Assessments above for Access, Housekeeping, Manual Handling, Work Equipment, Electricity/Electrical Equipment, & Workstation's/DSE (Display Screen Equipment).</p>

				<p>the room.</p> <p>Keep the group numbers to a minimum in the Keyboard Lab. Only 1 person per Keyboard is permitted.</p> <p>Do not move heavy equipment on your own. Maintain good manual handling techniques at all times. Use manual aids where possible. Ensure training in Manual Handling techniques is provided to all staff.</p> <p>Noise levels to be kept to a minimum level. Individual headsets to be used when possible.</p> <p>Lone working is permitted at times. Persons must seek permission from the appropriate member of staff or a technician prior to being permitted to work alone in the room. A personal Mobile Phone can be used as an additional means of contact.</p> <p>Report any technical problems to the technician. Do not use faulty equipment.</p>	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					REV DATE: June 2024	
AREA:- Informatics & Creative Arts		Location:- P1016/P1017 All Performance Spaces			Assessment Carried out by: - Caroline Carlin/ Derek Farrell/Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
P1016/P1017 All Performance Spaces / Practice Rooms	Supervision / Unauthorised access. Housekeeping. Manual Handling. Storage. Trips, Slips & Falls Faulty Equipment. Noise. Lone Working.	1	2	2 LOW	Adhere strictly to 'Guidelines for Practice Rooms' Document posted in the room. Access must be authorised at all times from the designated person (Teaching Staff or Technicians). Ensure trailing cables are rerouted away from main access routes / doors. Where trailing cables cannot be avoided 'rubber channels' can be utilised to minimise the risk of trips & falls. Materials, bags & coats are to be stored in such a way as to not obstruct main access routes or cause a trip hazard. Keep all access points clear from materials/furniture at all times. Do not stand in or block the door at any time. Keep the group numbers to a minimum in the room. Food & Drink is not permitted in the room. Do not move heavy equipment on your own. Pianos or other	DkIT Guidelines for Practice Rooms Document. Refer to DkIT Routine SWPS Document. Refer to Risk Assessments above for Access, Housekeeping, Storage, Manual Handling, Work Equipment, Electricity/Electrical Equipment & Workstation's/DSE (Display Screen Equipment).

				<p>heavy instruments or materials must not be moved by students. A member of teaching staff/technician must be contacted. Maintain good manual handling techniques at all times. Use manual aids where possible. Ensure training in Manual Handling techniques is provided to all staff.</p> <p>Noise levels to be kept to a minimum level. The 'Sound Ear' (Decibel Meter) warning device should be adhered to at all times.</p> <p>Lone working is permitted at times. Persons must seek permission from the appropriate member of staff or a technician prior to being permitted alone in the room. A personal Mobile Phone can be used as an additional means of contact.</p> <p>Report any technical problems to the technician. Do not use faulty equipment.</p>	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					REV DATE: June 2024	
AREA:- Informatics & Creative Arts		Location:- P1092 – Lab with Booth			Assessment Carried out by: - Caroline Carlin Paul O’Hale/Derek Farrell/Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
P1092 – Lab with Booth	Supervision / Unauthorised access. Workstations / DSE (Display Screen Equipment). Housekeeping. Access. Access to Booth. Faulty equipment. Emergency Evacuation/Fire Alarm.	1	1 / 2	2 LOW	Access must be authorised at all times from the designated person (Teaching Staff or Technicians). Ensure trailing cables are rerouted away from main access routes / doors. Food & Drink is not permitted in the room. Keep all access points clear from materials/furniture at all times. Do not stand in or block the door at any time. Keep the number of persons permitted to access the booth to a minimum any one time. Students working in the booth must gain permission and be supervised at all times. The Technician / Teaching staff must be made aware of persons using the booth to prevent anyone becoming locked in the booth for a long period of time. Booth to be checked in the event of Fire Alarm not being audible during an emergency situation.	Refer to DkIT Routine SWPS Document. Refer to Risk Assessments above for Access, Housekeeping, Storage, Manual Handling, Work Equipment, Electricity/Electrical Equipment, Work at height & Workstation’s/DSE (Display Screen Equipment).

					<p>Do not move heavy equipment on your own. Maintain good manual handling techniques at all times. Use manual aids where possible. Ensure training in Manual Handling techniques is provided to all staff.</p> <p>Report any technical problems to the technician. Do not use faulty equipment.</p>	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					REV DATE: June 2024	
AREA:- Informatics & Creative Arts		Location:- Work in P1145 Networking Lab/ P1147 Hardware Lab/ P1153 Operating Systems Lab			Assessment Carried out by: - Caroline Carlin/ Shane Darcy/Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Work in P1145 Networking Lab/ P1147 Hardware Lab/ P1153 Operating Systems Lab	Access & Housekeeping. Work Station / DSE (Display Screen Equipment). Supervision / Unauthorised access. Communications Cabinet. Manual Handling. Faulty Equipment.	1	2	2 LOW	<p>Furniture layout: furniture and equipment must be laid out and maintained so as to permit free movement and the avoidance of injuries.</p> <p>Ensure all furniture and VDU equipment in use complies with the requirements of the Safety, Health and Welfare at Work (General Applications Regulations) 2016.</p> <p>All staff to be familiar with the SWPS for DSE and Workplace assessment. This sets out the procedures currently in place for work stations.</p> <p>Use adjustable chairs at all workstations.</p> <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</p>	<p>Refer to DkIT Routine SWPS Document.</p> <p>Refer to Risk Assessments above for Access, Housekeeping, Storage, Manual Handling, Work Equipment, Electricity/Electrical Equipment, Work at height & Workstation's/DSE (Display Screen Equipment).</p>

				<p>brightness and resolution). Prevent overexposure to screens: 5 minute break from screen work every hour.</p> <p>All areas must be kept clean and tidy at all times. All access routes between desks must be kept free from obstruction at all times. All items should be stored in the designated storage area. Manual handling aids e.g. trolleys will be used for the movement of material to and from storage to the working area.</p> <p>Com's Cabinet The Com's Cabinet to be kept locked at all times. Doors/cabinet case to be kept locked for security & environmental reasons. Access permitted to authorised personnel only. Extreme care to be taken when unplugging power cables. Always check with another technician if in doubt. The cabinet to be kept free from dirt and dust as much as possible. Cabling to be kept neat and should not obstruct access. Any contractors should be informed in advance of the hazards and risks associated</p>	
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				<p>with the Com's cabinet prior to commencing any works.</p> <p>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					REV DATE: June 2024	
AREA:- Informatics & Creative Arts		Location:- P1146 Storage Room			Assessment Carried out by: - Caroline Carlin/ Shane Darcy/Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
P1146 Storage Room	Manual Handling. Work at height. Storage – Shelving. Housekeeping. Use of Podium Ladder. Access.	1	2/3	2/3 LOW	All areas must be kept clean and tidy at all times. Housekeeping to be maintained to a high standard. All access routes must be kept free from obstruction at all times. All items should be stored in the designated storage area. 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. Ladders are only used for short duration work (less than 30 minutes) and where the risk of injury is low. Ladders are only used for light work and for access to the shelves for storage. Ensure that ladders are properly set up and positioned to avoid	Refer to DkIT Routine SWPS Document. Refer to Storage Risk Assessment above. Refer to Work at Height Risk Assessment above.

				<p>overreaching.</p> <p>Ladders are to be set out on a firm base and leaning at the correct angle of 75 degrees (1:4).</p> <p>Ensure footwear is free from mud/grease before climbing a ladder.</p> <p>Ensure 3 points of are contact maintained at all times.</p> <p>Only authorised persons will be permitted to access podium ladders.</p> <p>The condition of the ladder is checked before each use. Do not use the ladder if it is damaged in any way and report defects immediately to management.</p>	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					REV DATE: June 2024	
AREA:- Informatics & Creative Arts		Location:- P1154 Server Room			Assessment Carried out by: - Caroline Carlin/ Shane Darcy/Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
P1151/P1154 Server Room	Noise. Heat. Damage to equipment. Security. Housekeeping. Storage. FM200 Gas Suppression Unit.	1	2	2 LOW	<p>The Server Room and Com's 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 into the Com's room.</p> <p>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 Server rooms are 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 server room is not to be used as a storage area.</p> <p>Anything that can generate smoke/fire should not be used in the immediate vicinity of the server room.</p> <p>Any contractors should be</p>	Refer to DkIT Routine SWPS Document.

				<p>informed in advance of the hazards and risks associated with the Server room prior to commencing any works.</p> <p>Faulty equipment not to be used and reported to management immediately.</p> <p>The relevant technician or Estates to be contacted in the event of problems with electrical or other building issues.</p> <p>This room is protected by a FM200 Gas Suppression Unit. In the event the alarm sounds leave the room immediately.</p> <p>Only authorised personnel are permitted to access the FM200 gas suppression unit.</p>	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					REV DATE: June 2024	
AREA:- Informatics & Creative Arts		Location:- P1161 IT Learning Centre			Assessment Carried out by: - Caroline Carlin/David McQuaid/Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
P1161 IT Learning Room	Supervision / Unauthorised access. Housekeeping. Manual Handling. Storage. Trips, Slips & Falls Faulty Equipment. Emergency Procedures.	1	2	2 LOW	Works in the IT Learning room are supervised at all times. Food & Drink is not permitted in the room. Keep all access points clear from materials/furniture at all times. Do not stand in or block the door at any time. Housekeeping to be maintained to a high standard. Do not move heavy equipment or furniture on your own. Maintain good manual handling techniques at all times. Use manual aids where possible. Ensure training in Manual Handling techniques is provided to all staff. Report any technical problems to the technician. Do not use faulty equipment.	Refer to DkIT Routine SWPS document. Refer to Risk Assessments above for Access, Housekeeping, Storage, Manual Handling, Work Equipment, Electricity/Electrical Equipment, Work at height & Workstation's/DSE (Display Screen Equipment).

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					REV DATE: June 2024	
AREA:- Informatics & Creative Arts	Location:- P1111/P1112 Open Access Lab				Assessment Carried out by: - Caroline Carlin/Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
P1111/P1112 Open Access Lab	Supervision / Unauthorised access. Workstations / DSE (Display Screen Equipment). Housekeeping. Access. Faulty equipment. Lone Working.	1	1/2	2 LOW	<p>This is an unsupervised lab for students. Signage is displayed detailing etiquette expected in this room.</p> <p>Housekeeping to be maintained to a high standard. Keep all access points and access routes clear from materials/furniture at all times. Do not stand in or block the door at any time. Do not move heavy equipment on your own.</p> <p>Maintain good manual handling techniques at all times. Use manual aids where possible. Ensure training in Manual Handling techniques is provided to all staff.</p> <p>Report any technical problems to the technician. Do not use faulty equipment.</p> <p>Lone working is permitted at times. Persons must first gain permission from the appropriate member of staff or technician. A personal Mobile Phone can be used as an additional means of contact.</p>	<p>Refer to DkIT Routine SWPS Document.</p> <p>Refer to Risk Assessments above for Access, Housekeeping, Storage, Manual Handling, Work Equipment, Electricity/Electrical Equipment, Lone Working & Workstation's/DSE (Display Screen Equipment).</p>

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					Revision DATE: June 2024	
AREA:- Informatics & Creative Arts		Location:- P1119/P1120 Games Lab			Assessment Carried out by: - Caroline Carlin/ Brendan Ryder/Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
P1119/P1120 Games Lab	Supervision / Unauthorised access (Room is mostly supervised but may at times be unsupervised). Workstations / DSE (Display Screen Equipment). Housekeeping. Access. Faulty equipment. Lone Working.	1	1/2	2 LOW	Signage to be displayed detailing etiquette expected in this room. Housekeeping to be maintained to a high standard. Keep all access points and access routes clear from materials/furniture at all times. Do not stand in or block the door at any time. Do not move heavy equipment on your own. Maintain good manual handling techniques at all times. Use manual aids where possible. Ensure training in Manual Handling techniques is provided to all staff. Report any technical problems to the technician. Do not use faulty equipment. Lone working is permitted at times. Persons must first gain permission from the appropriate member of staff. A personal Mobile Phone can be used as an additional means of contact.	Refer to DkIT Routine SWPS Document. Refer to Risk Assessments above for Access, Housekeeping, Storage, Manual Handling, Work Equipment, Electricity/Electrical Equipment, Lone Working & Workstation's/DSE (Display Screen Equipment).

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE:- June 2024	
AREA:- DCAMM		Location:- MacAnna Theatre, S148 – Use of Powered Hand Tools			Assessment Carried out by:- Bill Woodland/ Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Use of powered hand tools – Cordless Drill Jigsaw Circular saw Router Mitre Saw	Defective powered hand tools – risk of electric shock, risk of fire.	1	3	L	<p>Defective powered hand tools shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired or replaced</p> <p>Powered hand tools are visually inspected before use and electrically tested by a competent person as necessary</p> <p>Visual checks are carried out as follows:</p> <p>Tools/appliance On/off switch is working correctly No signs of damage to casing No loose parts or missing screws Live parts are properly guarded so as not to be inadvertently accessible Ensure equipment is disconnected when not in use</p>	<p>Tools to be inspected regularly by lecturer</p> <p>Responsibility of User to continue to check tools before/during use to note any changes</p> <p>Refer to SWPS 026, General Workshop Safety, 027 Use of Hand Tools, 028 Cutters, Scalpels & Stanley Knives, 029 Circular Saw</p>

					<p>Cables Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by colour change or smell), cable cores not externally visible</p> <p>Plug Securely anchored, no sign of cracked casing, overheating, loose or bent pins</p> <p>Socket outlet No cracks, damage, or sign of overheating</p>	
	Using electricity in damp areas – risk of Electrocutation/ electric shock.	1	3	L	No powered hand tools or electrical equipment of greater voltage than 110 volts are used in external locations	
	Electrical equipment becoming live – risk of Electrocutation.	1	3	L	<p>Where power tools are used off the mains supply the source of supply must be fitted with an RCD (residual current device)</p> <p>Tools and other portable equipment are only plugged into a circuit protected by an RCD</p> <p>The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct</p>	

					leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds) Tools are checked as noted above before use	
	Direct contact with moving parts - such as Cutters, Blades, sanding disks - contact with which can cause injuries.	2	3	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults. Tools are used in compliance with manufacturer's instruction. Operators' manual is available where required. Dangling jewellery prohibited. Long hair is tied back.	No user to use power tool without proper induction and signing a tool sign off sheet (see associated document) Responsibility of User Refer to SWPS 026, General Workshop Safety, 027 Use of Hand Tools, 028 Cutters, Scalpels & Stanley Knives, 029 Circular Saw
	Ejection of fragments - Flying objects or fragments causing injury.	2	3	H	Eye protection is worn and guarding is used where required	No user to use power tool without proper induction and signing a tool sign off sheet (see associated document) School to provide safety goggles Wearing them is responsibility of User
	Unsupervised use of tools.	1	3	L	Students are supervised by teacher when using any tool Students are instructed by teacher before using any tool	No student to use power tool without proper induction and signing a tool sign off sheet (see associated document)

	Trailing cables – trip hazard resulting in possible fall, fracture, concussion or contact with dangerous parts of machinery.	2	2	M	Good Housekeeping. Review permanent trip hazards with a view to eliminate same	Responsibility of User
	Loud noises leading to hearing damage.	1	2	M	Noise measurements carried out where necessary by a competent person Hearing protection is worn where necessary	School to provide hearing protection Use of same is responsibility of user
	Unsecured work piece – risk of movement of work piece leading to injury during use.	2	2	M	Appropriate clamps in place to ensure that work pieces are secured, where applicable	Responsibility of User
	Ingestion of contaminated material	2	2	M	Food and drink are prohibited in working area when using tools Good housekeeping	Responsibility of Lecturer/User
	Contact with hazardous materials (ie glues, adhesives, etc)	2	2	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.) Increasing ventilation if needed	Responsibility of User
	Inappropriate/ unsafe use of powered hand tools – risk of injury or electrocution due to incorrect use	1	3	L	Students are instructed and supervised by the teacher when using tools Any unauthorised use of powered hand tools is prohibited Tools are used in the manner for which they were designed to be	Responsibility of User Lecturer reserves the right to revoke use of any tool, or require re-induction

					used Tools are not left unattended when going for breaks and are secured in a set location when not in use	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					Revision DATE: June 2024	
AREA:- Informatics & Creative Arts (DCAMM)		Location:- MacAnna Theatre, S148 – Use of Hand Tools			Assessment Carried out by: Bill Woodland/ Niall Coghlan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Use of hand tools such as – Hammer Screwdriver Utility Knives Pliers Hand saws Clamps Chisels	Inappropriate/Unsafe use of tools Defective tools	1	3	L	All users must be inducted in use of any tool Proper clothing, footwear, and PPE to be worn Refer to SWPS 027 and 028 for further controls and remediations All tools to be visually inspected before use Faulty or damaged tools to be removed from circulation and marked as such, with tutor notified	No user to use power tool without proper induction and signing a tool sign off sheet (see associated document) Safe use responsibility of user Lecturer reserves the right to revoke use of any tool, or require re-induction Refer to SWPS 026, General Workshop Safety, 027 Use of Hand Tools, 028 Cutters, Scalpels & Stanley Knives,

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					Revision DATE: June 2024	
AREA:- Informatics & Creative Arts		Location:- Mac Anna Theatre - Rigging			Assessment Carried out by: - Bill Woodland	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Rigging of stage lanterns	Lamps falling. Tools falling. Electrocution. Severe head and body injuries from falling objects. Slips, trips and falls	2	3	6 H	<p>Make sure all lamps and rigging have been secured by a competent worker.</p> <p>Tool lanyards must always be used when working at a height.</p> <p>All lamps must be checked over by a qualified stage electrician before rigging. The lamp must have a safety chain.</p> <p>Extension cables should be securely tied or taped to lighting bar.</p> <p>All additional loose parts of the lamp must have safety chains or secured properly inside the fixture i.e. barndoors, gobo holders, irises, gel frames.</p> <p>Make sure that the safety chain is secured to the lighting bar .</p> <p>Do not exceed SWL of rigging bar/hoist.</p> <p>All clamps should be tightened on the bar.</p> <p>Keep a clean working area to minimise tripping hazards.</p>	Refer to Risk Assessments above for Access, Storage, Manual Handling, Security, Work Equipment, Fire & Emergency, Electricity/Electrical Equipment & Work at height.
Rigging of temporary bars/structures	Bars falling to gantry Bars falling to floor Lanterns or cables attached to bars falling	2	3	6 H	<p>Rigging of extra bars to be carried out by a competent person.</p> <p>Temporary structures should be</p>	Refer to DkIT Risk Assessments for Manual Handling, work at height.

	<p>Severe bodily injury from falling objects Slips trips and falls</p>			<p>attached to structural elements of the building, not existing LX Bars on hoists. Only rated hardware should be used with adequate SWL for the job at hand. Bars intended for lighting use should conform to BS1139, made of steel or aluminum, with 48mm diameter. Any clamps used to attach temporary bars together or to permanent structure should conform to BS1139/EN74. Any hardware to be used to be inspected by competent person ahead of use. All clamps to be tightened, and not overtightened to the point of damage. Any temporary structure should be secured to permanent structure by minimum two points. Any lighting devices hung on temporary bars to be safety chained to the bar. All extension cables to be securely tied or taped to the bar so as not to strain connections. Keep working area clean to minimize tripping hazards. Any lighting devices hung on bars should be attached with rated clamps, be properly earthed if Class 1, and in good condition. Rigging of lamps on temporary</p>	
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					bars to conform to risk assessment above. Rigging of lamps on temporary bars to be carried out by a competent person .	
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