



# ***Strategic Planning, Communications & Development Functional Area***

*[Development Office, Regional Development Centre (to include External Services and Marketing & Communications) and the Lifelong Learning Centre]*

## **ANCILLARY SAFETY STATEMENT**

### **June 2024**

Issue	Issue Date	Issued	Approved	Circulation
1	Nov 2015	IMC/CC	FASC	FASC, RDC, LLL, Estates, All Staff, All Students
2	Jan 2016	IMC/CC	FASC	FASC, RDC, LLL, Estates, All Staff, All Students
3	Dec 2016	IMC/CC	FASC	FASC, RDC, LLL, Estates, All Staff
4	April 2017	IMC/CC	FASC	FASC, RDC, LLL, Estates, All Staff
5	July 2017	IMC/CC	FASC	FASC, RDC, LLL, Estates, All Staff
6	June 2018	IMC/CC	FASC	FASC, RDC, LLL, Estates, All Staff
7	April 2019	IMC/CC	FASC	FASC, RDC, LLL, Estates, All Staff
8	July 2020	IMC/CC	FASC	FASC, RDC, LLL, Estates, All Staff
9	June 2021	IMC/CC	FASC	FASC, RDC, LLL, Estates, All Staff
10	August 2022	IMC/CC	FASC	FASC, RDC, LLL, Estates, All Staff
11	June 2023	IMCC/CC	FASC	FASC, RDC, LLL, Estates, All Staff
12	June 2024	IMCC/CC	FASC	FASC, RDC, LLL, Estates, All Staff

**Approved by the Strategic Planning, Communications & Development  
FASC**

**The Ancillary Safety Statement is to be read in conjunction with the Parent  
Safety Statement of Dundalk Institute of Technology**

## Safety Statement Revision List

Revision No.	Date of Revision	Brief Description of Revision	Location (Section No; page etc.)
No. 1 (Issue 6)	09 Nov 2015	<p><b>Annual Review</b></p> <ul style="list-style-type: none"> <li>- Additional of '<i>Safety Statement Revision List</i>' table</li> <li>- Change to Head of Development from Gerry Carroll to Irene Mc Causland</li> <li>- Change to other personnel</li> <li>- Omission of '<i>Research Centre</i>' and inclusion of '<i>Lifelong Learning</i>'</li> <li>- Reference to revision of Risk Assessment to be made annually</li> <li>- Reference to '<i>Equipment Safety Testing Records</i>' amended to '<i>Equipment &amp; System Testing Records</i>'</li> <li>- Omission of '<i>Safety Inspections</i>' &amp; '<i>licences</i>'</li> <li>- Amalgamation of parts (6) &amp; (7) to Safety Data Sheets</li> <li>- Change to link for location of Ancillary Safety Statements</li> <li>- Update chart to reflect changes outlined above</li> <li>- Inclusion of reference to '<i>Fire Management Documentation</i>'</li> <li>- Change to personnel &amp; titles/roles ('<i>Head of Development</i>' to '<i>Vice President for Strategic Planning, Communications and Development</i>'</li> </ul>	<p>This page</p> <p>Throughout document</p> <p>"</p> <p>"</p> <p>Section 3, 4 &amp; 5</p> <p>Section 8</p> <p>Section 8</p> <p>Section 8</p> <p>Section 8</p> <p>Section 8 (c)</p> <p>Section 8 (c)</p> <p>Appendix 1</p>
No.2	12 Jan 2016	<ul style="list-style-type: none"> <li>- Update to personnel to reflect current roles</li> <li>- Amendment to read - Regional Development Centre (to include External Services) and Lifelong Learning Centre</li> <li>- Reference made to: <i>The Institute's Lifelong Learning Centre is also included within the Institute's Strategic Planning, Communications and Development group and is covered by this Ancillary Safety Statement and Risk Assessments, in addition to the Ancillary Safety Statements and Risk Assessments of the additional functional and academic areas to which the activities of the Lifelong Learning Centre pertains.</i></li> </ul>	<p>Part 8 (a) &amp; (b)</p> <p>Throughout document</p> <p>Section 3</p>

<b>Revision No.</b>	<b>Date of Revision</b>	<b>Brief Description of Revision</b>	<b>Location (Section No; page etc.)</b>
No.3	Dec 2016	<ul style="list-style-type: none"> <li>- Reference to Developmental Functional Area removed and replaced with updated title 'Strategic Planning, Communications &amp; Development Functional Area'</li> <li>- Addition of Development Office, Regional Development Centre (to include External Services and Marketing &amp; Communications) and the Lifelong Learning Centre.</li> <li>- Update to names of Functional Areas to reflect new titles e.g. Academic Affairs &amp; Registrar FA, Finance &amp; Corporate Affairs FA and Strategic Planning, Communications &amp; Development Functional Area.</li> <li>- Estates Office added as additional location of the Ancillary Safety Statement.</li> <li>- Section updated to contain newly revised 'Annual Evaluation of Compliance Audit'</li> <li>- Update to 'List of Responsible Persons' &amp; 'Organisational Chart' to reflect current roles and titles.</li> <li>- Appendix updated to contain newly revised 'Accident/Incident &amp; Near Miss Reporting Procedures'</li> </ul>	<p>Throughout document</p> <p>Throughout document</p> <p>Throughout document</p> <p>Section 2 &amp; Section 8 Section 5</p> <p>Appendix 1</p> <p>Appendix IV</p>
No. 4	April 2017	<ul style="list-style-type: none"> <li>- Updated to reflect current personnel</li> </ul>	<p>Section 7 – Training Section 8 – Safety Records Appendix 1</p>
No. 5	July 2017	<ul style="list-style-type: none"> <li>- Update to include Estates updated Risk Assessment Document</li> <li>- Removal of term Premises from Estates &amp; Premises</li> </ul>	<p>Appendix 2 &amp; 3 Throughout document</p>
No. 6	June 2018	<p>General Annual Review</p> <ul style="list-style-type: none"> <li>- Updates to reflect current personnel and contacts</li> </ul>	<p>Throughout</p>
No. 7	April 2019	<p>General Annual Review</p> <ul style="list-style-type: none"> <li>- Date (2019) updated</li> <li>- Location of Soft copy records updated to reflect current location</li> </ul>	<p>Throughout Section 8 (b)</p>
No. 8	July 2020	<p>Annual Revision as per legislative requirements</p> <ul style="list-style-type: none"> <li>• Updates to reflect current personnel and contacts</li> <li>• Update to Section 4 -Strategic Planning, Communications &amp; Development Functional Area – Overview of Risk Assessment Process, to include reference to Covid Risk Assessments as required under the Return to Work Safety Protocol document. <i>'Important information regarding Covid-19. Please note that a separate Risk Assessment document has been compiled based on the current Covid 19 restrictions. This forms part of the DkIT Return to Work Operating Plan (Appendix 11).'</i></li> </ul>	<p>Throughout Section 4</p>
No. 9	June 2021	<p>General Annual Review</p> <ul style="list-style-type: none"> <li>• Date (2021) updated.</li> <li>• Updates to reflect current personnel and contacts.</li> <li>• Finance &amp; Corporate Affairs FA updated to current title - Finance, Resources &amp; Diversity Functional Area.</li> <li>• Paragraph regarding Lifelong Learning updated.</li> <li>• Contact information undated in line with current</li> </ul>	<p>Throughout Throughout Throughout</p> <p>Section 3.2 Section 7</p>

		<ul style="list-style-type: none"> <li>contact personnel.</li> <li>Contact information undated in line with current roles and contact details.</li> <li>List of roles and responsibilities updated to include Digital Content &amp; Marketing Executive: Mr. Jonathan Davis.</li> <li>Update to read Accident / Incident Forms to read Accident / Incident &amp; Near Miss Reporting Procedures.</li> </ul>	<p>Section 8</p> <p>Appendix 1</p> <p>Appendix IV / Throughout</p>
No. 10	August 2022	<p>General Annual Review</p> <ul style="list-style-type: none"> <li>Date (2022) updated.</li> <li>Updates to reflect current personnel and contacts i.e. Ms. Grainne Boland (RDC) &amp; Ms. Gillian Caldwell (Marketing &amp; Communication)</li> <li>Contact information undated in line with current contact personnel.</li> <li>List of roles and responsibilities updated to include Ms. Lynda McQuaid (Marketing &amp; Communications Manager)</li> </ul>	<p>Throughout</p> <p>Throughout</p> <p>Throughout</p> <p>Section 7 &amp; 8</p> <p>Appendix 1</p>
No. 11	June 2023	<p>General Annual Review</p> <ul style="list-style-type: none"> <li>Date (2023) updated.</li> <li>Updates to section 3.2 to include increased of number of courses offered from 80 to 90. Addition of areas (business &amp; hospitality) noted. Added to description '<i>All outreach locations conform to the Institute's outreach centre regulations as overseen by the Registrar's Office</i>'.</li> <li>Section 7 contact information undated for Ms. Gillian Caldwell (Marketing &amp; Communication)</li> </ul>	<p>Throughout</p> <p>Section 3.2</p> <p>Section 7</p>
No.12	June 2024	<p>General Annual Review</p> <ul style="list-style-type: none"> <li>Reference to Covid 19 removed.</li> <li>Update to the location of information relating to training records. Included that H&amp;S training data is maintained by the Health &amp; Safety Co-ordinator. Contact details updated to reflect this.</li> <li>Updates made to reflect current personnel.</li> <li>Updated to include Health &amp; Safety Co-ordinator contact details for training files.</li> <li>Information updated.</li> </ul>	<p>Section 4</p> <p>Section 7</p> <p>Section 8(a)</p> <p>Section 8(b)</p> <p>Section 8(c)</p>

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**Appendix IV** Accident / Incident & Near Miss Reporting Procedures

# 1. Introduction

Under the provisions of The Safety, Health and Welfare at Work Act 2005, Dundalk Institute of Technology is required to ensure so far as is reasonably practicable the health, safety and welfare of all its employees and students engaged in work or study, and all visitors to the Institute premises.

In view of the recent extensive expansion that has taken place on the campus and in order to comply with the requirements of the 2005 Act, the Institute has decided to review and update its Safety Statement. Dundalk Institute of Technology's safety management programme consists of a Parent Safety Statement supplemented by seven ancillary Safety Statements, which apply to different functional areas of the Institute. These ancillary Safety Statements take account of the diverse range of activities, which apply across the Institute.

The Institute's overall Safety Statement is comprised of the following documents:

- **Parent Safety Statement**
- **Ancillary Safety Statement – School of Business & Humanities**
- **Ancillary Safety Statement – School of Health & Science**
- **Ancillary Safety Statement – School of Engineering**
- **Ancillary Safety Statement – School of Informatics & Creative Arts**
- **Ancillary Safety Statement – Finance, Resources & Diversity Functional Area**
- **Ancillary Safety Statement – Academic Affairs & Registrar Functional Area**
- **Ancillary Safety Statement – Strategic Planning, Communications & Development Functional Area**
- **Emergency Evacuations Procedures Manual**

The purpose of the Ancillary Safety Statements is to ensure that the Institute's Occupational Health and Safety Management System in each Functional Area:

- (1) Conforms to planned arrangements.
- (2) Is properly implemented and maintained.
- (3) Is effective in meeting the policies and objectives of DkIT.

## **2. General Statement of Policy within the Strategic Planning, Communications & Development Functional Area**

The Strategic Planning, Communications & Development Functional Area is committed to ensuring that high standards of health and safety are achieved and maintained throughout all areas under our control. The key mechanism for achieving and maintaining safety is Risk Assessment, by which we identify hazards, which have the potential for harming health or causing accidents, evaluate the risks arising and select and implement appropriate precautions.

Throughout the Strategic Planning, Communications & Development Functional Area, Risk Assessment reviews are carried out in all areas under our control periodically (at least once per year). It is essential that all staff, students, clients and contractors contribute to and cooperate with this process, thus ensuring that the Strategic Planning, Communications & Development Functional Area's stated objective of providing in so far as is reasonably practicable a safe place of work is achieved.

The process of Risk Assessment in the Strategic Planning, Communications & Development Functional Area enables us to take all relevant precautions to ensure that Dundalk Institute of Technology's legal standard as an employer is fulfilled particularly in relation to:

- Exercising all due care.
- Putting in place necessary protective and preventative measures.
- Identifying hazards and assessing risks likely to result in accidents or ill-health.
- Not being required to take further measures where these would be grossly disproportionate having regard to the unusual, unforeseeable and exceptional nature of the circumstances.

**Copies of the Strategic Planning, Communications & Development Functional Area Ancillary Safety Statement are available at the RDC Reception, in the Development Office and Estates Health & Safety Co-ordinators Office or at**

**<https://www.dkit.ie/health-safety/safety-statements/strategy-planning-communications-development-functional-area>**

Signed on behalf of Strategic Planning, Communications & Development Functional Area, Dundalk Institute of Technology.

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**Irene Mc Causland**  
**Vice President for Strategic Planning, Communications & Development**

**June 2024**



### **3. Strategic Planning, Communications & Development Functional Area - Description**

The Strategic Planning, Communication & Development Functional Area is divided into two areas as follows:

- (1) Estates
- (2) Development Office, Regional Development Centre (to include External Services and Marketing & Communications) and the Lifelong Learning Centre

Risk Assessment Reviews are carried out annually or when there is a significant change to a building, process/procedure or legislation. The Risk Assessments are the responsibility of the Estates Manager for Area 1 above and the External Services Manager and Head of Lifelong Learning for Area 2 above.

Refer to Appendix I for Strategic Planning, Communication & Development Functional Area Safety Management Organisational layout.

#### **3.1 Estates**

This office is primarily responsible for the maintenance, management and safety of the Institute's buildings, services and facilities. In particular, it is responsible for the following:

- Management of estates and buildings of the Institute.
- Initiation and management of tendering processes, including the selection and appointment of Design Teams and contractors with regard to building and facilities contracts.
- Liaising with and supporting the Institute in the negotiation, selection, appointment and management of all contracted out services and facilities management.
- Preparation and submission of Planning and Fire Certificate applications to the Planning Authority.
- Preparation and implementation of planned preventative maintenance procedures.
- Organisation of day-to-day maintenance procedures and emergency works.
- Supervision of maintenance staff and external contractors.
- Ensuring compliance of Contractors' and Maintenance staff with regulations relating to Safety, Health & Welfare at Work and Insurance requirements.
- Assistance with the maintenance and implementation of the fire and emergency evacuation procedures and drills.
- Implementation and maintenance of a Hot Works Permit System.
- Assistance with the planning and day-to-day operation of security procedures, cleaning, energy management, portering, goods reception, grounds maintenance, access, traffic, waste collection and removal.

Because of the variety of activity relating to the Estates Office, there are a large number of hazards that exist.

### **3.2 Development Office, Regional Development Centre (to include External Services and Marketing & Communications) and the Lifelong Learning Centre**

The Regional Development Centre is the Institute's organisation that manages the following activity areas:

- New Project Incubation and Enterprise Development Programmes
- External Consultancy, Technical, Scientific and Information Services
- Applied Research and Contract Research for Industry
- Special Training Programmes
- Other Research and Development measures and initiatives as they arise
- Sectoral support initiatives and special projects
- Lifelong Learning

The Institute's Lifelong Learning Centre is also included within the Institute's Strategic Planning, Communications and Development group and is covered by this Ancillary Safety Statement and Risk Assessments, in addition to the Ancillary Safety Statements and Risk Assessments of the additional functional and academic areas to which the activities of the Lifelong Learning Centre pertains.

The Lifelong Learning Centre was formed in DkIT in 2001. It is responsible for the planning, operational management and new business development of lifelong learning and continuing professional development courses of the Institute. The Centre coordinates over ninety flexible part-time professional development and lifelong learning programmes ranging from QQI Level 6 to Level 9. These programmes are particularly suitable for those who wish to study new topics and course areas, update their professional skills or add to their qualifications. Accredited courses are offered in the areas of Business, Humanities, Hospitality, Engineering, Computing & Creative Arts and Health & Science. Non-accredited courses and customised programmes for enterprise are also available. The Centre also co-ordinates the roll-out of the national Springboard scheme in DkIT.

The Lifelong Learning Centre is located adjacent to the main Institute Reception. It provides information and support services to a growing number of part-time students. Courses are available at the main campus at DkIT. Other locations throughout the region may host Lifelong Learning programmes provided sufficient numbers of students from the area register on any one programme and indeed the Lifelong Learning Centre has hosted programme delivery in counties Meath, Cavan and Monaghan. All outreach locations conform to the Institute's outreach centre regulations as overseen by the Registrar's Office.

The Regional Development Centre's activity is housed in a customised building located on the western side of the main Institute building. This Safety Statement covers all areas except those required to be covered by occupiers of Incubation Units. Separate Safety Statements covering the activities in these Units are the responsibility of the respective Occupiers.

Companies and organisations renting space have been informed of their obligations to comply with the requirements of this Safety Statement, while using common areas in the Centre and the Institute, and are reminded of their obligations to comply with the 2005 Act by seeking advice from their own insurers or competent persons.

### **3.3 Strategic Planning, Communications & Development Functional Area Occupational Health & Safety Objectives**

The Occupational Health & Safety (OH&S) objectives of the Strategic Planning, Communication & Development Functional Area are as follows:

- (a) To develop and maintain a safe working environment and facilities for staff, students, contractors and clients.
- (b) To raise awareness of OH&S and to regularly remind staff and others using the campus of their OH&S obligations.
- (c) To ensure the Functional Area staff are represented on the FASC and they meet 3 times annually and carry out compliance evaluations annually and report on these to the Institute's Safety Monitoring Committee.
- (d) To record Incidents and Accidents and ensure follow-up actions occur.
- (e) To ensure staff receive the training required to carry out their duties and to ensure this training occurs regularly and as required.
- (f) To carry out regular Risk Assessment reviews and update risks and Safe Work Practice procedures as required.
- (g) To evaluate resource needs to address Risk Assessments and make budget submissions on these annually to the Institute's Safety Monitoring Committee.
- (h) To review these Objectives annually and update/revise these as required in line with the Evaluation of Compliance.

## **4. Strategic Planning, Communications & Development Functional Area – Overview of Risk Assessment Process**

This Ancillary Safety Statement covers all activities carried out by the Strategic Planning, Communications & Development Functional Area, and should be read in conjunction with the Institute Parent Safety Statement. The hazards currently pertaining to the Strategic Planning, Communication & Development Functional Area, are listed on Quantitative Risk Assessment Sheets, which have been compiled for the two areas within the Strategic Planning, Communication & Development Functional Area, as are the control measures required to deal with the risks posed by these hazards.

Risk Assessment will be carried out when required and reviewed annually. The person responsible for ensuring that the Risk Assessment procedure is carried out is the VP for Strategic Planning, Communications & Development Functional Area, Irene McCausland.

The Risk Assessment process, adopted by the Strategic Planning, Communications & Development Functional Area identifies all hazards posed by activities within the Strategic Planning, Communication & Development Functional Area, and quantifies the risk posed by same (Appendix II). In most cases these hazards can be controlled by adhering to procedures detailed in Safe Work Practice Procedures (Appendix III).

Safe Work Practice Procedures are in place throughout the Strategic Planning, Communications & Development Functional Area, and copies of Safe Work Practice Sheets for different hazardous activities in the two areas within the Strategic Planning, Communications & Development Functional Area, are contained in this document. The primary objective of the Safe Work Practice Procedures is to eliminate, reduce or control any risks posed as a result of the hazards that exist throughout the Strategic Planning, Communications & Development Functional Area. These Safe Work Practice Procedures are also displayed prominently in the relevant areas to which they apply. As part of the annual Risk Assessment process, all Safe Work Practice Procedure Sheets will be reviewed and updated to ensure that they take account of any changing circumstances that have arisen during the course of the year.

Adherence to the Safe Work Practice Procedures is the primary means of risk control in the Strategic Planning, Communication & Development Functional Area. However, hazards may arise from time to time, which are not covered by these procedures. **Under Section 13 (h)(i-iii) of the 2005 Safety, Health & Welfare at Work Act, all staff are required to report any hazards that they notice or observe to their employer. Within the Strategic Planning, Communications & Development Functional Area, any hazard noted or observed by any member of staff must be reported to their immediate superior.**

## 5. Evaluation of Compliance

The Strategic Planning, Communications & Development Functional Area meets a minimum of 3 times per annum and reports to the ISMC. The purpose of these meetings is to ensure that the FASC keeps up to date with the requirements of the Institute's Occupational, Health & Safety Management System and is in a position to sign off on the Evaluation of Compliance checklist below at its December review meeting. The schedule of meetings is set out below, the agenda for each meeting as set out below:

Meetings	SPCD FASC	ISMC
1 Progress	April	May
2 Progress	September	October
3 Review	December	January

Functional Area Safety Committees		Annual Evaluation of Compliance Audit						
		Finance, Resources & Diversity	Strategic Planning, Communications & Development	Academic Affairs	Informatics & Creative Arts	Engineering	Business & Humanities	Health & Science
1.	Did your FASC fulfil its programme of meetings?							
2.	Was your Ancillary Safety Statement reviewed?							
3.	Was a review of the Hazard and Risk Assessment carried out?							
4.	Was a review of the Safe Work Practice Sheets (SWPS) carried out?							
5.	Were staff and students in your area notified of their O, H & S obligations and the location and accessibility of documents?							
6.	Were all accidents/incidents which occurred in your area investigated, reviewed and documented?							
7.	Has all O, H & S documentation been communicated, filed and displayed in your area?							
8.	H&S Budget:  (a) Did you make a budget submission to ISMC?  (b) Did you spend your budget allocation?							
9.	Did staff in your area receive appropriate O, H & Training?							

The agenda guidelines for the FASC and ISMC meetings are set out as follows:

<b>Strategic Planning, Communications &amp; Development Functional Area Safety Committee</b>	<b>Institute Safety Monitoring Committee</b>
<p><b><u>April Meeting</u></b>            Minutes – Matters Arising            Report from ISMC            Risk Assessment            Budget            OH&amp;S Documentation            Training            Review Objectives            Incidents/Accidents</p>	<p><b><u>May Meeting</u></b>            Minutes – Matters Arising            Report from FASCs            Budget            OH&amp;S Documentation            Training            Review Objectives</p>
<p><b><u>September Meeting</u></b>            Minutes – Matters Arising            Report from ISMC            Risk Assessment            Budget            OH&amp;S Documentation            Training            Review Objectives            Incidents/Accidents</p>	<p><b><u>October Meeting</u></b>            Minutes – Matters Arising            Report from FASCs            Budget            OH&amp;S Documentation            Training            Review Objectives            Incidents/Accidents</p>
<p><b><u>December Meeting</u></b>            Minutes – Matters Arising            Report from ISMC            Review Objectives            Set Objectives for forthcoming year            Budget Application for forthcoming year            Incidents/Accidents            Complete Evaluation of Compliance Audit</p>	<p><b><u>January Meeting</u></b>            Minutes – Matters Arising            Report from FASCs            Review Objectives            Set Objectives for forthcoming year            Budget Application for forthcoming year            Incidents/Accidents            Complete Evaluation of Compliance Audit</p>

## **6. Strategic Planning, Communications & Development Functional Area – Risk Assessment and Safe Work Practice Sheets**

**Please note that Risk Assessment is reviewed annually in each Functional Area of DkIT with a major Risk Assessment.**

**Records of Risk Assessment for the Strategic Planning, Communications & Development Functional Area namely:**

- a) Estates**
- b) Development Office, Regional Development Centre** (to include External Services and Marketing & Communications) and the Lifelong Learning Centre

**are set out in Appendix II of this document.**

**Safe Work Practice Sheets for the Strategic Planning, Communications & Development Functional Area namely:**

- a) Estates**
- b) Development Office, Regional Development Centre** (to include External Services and Marketing & Communications) and the Lifelong Learning Centre

**are set out in Appendix III of this document.**

## **7. Strategic Planning, Communications & Development Functional Area - Training**

**Please note that Training for staff is carried out on an ongoing basis. It is subject to statutory requirements, risk assessments and resources available. A Training Database containing names, dates of training and training type is maintained by the Institutes Health & Safety Co-ordinator.**

This may be viewed by contacting the following:

**Health & Safety Co-ordinators Office (NE154)**

Caroline Carlin at Ext. 2028 email [Caroline.carlin@dkit.ie](mailto:Caroline.carlin@dkit.ie)



## 8. Strategic Planning, Communications & Development Functional Area Safety Records

Functional Area Safety records include but are not limited to the following documents:

- (1) Ancillary Safety Statement, including Safe Work Practice Sheets
- (2) Health and Safety Training Records
- (3) Equipment and System Testing Records
- (4) Incident and Accident Report
- (5) Safety Data Sheets – including chemical SDS (where applicable)
- (6) Functional Area Safety Committee Meeting Records
- (7) Any other records relevant to the Functional Area

This documentation can be located as follows:

### (a) Development General Occupational, Health & Safety Records

<u>Record Type</u>	<u>Building</u>	<u>Room No.</u>	<u>Contact</u>	<u>Soft Copy Location</u>
SPCDFA Meetings (Agenda & Minutes)	RDC	Unit 46	Pauline Quinn Grainne Murphy	S:\RDC_ISO\Operations and Facilities\Health & Safety\H&S 2024 Documentation\DFA Safety Committee Agenda & Minutes
Ancillary Safety Statements	RDC	Reception	Moyra O'Brien Deirdre McArdle	<a href="https://www.dkit.ie/health-safety/safety-statements/development-functional-area">https://www.dkit.ie/health-safety/safety-statements/development-functional-area</a>
	RDC	Unit 46	Pauline Quinn Grainne Murphy	
	Carroll Building	P1171	Lynda McQuaid	
	North Building	NE153 NE154	Rita Mathews Caroline Carlin	
	LLC	W148	Karen English	

**(b) Development Office, Regional Development Centre (to include External Services and Marketing & Communications) and the Lifelong Learning Centre**

<b><u>Record Type</u></b>	<b><u>Building</u></b>	<b><u>Room No.</u></b>	<b><u>Contact</u></b>	<b><u>Soft Copy Location</u></b>
Training Records	Health & Safety Office – North Building	NE154	Caroline Carlin	S:\Estates\02 Health & Safety
Fire Safety Checklist	RDC Carroll Building LLC North Building	Reception P1177 W148 NE153	Moyra O'Brien/ Deirdre McArdle Gillian Caldwell Karen English Rita Mathews	S:\\RDC_ISO\AF Operations and Facilities\Health & Safety Marketing & Communications Shared Drive LLC Shared Drive Estates Shared Drive

**(c) Estates Occupational, Health & Safety Records**

<b><u>Record Type</u></b>	<b><u>Contact</u></b>	<b><u>Soft Copy Location</u></b>
Ancillary Safety Statement	Estates Administrator/H & S Co-Ordinator	Estates Shared Drive / <a href="https://www.dkit.ie/health-safety/safety-statements/development-functional-area">https://www.dkit.ie/health-safety/safety-statements/development-functional-area</a>
Health & Safety Training Records	Estates Administrator/H & S Co-Ordinator	Estates Shared Drive
Equipment and System Testing Records	Estates Administrator/H & S Co-Ordinator	Estates Shared Drive
Incident and Accident Reports	Estates Administrator/H & S Co-Ordinator	Estates Restricted Shared Drive
Functional Area Safety Committee Meeting Records	Estates Administrator/H & S Co-Ordinator	Estates Shared Drive
Safety Data Sheets (including Chemical SDS)	Estates Administrator/H & S Co-Ordinator	Estates Shared Drive
Fire Management Documentation	Estates Administrator/H & S Co-Ordinator	Estates Shared Drive
Any other records relevant to the Functional Area	Estates Administrator/H & S Co-Ordinator	Estates Shared Drive

# **APPENDICES**

# **APPENDIX I**

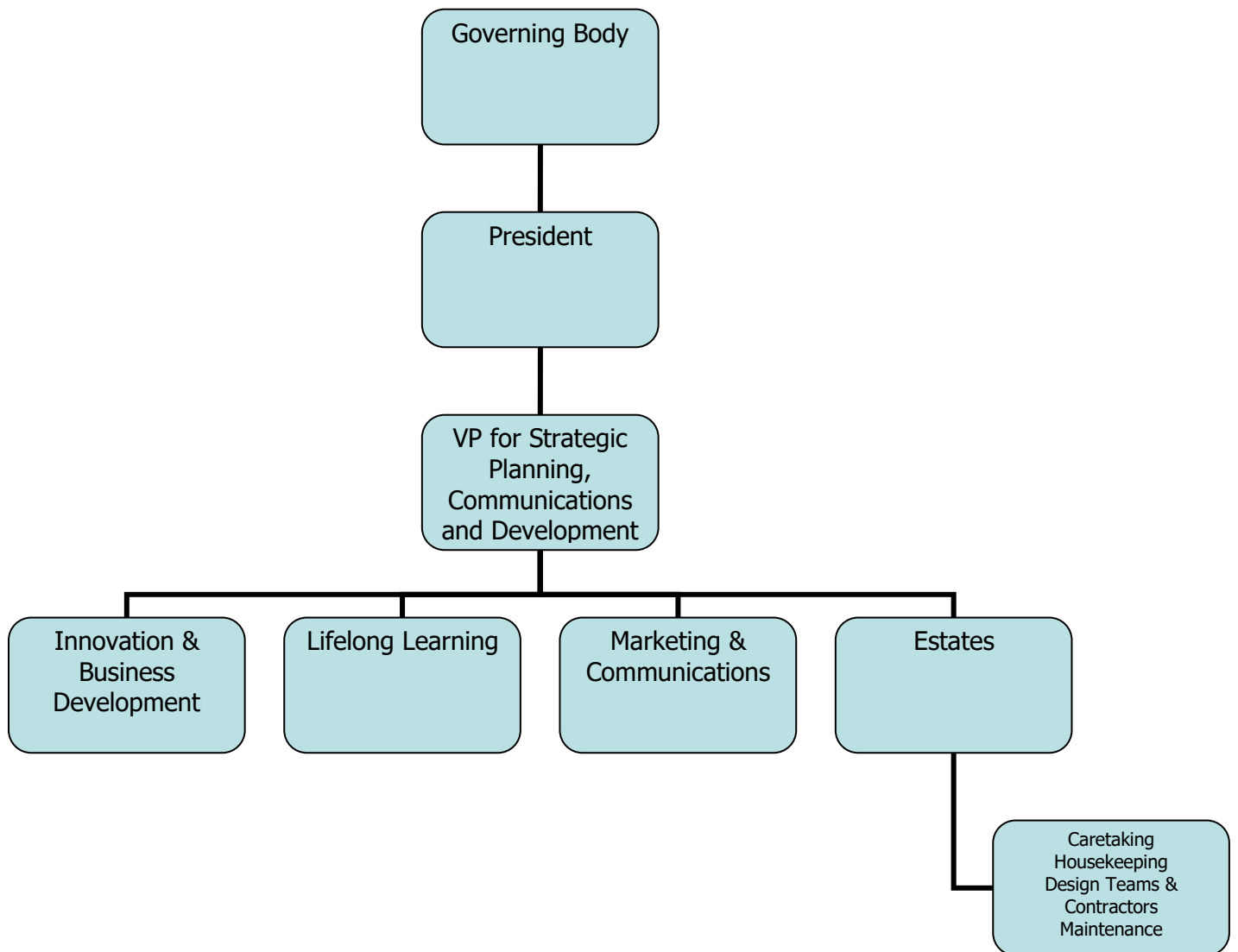
**LIST OF RESPONSIBLE PERSONS &  
STRATEGIC PLANNING, COMMUNICATIONS &  
DEVELOPMENT FUNCTIONAL AREA SAFETY  
MANAGEMENT ORGANISATIONAL CHART**

## **List of Responsible Persons within the Strategic Planning, Communications & Development Functional Area**

<b>Vice President for Strategic Planning, Communications &amp; Development:</b>	<b>Ms. Irene Mc Causland</b>
<b>Estates Manager:</b>	<b>Mr. Conor Lait</b>
<b>Innovation &amp; Business Development Manager:</b>	<b>Mr. Aidan Browne</b>
<b>Lifelong Learning Manager:</b>	<b>Mr. Anton Barrett</b>
<b>Marketing &amp; Communications Manager:</b>	<b>Ms. Lynda McQuaid</b>

# Strategic Planning, Communications & Development Functional Area

## SAFETY MANAGEMENT ORGANISATION CHART



# APPENDIX II

## RISK ASSESSMENT

- (a) Estates <https://www.dkit.ie/health-safety/safety-statements/strategy-planning-communications-development-functional-area>
- (b) Development Office, Regional Development Centre (to include External Services and Marketing & Communications) and the Lifelong Learning Centre  
<https://www.dkit.ie/health-safety/safety-statements/strategy-planning-communications-development-functional-area>



# APPENDIX III

## SAFE PRACTICE WORK SHEETS

- (a) Estates <https://www.dkit.ie/health-safety/safety-statements/strategy-planning-communications-development-functional-area>
  - (b) Development Office, Regional Development Centre (to include External Services and Marketing & Communications) and the Lifelong Learning Centre <https://www.dkit.ie/health-safety/safety-statements/routine-safe-work-practice-sheets>
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# **APPENDIX IV**

## **ACCIDENT/INCIDENT & NEAR MISS REPORTING PROCEDURES**

## ACCIDENT, INCIDENT, NEAR MISS AND DANGEROUS OCCURRENCE REPORTING PROCEDURES

Dundalk Institute of Technology is committed to reducing accidents and ill-health to staff and students of the Institute. Procedures are in place in the Institute to ensure that all Accidents, Near Misses and Dangerous Occurrences are recorded. These procedures not only ensure compliance with the law, but are also used as a basis for analysing trends throughout the Institute, in an effort to reduce accidents and ill-health to staff and students. All reports are reviewed at each meeting of the Institute Safety Monitoring Committee.

The purpose of an investigation is to establish all the facts relating to the incident, to draw conclusions from the facts and to make recommendations to prevent reoccurrence. Each incident will be looked at from the point of view of place, plant, procedures and people, to see where the safety system has failed and to tighten controls. It is important to note the definitions of all incidents (Accidents, Near Misses & Dangerous Occurrences) in order to take the correct action.

### DEFINITIONS

An **Accident** is defined as an unplanned event resulting in personal injury or property damage. This could include, but is not limited to:

- Sprain
- Laceration
- Broken bone
- Concussion
- Unconsciousness
- Ill-health
- Sickness due to exposure to a dangerous substance, fumes or gases, fire or explosion
- Sickness due to a chemical spill or environmental pollution
- Damage to building
- Damage to property

A **Near Miss** is defined as an incident in which there was no injury or property damage but where the potential for serious consequences existed.

A **Dangerous Occurrence** is one of a number of specific, reportable adverse events, which are defined within the Twelfth Schedule of the General Application Regulations 2007. Dangerous Occurrences are reportable to the Health & Safety Authority (HSA) using Form IR3 or via the HSA online notification process. Any Dangerous Occurrences which are notifiable to the HSA will be forwarded by the Health & Safety Co-ordinator.

These are incidents with a high potential to cause death or serious injury, but which happen relatively infrequently. Dangerous occurrences usually include incidents involving:

- Lifting equipment
- Pressure systems
- Overhead electric lines
- Electrical incidents causing explosion or fire
- Explosions, biological agents
- Radiation generators and radiography
- Breathing apparatus
- Diving operations
- Collapse of scaffolding
- Train collisions
- Wells
- Pipelines or pipeline works

**All Accidents are 'Incidents'. However, the definition of an Incident is wider in that it includes Dangerous Occurrences and Near Misses.**

## **REPORTING PROCEDURES**

All incidents must be reported immediately using the DkIT relevant incident report forms. These are located in the Parent Safety Statement and also on the DkIT website at <https://www.dkit.ie/safety/incidents-accidents-reporting-procedures>. All sections of the form must be completed with as much accurate information as possible.

The immediate supervisor must investigate the cause of the incident, and complete the Institute Accident/Incident Report Form or Near Miss Form. A copy of this form must then be made available to the Head of Department/School/Function for review and final sign off. Copies of the completed form should be forwarded to the Health & Safety Co-ordinator, the Vice President for Finance & Corporate Affairs and the Estate's Office. Copies of these forms are contained within this document.

Accidents involving visitors and contractors must be investigated by the staff member to whom the injury was reported, in conjunction with the staff member they are visiting or working with.

Accidents, which involve serious or fatal injuries to an employee, student or any third party must be notified to the Health and Safety Co-ordinator and the HSA without delay.

Any accidents at work that involve an employee being unable to carry out his/her duties for three or more consecutive days, or that involve a third party being injured and requiring treatment from a medical practitioner, are reportable to the HSA and must be notified using Form IR1 or via the HSA online process, as soon as practicable. Dangerous Occurrences are reportable to the HSA using Form IR3 or via the HSA online notification process. Any incidents, which are notifiable to the HSA, will be forwarded to the HSA by the Health & Safety Co-ordinator.

### **Internal Reporting Procedure**

It is the responsibility of each Head of Department/School/Function to ensure that the appropriate investigation procedures take place in the event of an Accident, Near Miss or Dangerous occurrence arising in their area. Heads of Department/School/Function must also ensure that the appropriate forms are completed and forwarded to **each** of the relevant parties (i.e. the Estates Office, the Vice President for Finance & Corporate Affairs and the Health & Safety Co-ordinator).

It is the responsibility of the Health & Safety Co-ordinator to ensure that all reported incidents are tabled and discussed at each ISMC meeting.

### **External Reporting Procedure**

Arising from the internal reporting procedure, any incidents, which are notifiable to the HSA, will be forwarded to that body by the Health & Safety Co-ordinator.

## ACCIDENT / INCIDENT REPORT FORM

**Note:**

This form should be completed whenever an accident or incident occurs which results in injury or damage to personnel or property.

If personnel or property WERE NOT injured or damaged during the Accident/ Incident, do not use this form. Use the NEAR MISS REPORT FORM.

Accident / Incident Report Form	
<b>i</b>	<b>Name of person involved in Accident/Incident:</b>
<b>ii</b>	<b>Address:</b>
	<b>Phone:</b>
<b>iii</b>	<b>Who was involved in the Accident/Incident:</b>  <input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Public <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor
<b>iv</b>	<b>Occupation:</b>
<b>v</b>	<b>If an employee of the Institute please state Department:</b>
<b>vi</b>	<b>If no, please elaborate:</b>
<b>vii</b>	<b>Particulars of Accident/Incident &amp; circumstances under which the Accident/Incident occurred:</b> <i>Use additional pages and/or photos if necessary.</i>
<b>viii</b>	<b>Place:</b>
<b>ix</b>	<b>Time:</b>
	<b>Date:</b>
<b>x</b>	<b>Witness Phone No &amp; Address:</b>
	<b>Witness Phone No &amp; Address:</b>
<b>xi</b>	<b>When and to whom was the Accident/Incident initially reported?</b>

<b>xii</b>	<b>Details of injury/damage:</b> Indicate type of injury (put an 'x' in one box only)			
	<input type="checkbox"/> Bruising, contusion <input type="checkbox"/> Concussion <input type="checkbox"/> Internal injuries <input type="checkbox"/> Open wound <input type="checkbox"/> Abrasion, graze <input type="checkbox"/> Amputation <input type="checkbox"/> Open fracture (i.e. bone exposed) <input type="checkbox"/> Closed fracture <input type="checkbox"/> Dislocation <input type="checkbox"/> Sprain, torn ligaments	<input type="checkbox"/> Suffocation, asphyxiation <input type="checkbox"/> Gassing <input type="checkbox"/> Drowning <input type="checkbox"/> Poisoning <input type="checkbox"/> Infection <input type="checkbox"/> Burns, scalds and frostbite <input type="checkbox"/> Effects of radiation <input type="checkbox"/> Electrical injury <input type="checkbox"/> Property damage, Specify_____		<input type="checkbox"/> Other, Specify_____
<b>xiii</b>	<b>Indicate part of body most seriously injured (put an 'x' in one box only):</b>			
	<input type="checkbox"/> Head, except eyes <input type="checkbox"/> Eyes <input type="checkbox"/> Neck <input type="checkbox"/> Back, spine <input type="checkbox"/> Chest <input type="checkbox"/> Abdomen <input type="checkbox"/> Shoulder, upper arm, elbow <input type="checkbox"/> Lower arm, wrist, hand	<input type="checkbox"/> Fingers, one or more <input type="checkbox"/> Hip joint, thigh, knee cap <input type="checkbox"/> Knee joint, lower leg, ankle <input type="checkbox"/> Foot <input type="checkbox"/> Toes, one or more <input type="checkbox"/> Extensive parts of the body <input type="checkbox"/> Multiple injuries <input type="checkbox"/> Other, Specify_____		
<b>xiv</b>	<b>Consequences of the Accident/Incident:</b>			
	Fatal <input type="checkbox"/> Non-Fatal <input type="checkbox"/>	Date of resumption of work if back Year    Month    Day _____	Anticipated absence if not back 4-7 days <input type="checkbox"/> 8-14 days <input type="checkbox"/> More than 14 days <input type="checkbox"/>	
<b>xv</b>	<b>Treatment:</b>			
<b>xvi</b>	<b>Doctor's report and recommendation:</b>			
<b>xvii</b>	<b>Steps taken to prevent reoccurrence of this type of Accident/Incident:</b>			
	<b>Signature of person completing report:</b>		<b>Date:</b>	
	<b>Print Name &amp; Job Title:</b>			
	<b>Signature of Head of Department/School/Function:</b>		<b>Date:</b>	
	<b>Print name:</b>			

(Copies of the completed Institute Accident Report are to be sent separately to the Institute Health & Safety Co-ordinator, the Vice President for Finance, Resources & Diversity and the Estates Office)

## NEAR MISS REPORT FORM

**Note:**

This form should be completed whenever a Near Miss occurs - that is an incident WITHOUT injury to person or damage to property.

If personnel or property were injured or damaged during the incident, do not use this form. Use the 'ACCIDENT / INCIDENT REPORT FORM'.

NEAR MISS REPORT FORM									
i	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Date of Near Miss:</td> <td style="width: 50%; padding: 5px;">Time of Near Miss:</td> </tr> </table>	Date of Near Miss:	Time of Near Miss:						
Date of Near Miss:	Time of Near Miss:								
ii	Location of Near Miss:								
iii	Who was involved in the Near Miss: <input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Public <input type="checkbox"/> Contractor <input type="checkbox"/> Visitors								
iv	Name of person(s) involved in Near Miss:								
v	Name, Address & Contact details of any witnesses to Near Miss:								
vi	Description of Near Miss: <div style="border: 1px solid black; height: 150px; width: 100%; margin-top: 5px;"></div>								
vii	Steps taken to prevent a reoccurrence of this type of Near Miss incident:								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 75%; padding: 5px;">Signature of person completing report:</td> <td style="width: 25%; padding: 5px;">Date:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Print Name &amp; Job Title:</td> </tr> <tr> <td style="padding: 5px;">Signature of Head of Department/School/Function:</td> <td style="padding: 5px;">Date:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Print name:</td> </tr> </table>		Signature of person completing report:	Date:	Print Name & Job Title:		Signature of Head of Department/School/Function:	Date:	Print name:	
Signature of person completing report:	Date:								
Print Name & Job Title:									
Signature of Head of Department/School/Function:	Date:								
Print name:									

(Copies of the completed Near Miss Report Form are to be sent to the Health & Safety Co-Ordinator, the Vice President for Finance, Resources & Diversity and the Estates Office)