

**SCHOOL
BUSINESS**



**OF
and**

HUMANITIES

Dundalk Institute of Technology

**ANCILLARY SAFETY STATEMENT
May 2025**

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

[Safety Statement and Risk Assessments at Dundalk Institute of Technology / Health and Safety /
Estates Office / DkIT - Dundalk Institute of Technology](#)

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1.0 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's 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 and Humanities

Ancillary Safety Statement – School of Health and Science.

Ancillary Safety Statement – School of Engineering

Ancillary Safety Statement – School of Informatics and Creative Arts

Ancillary Safety Statement – Finance and Corporate Affairs Functional Area

Ancillary Safety Statement – Academic Affairs Functional Area

Ancillary Safety Statement – Strategic Planning, Communications and Development Functional Area

Emergency Evacuations Procedures Manual

The purpose of the Ancillary Safety Statements is to provide details of the specific hazards and control measures which apply in these areas. Each Ancillary Safety Statement should be read in conjunction with the Parent Safety Statement.

2.0 General Statement of Policy within the School of Business and Humanities

The School of Business and Humanities 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 School of Business and Humanities Functional Area, risk assessments are carried out in all areas under our control periodically (at least once per year). It is essential that all staff and students contribute to and cooperate in this process, thus ensuring that the school'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 school 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.

Health and Safety is overseen by the Functional Area Safety Committee which contains representatives from all areas within the School (See 6.0 for Committee Members)

Signed on behalf of School of Business and Humanities, Dundalk Institute of Technology.



Dr. Patricia Moriarty
Head of School

Karen Commins
Chair (FASC)

3.0 School of Business and Humanities Functional Safety Area: Description

The School of Business and Humanities is the largest school within the Institute, and is divided into Four Departments as follows:

Department of Management and Financial Studies.

Department of Business Studies.

Department of Humanities.

Department of Hospitality Studies.

Refer to 7.0 for List of Responsible Persons and 8.0 for the Schools' General Organisational Layout.

The School of Business and Humanities is predominantly located in the following areas of the Institute:

South Building – Ground and First Floor levels

Hospitality Training Building – Ground and First Floor levels.

Experimental and practical work undertaken by staff and students in the school is carried out in the Hospitality Training Building, MPC, outdoor pitches, Black Box Theatre and at various locations outside the college boundaries. The major hazards associated with these areas relate to burn risks, cutting injuries from knives and other equipment, food poisoning, electrocution, coronary events, slips, trips, falls and contact hazards associated with low level theatre lighting and the use of exercise equipment.

Risk Assessment is carried out on a yearly basis under the direction of the Head of School, Dr. Patricia Moriarty who is the responsible person.

The wide range of workplace activities and the associated risks to health, safety and welfare within the school can be broadly categorised as follows: -

Offices, (Administration and Lecturing Staff) – low to medium risk.

Lecture Rooms, Computer Labs. – low to medium risk

Training Kitchens, Restaurant and Bar Facilities. – medium to high risk.

MPC, Fitness Suite, Playing Fields, Outside Venues, Theatres – medium to high risk

Hard copies of this Functional Area Ancillary Safety Statement are available at the following locations:

Administration Office, School of Business and Humanities (Office S239).

4.0 School of Business and Humanities – Overview of Risk Assessment Process.

This Ancillary Safety Statement covers all activities carried out by the School of Business and Humanities and should be read in conjunction with the Institute Parent Safety Statement.

When controlling hazards in the workplace, Dundalk Institute of Technology has adapted the “General principles of prevention” as outlined in the 2005 Act Schedule 3. (available at: <http://www.irishstatutebook.ie/2005/en/act/pub/0010/sched3.html#sched3>). When a hazard is identified and the risk assessed, the necessary arrangements are put in place to protect the safety and health of employees, students and other site users. Where elimination of the risk is not reasonably practical, the following steps will be taken:

Substitute the hazard (e.g. use a less harmful substance).

Isolate the hazard.

Use engineering controls (e.g. Physical controls).

Put in safe work practices (e.g. Instruction, training, supervision).

Use Personal Protective Equipment (PPE) such as gloves / overalls.

An "order of priority" for remedial measures exists within the above list, where items at the top of the list are always prioritised, for example, the provision of PPE is viewed as the final control measure after all other measures have been considered.

Risk Assessment will be carried out on a yearly basis in all of the areas in the School of Business and Humanities. The Risk Assessment process adopted by the school identifies hazards posed by activities within the school and quantifies the risk posed by same.

A risk is the probability or likelihood of a hazard actually causing a degree of injury or damage.

A hazard is anything that can potentially cause harm.

After a hazard has been identified, it is evaluated in order to assess what its impact would be if steps to control it were not taken. In practical terms, one determines the likelihood of an accident happening and the consequences of it happening.

Control Measures

Control measures include actions that can be taken to reduce the potential of exposure to the hazard, or the control measure could be to remove the hazard or to reduce the likelihood of the risk of the exposure to that hazard being realised.

The process of Risk Analysis is by numerical format as indicated in the Table 1

Table 1: Numerical Risk Factors.

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

The above risk analysis is incorporated into the School's Safe Work Practice Sheets (SWPS).

The Analysis takes into account who is exposed
The initial Risk Rating before controls are implemented
The Reduction Risk Rating after controls is in place

In most cases these hazards can be controlled by adhering to procedures detailed in the School's Safe Work Practice Sheets (**Section 09**) which are developed on an as-needed basis and identified through regular area-by-area risk assessment / safety inspections. As part of the annual Risk Assessment process, all SWPS will be reviewed and updated to ensure that they take account of any changing circumstances that have arisen during the course of the year; any changes to work practices, introduction of equipment, changes in legislation will also require updating as is necessary. SWPS for the school are contained in (**Sections' 10 and 11**) of this document.

More generic college wide SWPS must also be adhered to and are available at:
<https://www.dkit.ie/about-dkit/professional-services/estates-office/health-and-safety/safety-statement-and-risk-assessments.html#school-of-business-and-humanities>

Adherences to the Safe Work Practice Procedures are the primary means of risk control in the School of Business and Humanities. 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 and Welfare at Work Act, all staff are required to report any hazards that they notice or observe to their employer. Within the School of Business and Humanities, any hazard noted or observed must be reported to their immediate superior.

When new hazards are reported, a risk assessment using the SWPS template is carried out and a new SWPS for that hazard is developed. The primary objective of carrying out risk assessments is to eliminate, reduce or control any risks posed due to the hazards that exist in the school on a daily basis.

5.0 Functional Area Safety Records

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

Ancillary Safety Statement, including Safe Work Practice Sheets
Health and Safety Training Records
Equipment Safety Testing Records
Incident and Accident Reports
Safety Inspections
Safety Data Sheets (where applicable)
Chemical Agents Risk Assessments (where applicable)
Functional Area Safety Committee Meeting Records
Licenses (where applicable)

This documentation can be located as follows:

| Record Type | Building | Hard Copy Location / S:Drive | Contact |
|---|----------------|---|---|
| Ancillary Safety Statement, including Safe Work Practice Sheets | South Building | School of Business and Humanities Office S239 | Karen Commins H201 karen.commins@dkit.ie Ext. 2584 |
| Training Records | South Building | School of Business and Humanities Office S239 | |
| Equipment Safety test certificates | South Building | School of Business and Humanities Office S239 | |
| Incident and Accident Reports | South Building | School of Business and Humanities Office S239 | Karen Commins H201 karen.commins@dkit.ie Ext. 2584 |
| Safety Inspections | South Building | School of Business and Humanities Office S239 | |
| Safety Data Sheets | South Building | School of Business and Humanities Office S239 | |
| Chemical Agents Risk Assessments | South Building | School of Business and Humanities Office S239 | |
| FASC Meeting Records | South Building | School of Business and Humanities Office S239 | Karen Commins H201 karen.commins@dkit.ie Ext. 2584 |
| Licenses | South Building | School of Business and Humanities Office S239 | |

6.0 Functional Area Safety Committee 2025 / 2026

Dr. Patricia Moriarty (Head of School)

Prof. Colette Henry

Dr. Annaleigh Margey

Dr. Kevin Burns

Mr. Shane Hill

Ms. Karen Commins (Chair FASC)

Mr. Alan Smith

Ms. Deirdre Mulligan

Mr. Seamus Rispin

Mr. Michael McCorry

Ms. Vicky Leahy

Dr. Fiona Fearon

Ms. Mairéad McKenna

Mr. Michael McNamara

7.0 List of Responsible Persons within the School of Business and Humanities

| | |
|--|-----------------------|
| Head of School | Dr. Patricia Moriarty |
| Head of Dept. Business Studies | Prof. Colette Henry |
| Head of Dept. Management and Financial Studies | Mr. Shane Hill |
| Head of Dept. Hospitality Studies | Dr. Kevin Burns |
| Head of Dept. Humanities | Dr. Annaleigh Margey |

8.0 School of Business and Humanities Organisational Chart (update 2025)



9.0 Safe Work Practice Procedure Sheets

Please note that Safe Work Practice Sheets are prepared and reviewed annually in each Functional Area of Dundalk Institute of Technology.

Copies of Safe Work Practice Sheets for the School of Business and Humanities are maintained in the School of Business and Humanities Office as part of the Functional Area Safety File.

A copy is also available online here: <https://www.dkit.ie/about-dkit/professional-services/estates-office/health-and-safety/safety-statement-and-risk-assessments.html#school-of-business-and-humanities>

10.0 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 | | | | | | | | | | | | | | | | | | | | | | |
|--|--|-------|--|--|-------------------------------------|---|--|-----------------------------------|-------------------------------------|------------------------------------|--|------------------------------------|-------------------------------------|--|--|---|--|--|--------------------------------------|---|---|---|
| i | Name of person involved in Accident/Incident: | | | | | | | | | | | | | | | | | | | | | |
| ii | Address: | | | | | | | | | | | | | | | | | | | | | |
| | Phone: | | | | | | | | | | | | | | | | | | | | | |
| iii | Who was involved in the Accident/Incident: <input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Public <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor | | | | | | | | | | | | | | | | | | | | | |
| iv | Occupation: | | | | | | | | | | | | | | | | | | | | | |
| v | If an employee of the Institute please state Department: | | | | | | | | | | | | | | | | | | | | | |
| vi | If no, please elaborate: | | | | | | | | | | | | | | | | | | | | | |
| vii | Particulars of Accident/Incident and circumstances under which the Accident/Incident occurred: Use additional pages and/or photos if necessary. | | | | | | | | | | | | | | | | | | | | | |
| viii | Place: | | | | | | | | | | | | | | | | | | | | | |
| ix | Time: | Date: | | | | | | | | | | | | | | | | | | | | |
| x | Witness Phone No and Address: | | | | | | | | | | | | | | | | | | | | | |
| | Witness Phone No and Address: | | | | | | | | | | | | | | | | | | | | | |
| xi | When and to whom was the Accident/Incident initially reported? | | | | | | | | | | | | | | | | | | | | | |
| xii | Details of injury/damage: Indicate type of injury (put an 'x' in one box only) <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Bruising, contusion</td> <td><input type="checkbox"/> Suffocation, asphyxiation</td> </tr> <tr> <td><input type="checkbox"/> Concussion</td> <td><input type="checkbox"/> Gassing</td> </tr> <tr> <td><input type="checkbox"/> Internal injuries</td> <td><input type="checkbox"/> Drowning</td> </tr> <tr> <td><input type="checkbox"/> Open wound</td> <td><input type="checkbox"/> Poisoning</td> </tr> <tr> <td><input type="checkbox"/> Abrasion, graze</td> <td><input type="checkbox"/> Infection</td> </tr> <tr> <td><input type="checkbox"/> Amputation</td> <td><input type="checkbox"/> Burns, scalds and frostbite</td> </tr> <tr> <td><input type="checkbox"/> Open fracture (i.e. bone exposed)</td> <td><input type="checkbox"/> Effects of radiation</td> </tr> <tr> <td><input type="checkbox"/> Closed fracture</td> <td><input type="checkbox"/> Electrical injury</td> </tr> <tr> <td><input type="checkbox"/> Dislocation</td> <td><input type="checkbox"/> Property damage, Specify _____</td> </tr> <tr> <td><input type="checkbox"/> Sprain, torn ligaments</td> <td><input type="checkbox"/> Other, Specify _____</td> </tr> </table> | | <input type="checkbox"/> Bruising, contusion | <input type="checkbox"/> Suffocation, asphyxiation | <input type="checkbox"/> Concussion | <input type="checkbox"/> Gassing | <input type="checkbox"/> Internal injuries | <input type="checkbox"/> Drowning | <input type="checkbox"/> Open wound | <input type="checkbox"/> Poisoning | <input type="checkbox"/> Abrasion, graze | <input type="checkbox"/> Infection | <input type="checkbox"/> Amputation | <input type="checkbox"/> Burns, scalds and frostbite | <input type="checkbox"/> Open fracture (i.e. bone exposed) | <input type="checkbox"/> Effects of radiation | <input type="checkbox"/> Closed fracture | <input type="checkbox"/> Electrical injury | <input type="checkbox"/> Dislocation | <input type="checkbox"/> Property damage, Specify _____ | <input type="checkbox"/> Sprain, torn ligaments | <input type="checkbox"/> Other, Specify _____ |
| <input type="checkbox"/> Bruising, contusion | <input type="checkbox"/> Suffocation, asphyxiation | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Concussion | <input type="checkbox"/> Gassing | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Internal injuries | <input type="checkbox"/> Drowning | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Open wound | <input type="checkbox"/> Poisoning | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Abrasion, graze | <input type="checkbox"/> Infection | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Amputation | <input type="checkbox"/> Burns, scalds and frostbite | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Open fracture (i.e. bone exposed) | <input type="checkbox"/> Effects of radiation | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Closed fracture | <input type="checkbox"/> Electrical injury | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Dislocation | <input type="checkbox"/> Property damage, Specify _____ | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Sprain, torn ligaments | <input type="checkbox"/> Other, Specify _____ | | | | | | | | | | | | | | | | | | | | | |
| xiii | Indicate part of body most seriously injured (put an 'x' in one box only): <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Head, except eyes</td> <td><input type="checkbox"/> Fingers, one or more</td> </tr> <tr> <td><input type="checkbox"/> Eyes</td> <td><input type="checkbox"/> Hip joint, thigh, knee cap</td> </tr> </table> | | <input type="checkbox"/> Head, except eyes | <input type="checkbox"/> Fingers, one or more | <input type="checkbox"/> Eyes | <input type="checkbox"/> Hip joint, thigh, knee cap | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Head, except eyes | <input type="checkbox"/> Fingers, one or more | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Eyes | <input type="checkbox"/> Hip joint, thigh, knee cap | | | | | | | | | | | | | | | | | | | | | |

| | | |
|------|---|--|
| | <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"/> 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 _____ |
| xiv | Consequences of the Accident/Incident: <div style="display: flex; justify-content: space-between;"> <div> Fatal <input type="checkbox"/> Non Fatal </div> <div> Date of resumption of work if back <input type="checkbox"/> Year Month Day _____ </div> <div> Anticipated absence if not back <input type="checkbox"/> 4-7 days <input type="checkbox"/> 8-14 days <input type="checkbox"/> More than 14 days <input type="checkbox"/> </div> </div> | |
| xv | Treatment: | |
| xvi | Doctor's report and recommendation: | |
| xvii | Steps taken to prevent reoccurrence of this type of Accident/Incident | |
| | Signature of person completing report: | Date: |
| | Print Name and Job Title: | |
| | Signature of Head of Department/School/Function: | Date: |
| | Print name: | |

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 (institute accident report) are completed and forwarded to **each of the relevant parties**

(i.e. Estates Office, Secretary/Financial Controller, Health & Safety Co-ordinator, School Chair -FASC)

11.0 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 - Sample | | |
|--------------------------------|------------------------|--------------------|
| i | 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 and Contact details of any witnesses to Near Miss: | |
| vi | Description of Near Miss: | |
| vii | Steps taken to prevent a reoccurrence of this type of Near Miss incident: | |
| | Signature of person completing report: | Date: |
| | Print Name and Job Title: | |
| | Signature of Head of Department/School/Function: | Date: |
| | Print name: | |

Heads of Department/School/Function must also ensure that the appropriate forms (near miss form) are completed and forwarded to **each of the relevant parties** (i.e. Estates Office, Secretary/Financial Controller, Health & Safety Co-ordinator, School Chair -FASC).