

RISK ASSESSMENT DOCUMENT: REGIONAL DEVELOPMENT CENTRE (Including Marketing & Communications and the Lifelong Learning Centre]

This risk assessment document is to be read in conjunction with the Strategic Planning, Communications & Development Functional Area Statement

Rev	Issue Date	Issued	Approved	Circulation
8	MAY 2021	IMC	FASC	Strategic Planning, Communications & Development Functional Area
9	AUG 2022	IMC/PQ	FASC	Strategic Planning, Communications & Development Functional Area
10	JUNE 2023	IMC/PQ	IMC	Strategic Planning, Communications & Development Functional Area
11	JUNE 2024	IMC/PQ	IMC	Strategic Planning, Communications & Development Functional Area
12	JUNE 2025	IMC/PQ	IMC	Strategic Planning, Communications & Development Functional Area

Revision Log

Revision No.	Date of Rev.	Brief Description of Revision	Location (Section No; Page etc.)
8	May 2021	Annual Review <ul style="list-style-type: none"> Reformatted existing risk assessments (Rev 7) to bring up to date with current format. Addition of revision log page. Inclusion of Marketing & Communication and Life Long Learning to RDC risk assessment document. Addition of Remote Working to risk assessment 	<p>Throughout</p> <p>This page Throughput</p> <p>Remote working risk assessment.</p>
9	August 2022	Annual Review <ul style="list-style-type: none"> General review. No revisions noted. 	
10	June 2023	Annual Review <ul style="list-style-type: none"> General review. No revisions noted. 	
11	June 2024	Annual Review <ul style="list-style-type: none"> General review. No revisions noted. 	
12	June 2025	Annual Review General review. <ul style="list-style-type: none"> Event Management RA updated to reflect current arrangement - the following added under Additional controls column <i>'This function has now been re-allocated within the four Schools following an Executive Board decision'</i> 	Event Management RA

RISK ASSESSMENTS

[illegible]

Areas include:

- Offices
- Training Rooms
- Conference / Meeting Rooms
- Storage Areas
- Shared Facilities

Risk Assessment Guideline

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

PROBABILITY X SEVERITY = RISK FACTOR

PROBABILITY:

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

SEVERITY:

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

KEY

PROBABILITY	SEVERITY	RISK FACTOR
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2025	
AREA:- RDC/Marketing & Com/LLC		Location:- All areas			Assessment Carried out by: - CC/AB/AB	
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 must be maintained clear from materials or obstructions at all times. Ensure trailing cables are rerouted away from main access route / door.	Refer to DkIT 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. Office 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 DkIT 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
Chemical Agents	<p>Hazards associated with chemicals varies and depends on hazardous properties the chemical being used. A Material Safety Data Sheet must be referred to when selected and using chemicals.</p> <p>Contact with chemical products, (e.g. cleaning products) - Skin irritation, splashes (eyes), allergies, burns.</p>	1	2/3	<p>1 x 2=2 1x3=3</p> <p>LOW</p>	<p>Ensure a Material Safety Data Sheet (MSDS) is available for any chemicals in use.</p> <p>Least hazardous / nontoxic chemicals to be selected were possible.</p> <p>All staff to be made familiar with the Material Safety Data Sheet for the chemical they are using.</p> <p>Staff to wear the correct PPE as detailed within the MSDS for the chemical they are using.</p> <p>Ensure chemicals are stored correctly and as detailed in the MSDS.</p> <p>Wherever chemicals are in use, the Functional Area with responsibility must complete a risk assessment specific to that area and process using the Chemical Agents Risk Assessment sheet (SWPS 006). The output of that process will be to specify appropriate controls.</p>	<p>Refer to DkIT Routine SWPS Document</p> <p>SWPS 006 Chemical Agents</p> <p>Material Safety Data Sheet for each chemical</p>

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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 DkIT Routine SWPS Document

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Fire / Emergency	Fire	1	3	1 x 3=3 LOW	All persons must comply with the procedures set out in the DkIT Emergency Evacuation Procedures Manual. 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. Ensure trained Fire Wardens are in place to assist in evacuation and sweep of building in event of alarm activation. Evacuation Drills are held at least annually and results fed back to staff and management via the FASC to the ISMC. Report immediately any damage to fire extinguishers or fire detection systems to Estates. Ensure escape routes and exits are inspected regularly to ensure that they are available for use.	Refer to DkIT Routine SWPS Document https://www.dkit.ie/health-safety/emergency-evacuations-procedures-manual

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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 DkIT Routine SWPS Document

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Work Station / DSE (Display Screen Equipment)	Repetitive strain injury. Eye strain. Muscular Skeletal Disorders (From maintaining a stationary position for long periods of time). Back pain. Carpal tunnel syndrome. Eyesight problems.	2	2	$2 \times 2 = 4$ MEDIUM	Furniture layout: furniture and equipment must be laid out and maintained so as to permit free movement and the avoidance of injuries. Ensure all furniture and VDU equipment in use complies with the requirements of the Safety, Health and Welfare at Work (General Applications Regulations) 1993. All staff to be familiar with the SWPS for DSE and Workplace assessment. This sets out the procedures currently in place for work stations. VDU eyesight testing is available to all users. Were such testing indicates that special corrective lenses are required exclusively for VDU work the basic cost will be covered by DkIT. Use adjustable chair at all workstations. Adjust computer monitor position: maintain screen distance of 18-30 inches/45-75 cm; top of screen should be at or below eye-level. Use computer screens of	Refer to Routine SWPS No 7 - Safe Work Practice Sheet Display Screen Equipment (DSE)/Workstation Assessment The Organisation of Working Time Act 1997

					<p>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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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 DkIT Routine SWPS Document

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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 DkIT Routine SWPS Document

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Security	Aggression. Violence. Persons under the influence of intoxicating substances.	1	2	1 x 2=2 LOW	Report to management immediately. Maintain a 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 DkIT Routine SWPS Document

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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 computer services staff need to undertake work which may result in them being alone they must first receive permission from management 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 https://www.dkit.ie/health-safety/first-aid-policy

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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 high level (insulating tape, broken plug tops, loose sockets etc. are unacceptable). No cabling shall be allowed to run across open floor space. 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 Computer Services staff attempt to repair any electrical connections or equipment.	Refer to DkIT Routine SWPS Document

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Work at Height	Falls from height Falls of materials from height	1	2	1x2=2 LOW	Observe good manual handling techniques. To prevent injuries heavy items must not be stored on upper shelves. They should be stored at waist height. Chairs or desks must not be used for reaching heights, kick stools or step ladders should be used instead. If a stepladder is used, staff should read an appropriate risk assessment and use it safely.	Refer to DkIT Routine SWPS Document

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

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2025	
AREA:- RDC/Marketing & Com/LLC		Location:- Kitchenette			Assessment Carried out by: - CC/AB/AB	
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 management 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 correctly</p>	Refer to DKIT Routine SWPS Document

				<p>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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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	It is the responsibility of each Head of School/Function to ensure that all events that are organised by staff or students in their Functional Area are risk assessed using the Event Management Risk Assessment Form (included in SWPS 015) by the Event Organiser or Planner. Arising from the risk assessment it may be necessary to prepare an Event Plan which takes account of but is not restricted to matters such as:- <ul style="list-style-type: none"> • Ability of venue to cope with numbers • Suitability of venue for planned event • Access and egress • Crowd control • Traffic control and Parking (SWPS 018) • Supervision • Security & safety measures • Notification to local Gardaí, Emergency services (where applicable) 	Refer to DkIT Routine SWPS Document SWPS 015 – Event Management SWPS 018 – Traffic Control This function has now been re-allocated within the four Schools following an Executive Board decision

					<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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Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Bullying & Harassment	Detrimental impact on a worker's mental well-being, leading to negative stress. Increased absenteeism. Low morale among workforce. Poor workforce performance. Increased staff turnover. Loss of effectiveness and creativity in Institute. Damage to reputation and image of Institute.	1	2	1x2=2 LOW	DkIT is committed to ensuring that the place of work is free from bullying and that all employees have the right to be treated with dignity and respect at work. There is a written policy on the prevention of workplace bullying and all employees are aware of the policy and have access to this information. All new employees, permanent or temporary will have access to this policy. Allegations of workplace bullying are investigated fairly and thoroughly without reprisals for the complainant. Allegations of bullying are treated with fairness, sensitivity and respecting the need for confidentiality for parties concerned.	SWPS No 23 Bullying & Harassment Dignity at Work Policy: https://www.dkit.ie/registrars-office/academic-policies/bullying-harassment-policy HSA Code of Practice for Bullying; https://www.hsa.ie/eng/WorkplaceHealth/Bullying_at_Work/Codes_of_Practice/

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Pregnant Employees	<p>The pregnant employee and her unborn child may be at risk if they are exposed to certain hazards, including but not limited to:</p> <ul style="list-style-type: none"> • Hazardous materials (chemical, biological and radioactive agents) • Excessive or strenuous manual handling • Extremes of temperature • Movements or posture that may give rise to excessive fatigue 	1	2	<p>1x2=2</p> <p>LOW</p>	<p>Employees are strongly advised to inform their supervisor/lecturer as soon as is reasonably practicable after they become aware of their pregnancy.</p> <p>Once notification of pregnancy has been received, a workplace risk assessment for pregnant employees will be organised and all necessary steps undertaken to ensure the health and safety of pregnant employees.</p> <p>The employees supervisor will keep in close contact with the pregnant employee throughout her pregnancy to ensure that the tasks assigned to her throughout her pregnancy are suitable and do not pose a risk to her or her unborn child's safety.</p>	<p>SWPS 016 Pregnant Employees</p> <p>DkIT Pregnancy Risk Assessment Document</p> <p>The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 6, Chapter 2, Protection of Pregnant, Post Natal and Breastfeeding Employees</p>

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Bus Hire	Road traffic accidents as a result of unqualified bus drivers or poor quality unsafe buses	1	3	1x3=3 LOW	<p>The Institute has a list of reputable bus companies who are required to provide documentary evidence of the following;</p> <ul style="list-style-type: none"> • Insurance • Certificate of roadworthiness for each bus • Name, and copies of licence and certificates of competence for each driver <p>This list is reviewed annually. Minibuses must be fitted with operational seat belts. All persons are required to wear the belts.</p> <p>Where larger buses are fitted with belts these must be worn. Where equipment or luggage must be carried on the bus (not in a boot) it must be secured so as not to form a projectile in the event of a sudden stop. It must not be stowed at the exit door. In the event of a fire on the bus group supervisor should ensure that all occupants evacuate to a distance of 30 metres from the bus.</p>	<p>SWPS 017 Bus Hire & Use</p> <p>DkIT Routine Safe Work Practice Sheets</p>

					<p>Bus operators must be informed of the traffic control procedures on campus and instructed to:-</p> <ul style="list-style-type: none">• Use one of the two bus lay-by areas for embarking and dis-embarking passengers and luggage• Observe speed limits• Avoid causing obstructions	
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Remote Working	Manual handling Slips, trips and falls Electrical items Work Station / Display Screen Equipment Lone working Stress and welfare	1	1/2	1x1=1 1x2=2 LOW	Remote Working Policy circulated to all staff. Staff to refer to SWPS 034 on Remote Working when setting up their home working space. General considerations when working from home: •Observe good manual handling techniques at all times. •Place equipment in a position as to minimise twisting or overreaching. •Have enough working space for the equipment and any other materials needed to carry out the work. •Keep a clean and tidy workplace to prevent slips, trips and falls. •Maintain clear access & egress routes. •Maintain contact with colleagues and Management/HOS/HOD. •Wash your hands regularly and wipe down keyboard, mouse, touch screens etc. •As with general home safety it is recommended that you have	Refer to DkIT Routine SWPS Document SWPS 034 Remote Working HR Remote Working Policy

					<p>a working smoke alarm and fire extinguisher available and a clear escape route. Fire detection and firefighting equipment is the responsibility of the homeowner.</p> <ul style="list-style-type: none"> •Take regular breaks or vary work tasks to ensure that you are not working in the same position for long periods of time. Change posture frequently - stand/move at least every 30 minutes. •Any accident or incident occurring because of working from home activities must be reported to management as soon as possible •Where possible ensure that work equipment is in good condition and positioned in such a way to minimise the risk of Musculoskeletal Disorders injuries or strain. 	
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