



VICE PRESIDENT FOR FINANCE & CORPORATE AFFAIRS (VP FCA)FUNCTIONAL AREA

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

ANCILLARY SAFETY STATEMENT

September 2025 Version 14

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

Table of Contents

1. Introduction	3
2. General Statement of Policy within VP FCA Functional Area	4
3. VP FCA Functional Area - description	5
3.1 Finance	5
3.2 Human Resources	5
3.3 Ancillary Services	5
3.4 Computer Services	5
4. VP FCA Functional Area – Overview of Risk Assessment Process	6
5. Risk Assessment Section	7
6. Appendices	8
6.1 Appendix 1, List of responsible persons & VP FCA functional area safety management organisational chart	8
6.2 Appendix II, Safe Work practice procedure sheets	9
6.3 Appendix III, Incident report forms	10

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 Media**
- **Ancillary Safety Statement – Vice President for Finance & Corporate Affairs Area**
- **Ancillary Safety Statement – Vice President for Academic Affairs & Registrar Area**
- **Ancillary Safety Statement – Vice President for Strategic Planning, Communications & Development Area**
- **Emergency Evacuations Procedures Manual**

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

2. General Statement of Policy within VP FCA Functional Area

The Vice President for Finance & Corporate Affairs 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 Vice President for Finance & Corporate Affairs Functional Area, Risk Assessments will be carried out in all areas under our control periodically (at least once per year going forward). It is essential that all staff and students contribute and cooperate to this process, thus ensuring that the Vice President for Finance & Corporate Affairs 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 Vice President for Finance & Corporate Affairs 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.

Signed on behalf of Vice President for Finance & Corporate Affairs area

Ms. Caroline Pigott

***Vice President for Finance & Corporate Affairs
Dundalk Institute of Technology***

3. VP FCA Functional Area - description

The Vice President for Finance & Corporate Affairs Functional Area is divided into four areas as follows:-

- 1. Finance**
- 2. Human Resources**
- 3. Ancillary Services**
 - Restaurant
- 4. Computer Services**

Refer to Appendix I for Vice President for Finance & Corporate Affairs Functional Area safety management organizational layout.

3.1 Finance

Finance is primarily composed of office staff who are predominantly located on the ground floor of the Whitaker Building.

3.2 Human Resources

Human Resources is primarily composed of office staff who are predominantly located on the ground floor of the Whitaker Building Ancillary Services

3.3 Ancillary Services

Ancillary services on campus are provided by separate individual companies, in the following areas:

- Restaurant (KSG Limited)

Each of these companies is responsible for their own individual Safety Statements & Risk Assessment documents.

3.4 Computer Services

Computer Services is composed of IT Staff who are located throughout the College.

4. VP FCA Functional Area – Overview of Risk Assessment Process.

This Ancillary Safety Statement covers all activities carried out by the Vice President for Finance & Corporate Affairs Functional Area, and should be read in conjunction with the Institute Parent Safety Statement. The hazards currently pertaining to the VP FCA'S Functional Area are listed on Quantitative Risk Assessment Sheets, which have been compiled for the four areas, as are the control measures required to deal with the risks posed by these hazards.

Risk Assessment will be carried out annually in the four areas. The person responsible for ensuring that Risk Assessment procedure is carried out is the Vice President for Finance & Corporate Affairs

The Risk Assessment process, adopted by the Vice President for Finance & Corporate Affairs Functional Area identifies all hazards posed by activities within the F.C.F.A. and quantifies the risk posed by same. In most cases, these hazards can be controlled by adhering to procedures detailed in Safe Work Practice Procedures.

Safe Work Practice procedures are in place throughout the F.C.F.A. and copies of Safe Work Practice Sheets for different hazardous activities in the four areas within the F.C.F.A. are listed 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 F.C.F.A. These Safe Work Practice Procedures are also displayed prominently in the relevant areas to which they apply.

Adherence to the Safe Work Practice Procedures is the primary means of risk control in the Vice President for Finance & Corporate Affairs 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 Vice President for Finance & Corporate Affairs Functional Area, any hazard noted or observed by any member of staff must be reported to their immediate superior.**

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.

5. Risk Assessment Section

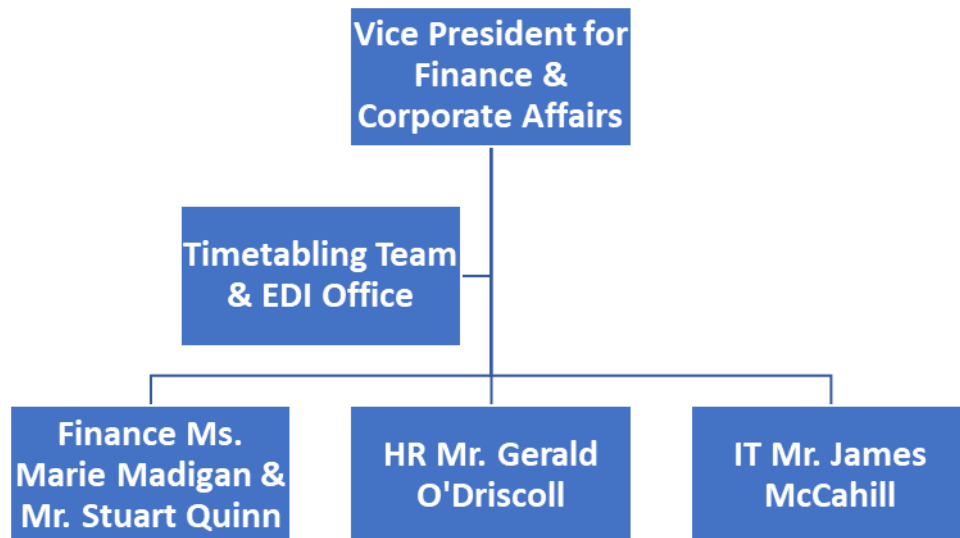
Please note that Risk Assessment is carried out annually in each functional Area of DKIT. Records of Risk Assessment for the Vice President for Finance & Corporate Affairs Functional Area are maintained in the Admin Office (W115) as part of the Functional Area Safety File.

[Finance & Corporate Affairs Risk Assessment](#)

6. Appendices

6.1 Appendix 1, List of responsible persons & VP FCA functional area safety management organisational chart

Vice President for Finance & Corporate Affairs	Ms. Caroline Pigott
Finance	Ms. Marie Madigan / Mr. Stuart Quinn
Human Resources	Mr. Ger O'Driscoll
Ancillary Services	Ms. Michelle Hopkins, KSG
Computer Services	Mr. James McCahill



6.2 Appendix II, Safe Work practice procedure sheets

Please note the Safe Work Practice Sheets are prepared and reviewed annually in each Functional Area of DKIT.

Copies of Safe Work Practice Sheet for the Vice President for Finance & Corporate Affairs Functional Area are maintained in the Admin Office (W115) as part of the Functional Area Safety File.

Copies are also available online.

[Safety Statements and Risk Assessments | DkIT](#)

6.3 Appendix III, Incident report forms

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: ☐ Student ☐ Employee ☐ Public ☐ Contractor ☐ Visitor
iv	Occupation:
v	If an employee of the Institute please state Department:
vi	If no, please elaborate:
vii	Particulars of Accident/Incident & circumstances under which the Accident/Incident occurred: <i>Use additional pages and/or photos if necessary.</i>
viii	Place:
ix	Time: Date:
x	Witness Phone No & Address:
	Witness Phone No & 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 style="width: 100%; margin-top: 10px;"> <tr> <td>☐ Bruising, contusion</td><td>☐ Suffocation, asphyxiation</td></tr> <tr> <td>☐ Concussion</td><td>☐ Gassing</td></tr> <tr> <td>☐ Internal injuries</td><td>☐ Drowning</td></tr> <tr> <td>☐ Open wound</td><td>☐ Poisoning</td></tr> <tr> <td>☐ Abrasion, graze</td><td>☐ Infection</td></tr> <tr> <td>☐ Amputation</td><td>☐ Burns, scalds and frostbite</td></tr> <tr> <td>☐ Open fracture (i.e. bone exposed)</td><td>☐ Effects of radiation</td></tr> <tr> <td>☐ Closed fracture</td><td>☐ Electrical injury</td></tr> <tr> <td>☐ Dislocation</td><td>☐ Property damage, Specify _____</td></tr> <tr> <td>☐ Sprain, torn ligaments</td><td>☐ Other, Specify _____</td></tr> </table>					☐ Bruising, contusion	☐ Suffocation, asphyxiation	☐ Concussion	☐ Gassing	☐ Internal injuries	☐ Drowning	☐ Open wound	☐ Poisoning	☐ Abrasion, graze	☐ Infection	☐ Amputation	☐ Burns, scalds and frostbite	☐ Open fracture (i.e. bone exposed)	☐ Effects of radiation	☐ Closed fracture	☐ Electrical injury	☐ Dislocation	☐ Property damage, Specify _____	☐ Sprain, torn ligaments	☐ Other, Specify _____
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xiii	Indicate part of body most seriously injured (put an 'x' in one box only): <table style="width: 100%; margin-top: 10px;"> <tr> <td>☐ Head, except eyes</td><td>☐ Fingers, one or more</td></tr> <tr> <td>☐ Eyes</td><td>☐ Hip joint, thigh, knee cap</td></tr> <tr> <td>☐ Neck</td><td>☐ Knee joint, lower leg, ankle</td></tr> <tr> <td>☐ Back, spine</td><td>☐ Foot</td></tr> <tr> <td>☐ Chest</td><td>☐ Toes, one or more</td></tr> <tr> <td>☐ Abdomen</td><td>☐ Extensive parts of the body</td></tr> <tr> <td>☐ Shoulder, upper arm, elbow</td><td>☐ Multiple injuries</td></tr> <tr> <td>☐ Lower arm, wrist, hand</td><td>☐ Other, Specify _____</td></tr> </table>					☐ Head, except eyes	☐ Fingers, one or more	☐ Eyes	☐ Hip joint, thigh, knee cap	☐ Neck	☐ Knee joint, lower leg, ankle	☐ Back, spine	☐ Foot	☐ Chest	☐ Toes, one or more	☐ Abdomen	☐ Extensive parts of the body	☐ Shoulder, upper arm, elbow	☐ Multiple injuries	☐ Lower arm, wrist, hand	☐ Other, Specify _____				
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☐ Lower arm, wrist, hand	☐ Other, Specify _____																								
xiv	Consequences of the Accident/Incident: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 30%;">Fatal</td><td style="width: 10%; text-align: center;">☐</td><td style="width: 20%;">Date of resumption of work</td><td style="width: 20%;">Anticipated absence if not back</td><td style="width: 20%;"></td></tr> <tr> <td>Non Fatal</td><td style="text-align: center;">☐</td><td>if back</td><td>4-7 days</td><td style="text-align: center;">☐</td></tr> <tr> <td></td><td></td><td>Year Month Day</td><td>8-14 days</td><td style="text-align: center;">☐</td></tr> <tr> <td></td><td></td><td>_____</td><td>More than 14 days</td><td style="text-align: center;">☐</td></tr> </table>					Fatal	☐	Date of resumption of work	Anticipated absence if not back		Non Fatal	☐	if back	4-7 days	☐			Year Month Day	8-14 days	☐			_____	More than 14 days	☐
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		_____	More than 14 days	☐																					
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 & Job Title:																								
	Signature of Head of Department/School/Function:		Date:																						
	Print name:																								

(Copies of the completed Institute Accident Report are to be sent separately to the Institute Health & Safety Co-ordinator, the Vice President for Finance & Corporate Affairs 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	Date of Near Miss: Time of Near Miss:
ii	Location of Near Miss:
iii	Who was involved in the Near Miss: ☐ Student ☐ Employee ☐ Public ☐ Contractor ☐ 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:
vii	Steps taken to prevent a reoccurrence of this type of Near Miss incident:
	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 & Corporate Affairs and the Estates Office)