



SCHOOL OF BUSINESS AND HUMANITIES

Dundalk Institute of Technology

ANCILLARY SAFETY STATEMENT

June 2026

**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, so far as is reasonably practicable, to ensure the health, safety, and welfare of all employees and students engaged in work or study, as well as all visitors to the Institute's premises.

In light of the significant expansion of the campus in recent years, and in order to ensure continued compliance with the requirements of the 2005 Act, the Institute has undertaken a review and update of its Safety Statement. Dundalk Institute of Technology's safety management system comprises a Parent Safety Statement, supported by seven Ancillary Safety Statements applicable to the various functional areas of the Institute. These Ancillary Safety Statements reflect the diverse range of activities undertaken across the organisation.

The Institutes 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 Evacuation Procedures Manual

The purpose of the Ancillary Safety Statements is to outline the specific hazards and associated control measures relevant to each functional area.

Each Ancillary Safety Statement should be read in conjunction with the Parent Safety Statement.

2.0 Health and Safety Policy Statement: School of Business and Humanities

The School of Business and Humanities is committed to achieving and maintaining the highest standards of health and safety across all areas under its control. The primary mechanism for ensuring a safe and healthy working and learning environment is the systematic process of risk assessment. Through this process, hazards that have the potential to cause injury, ill health, or accidents are identified, the associated risks are evaluated, and appropriate control measures are selected, implemented, and reviewed to ensure their ongoing effectiveness.

Throughout the School of Business and Humanities Functional Area, risk assessments are conducted across all areas under the Schools control on a periodic basis, and at a minimum annually. The active participation and cooperation of all staff and students are essential to this process, helping to ensure that the School achieves its objective of providing, so far as is reasonably practicable, a safe and healthy working and learning environment.

The risk assessment process enables the School to identify hazards, evaluate associated risks, and implement appropriate control measures. In doing so, the School supports Dundalk Institute of Technology in meeting its legal obligations as an employer, particularly in relation to:

- Exercising all reasonable care in the management of health and safety;
- Implementing appropriate preventive and protective measures;
- Identifying hazards and assessing risks that may result in injury, illness, or damage; and
- Ensuring that additional control measures are not required where such measures would be grossly disproportionate, taking account of the unusual, unforeseeable, and exceptional nature of the circumstances.

Health and safety within the School is overseen by the Functional Area Safety Committee, which includes representatives from all disciplines and operational areas within the School.

On behalf of the School of Business and Humanities, Dundalk Institute of Technology.

Dr. Patricia Moriarty
Head of School

Karen Commins
Chair (FASC)

3.0 Functional Safety Area Description: School of Business and Humanities

The School of Business and Humanities is the largest school within the Institute and is organised into four departments as follows:

- Department of Management and Financial Studies
- Department of Business Studies
- Department of Humanities
- Department of Hospitality Studies

Reference should be made to **Section 9.0** for the designated responsible persons and **Section 10** for the Schools general organisational structure.

The School of Business and Humanities is primarily located within the following areas of the Institute:

- South Building – Ground and First Floor levels
- Hospitality Training Building – Ground and First Floor levels

Experimental and practical activities undertaken by staff and students within the School are carried out in the Hospitality Training Building, the Multi-Purpose Centre (MPC), outdoor sports pitches, the Black Box Theatre, and various off-campus locations. The principal hazards associated with these environments include burns; cuts and lacerations from knives and other equipment; foodborne illness; electrical shock; cardiac events; slips, trips and falls; and contact injuries arising from low-level theatre lighting and the use of exercise and fitness equipment.

Risk assessments are conducted on an annual basis under the direction of the Head of School, Dr. Patricia Moriarty, who is the designated responsible person.

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

- Offices (administrative and lecturing staff): low to medium risk
- Lecture rooms and computer laboratories: low to medium risk
- Training kitchens, restaurant, and bar facilities: medium to high risk

- Multi-Purpose Centre (MPC), fitness suite, playing fields, external venues, and Black Box Theatre: medium to high risk

Electronic copies of this Functional Area Ancillary Safety Statement are available in the following location: MS Teams Folder.

4.0 Risk Assessment Process Overview: School of Business and Humanities

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

In controlling workplace hazards, Dundalk Institute of Technology applies the “*General Principles of Prevention*” as set out in the Safety, Health and Welfare at Work Act 2005 available at: <http://www.irishstatutebook.ie/2005/en/act/pub/0010/sched3.html#sched3>).

Where a hazard is identified and the associated risk assessed, appropriate measures are implemented to protect the health and safety of employees, students, and other site users. Where elimination of the risk is not reasonably practicable, the following hierarchy of controls is applied:

- Substitution of the hazard (e.g. replacing a hazardous substance with a less harmful alternative)
- Isolation of the hazard
- Application of engineering controls (e.g. physical safeguards)
- Implementation of safe systems of work (e.g. instruction, training, and supervision)
- Use of Personal Protective Equipment (PPE), such as gloves or protective clothing

This hierarchy reflects an order of priority, whereby control measures at the top of the list are preferred. PPE is regarded as the final level of control, to be used only after all other reasonably practicable measures have been considered.

Risk assessments are conducted on an annual basis across all areas within the School of Business and Humanities. The risk assessment process identifies hazards arising from activities within the School and evaluates the level of risk associated with them.

A **hazard** is defined as anything with the potential to cause harm, while risk refers to the likelihood that a hazard will cause injury, ill health, or damage.

Once a hazard is identified, it is evaluated to determine its potential impact in the absence of control measures. This involves assessing both the likelihood of an incident occurring and the severity of its consequences.

5.0 Risk Assessment Methodology

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

Risk Factor = Probability × Severity

Probability and Severity

Rating Description

<u>PROBABILITY:</u>		
Probable (3)	=	Certain or near death
Possible (2)	=	Reasonably likely to occur
Unlikely (1)	=	Very seldom / never
<u>SEVERITY:</u>		
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

Risk Rating Matrix

Probability	Severity	Risk Factor	Risk Level
3 (Probable)	3 (Critical)	6-9	High Risk
2 (Possible)	2 (Serious)	4	Medium Risk
1 (Unlikely)	1 (Minor)	1-3	Low Risk

6.0 Control Measures

Control measures refer to actions implemented to eliminate a hazard or to reduce the likelihood of exposure and minimise the potential impact should exposure occur.

The process of risk analysis is carried out using a numerical system, as outlined above.

The risk analysis process is incorporated into the School's Safe Work Practice Sheets (SWPS) and takes into account:

- Persons who may be exposed to the hazard
- The initial risk rating prior to the implementation of control measures
- The residual risk rating following the application of control measures

In most cases, identified hazards are controlled through adherence to procedures detailed in the Schools Safe Work Practice Sheets (**see appendices**). These are developed as required and informed by ongoing area-by-area risk assessments and safety inspections. As part of the annual risk assessment process, all SWPS are reviewed and updated to reflect any changes arising during the year, including changes to work practices, introduction of new equipment, or updates in legislation. Where necessary, revised SWPS are issued accordingly. School-specific SWPS are contained in (**appendices**) of this document.

In addition, institution-wide Safe Work Practice Sheets must also be adhered to.

These 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>

Compliance with Safe Work Practice Procedures represents the primary means of risk control within the School of Business and Humanities. However, new or unforeseen hazards may arise that are not covered by existing procedures. In accordance with Section 13(h)(i–iii) of the Safety, Health and Welfare at Work Act 2005, all staff are required to report any hazards they observe to their employer. Within the School, such hazards must be reported to the appropriate line manager.

Where new hazards are identified, a risk assessment is undertaken using the SWPS template, and a new SWPS is developed where necessary. The primary objective of the risk assessment process is to eliminate, reduce, or control risks associated with hazards present in the School on a day-to-day basis.

7.0 Functional Area Safety Documentation and 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
- Functional Area Safety Committee Meeting Records
- Equipment Safety Testing Records
- Incident and Accident Reports
- Safety Inspections
- Safety Data Sheets (where applicable)
- Chemical Agents Risk Assessments (where applicable)
- Licenses (where applicable)

This documentation can be located as follows:

Record Type	Building	Hard Copy Location	Contact
Ancillary Safety Statement, including Safe Work Practice Sheets		Microsoft TEAMS FASC Folder	Karen Commins H201 karen.commins@dkit.ie 042 9431157
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		Microsoft TEAMS FASC Folder	Karen Commins H201 karen.commins@dkit.ie 042 9431157
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		N/A	
FASC Meeting Records		Microsoft TEAMS FASC Folder	Karen Commins H201 karen.commins@dkit.ie 042 9431157
Licenses	South Building	School of Business and Humanities Office S239	

8.0 Functional Area Safety Committee – Academic Year 2026/2027

Dr. Patricia Moriarty [Head of School]

Prof. Colette Henry

Dr. Annaleigh Margey

Dr. Kevin Burns

Mr. Shane Hill

Mr. Alan Smith

Ms. Deirdre Mulligan

Dr. Coleman Dennehy

Dr. Michael McCorry

Ms. Vicky Leahy

Mr. Sean Manley

Ms. Mairéad McKenna

Ms. Karen Commins [Chair FASC]

9.0 Designated Responsible Persons: School of Business and Humanities

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

10.0 Organisational Chart: School of Business and Humanities



11.0 Safe Work Practice Sheets

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

Copies of the Safe Work Practice Sheets for the School of Business and Humanities are maintained in the FASC shared folder on Microsoft Teams.

An additional copy is also available at the following location:

<https://www.dkit.ie/about-dkit/professional-services/estates-office/health-and-safety/safety-statement-and-risk-assessments.html#school-of-business-and-humanities>

Appendix 1 : Accident and Incident Reporting Form

Note: This form must be completed whenever an accident or incident occurs that results in injury to personnel or damage to property.

If no injury or damage to personnel or property has occurred, this form should not be used. In such cases, the **Near Miss Report Form** should be completed instead.

Accident / Incident Report Form - Sample																						
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 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>☐ 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,</td> </tr> <tr> <td>☐ Sprain, torn ligaments</td> <td>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,	☐ Sprain, torn ligaments	Specify _____
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☐ Dislocation	☐ Property damage,																					
☐ Sprain, torn ligaments	Specify _____																					

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	☐ Other, Specify _____																				
xiii	Indicate part of body most seriously injured (put an 'x' in one box only): <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> ☐ Head, except eyes ☐ Eyes ☐ Neck ☐ Back, spine ☐ Chest ☐ Abdomen ☐ Shoulder, upper arm, elbow ☐ Lower arm, wrist, hand </td> <td style="width: 50%; vertical-align: top;"> ☐ Fingers, one or more ☐ Hip joint, thigh, kneecap ☐ Knee joint, lower leg, ankle ☐ Foot ☐ Toes, one or more ☐ Extensive parts of the body ☐ Multiple injuries ☐ Other, Specify _____ </td> </tr> </table>	☐ Head, except eyes ☐ Eyes ☐ Neck ☐ Back, spine ☐ Chest ☐ Abdomen ☐ Shoulder, upper arm, elbow ☐ Lower arm, wrist, hand	☐ Fingers, one or more ☐ Hip joint, thigh, kneecap ☐ Knee joint, lower leg, ankle ☐ Foot ☐ Toes, one or more ☐ Extensive parts of the body ☐ Multiple injuries ☐ Other, Specify _____																		
☐ Head, except eyes ☐ Eyes ☐ Neck ☐ Back, spine ☐ Chest ☐ Abdomen ☐ Shoulder, upper arm, elbow ☐ Lower arm, wrist, hand	☐ Fingers, one or more ☐ Hip joint, thigh, kneecap ☐ Knee joint, lower leg, ankle ☐ Foot ☐ Toes, one or more ☐ Extensive parts of the body ☐ Multiple injuries ☐ Other, Specify _____																				
xiv	Consequences of the Accident/Incident: <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Fatal</td> <td style="width: 10%; text-align: center;">☐</td> <td style="width: 30%;">Date of resumption of work</td> <td style="width: 30%;">Anticipated absence if not</td> </tr> <tr> <td>Non Fatal</td> <td style="text-align: center;">☐</td> <td>if back</td> <td>back</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Year Month Day</td> <td style="text-align: center;">4-7 days ☐</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">8-14 days ☐</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">More than 14 days ☐</td> </tr> </table>	Fatal	☐	Date of resumption of work	Anticipated absence if not	Non Fatal	☐	if back	back			Year Month Day	4-7 days ☐			_____	8-14 days ☐				More than 14 days ☐
Fatal	☐	Date of resumption of work	Anticipated absence if not																		
Non Fatal	☐	if back	back																		
		Year Month Day	4-7 days ☐																		
		_____	8-14 days ☐																		
			More than 14 days ☐																		
xv	Treatment:																				
xvi	Doctor's report and recommendation:																				
xvii	Steps taken to prevent reoccurrence of this type of Accident/Incident																				
	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Signature of person completing report:</td> <td style="width: 40%; border-bottom: 1px solid black;">Date:</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Print Name and Job Title:</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of Head of Department/School/Function:</td> <td style="border-bottom: 1px solid black;">Date:</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Print name:</td> </tr> </table>	Signature of person completing report:	Date:	Print Name and Job Title:		Signature of Head of Department/School/Function:	Date:	Print name:													
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Signature of Head of Department/School/Function:	Date:																				
Print name:																					

It is the responsibility of each Head of Department/School/Functional Area to ensure that appropriate investigation procedures are carried out in the event of an accident, near miss, or dangerous occurrence within their area of responsibility.

Heads of Department/School/Functional Area must also ensure that the appropriate Accident / Incident Report Forms are completed and submitted to all relevant parties, including the Health and Safety Coordinator and the Chair of the Functional Area Safety Committee (FASC).

Appendix 2 : Near Miss Report Form

Note: This form must be completed in the event of a Near Miss, defined as an incident where no injury to persons or damage to property has occurred.

If any injury to personnel or damage to property has occurred during the incident, this form should not be used. In such cases, the **Accident / Incident Report Form** must be completed instead.

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: ☐ Student ☐ Employee ☐ Public ☐ Contractor ☐ 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:

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	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/Functional Area must also ensure that the appropriate Near Miss Report Forms are completed and submitted to all relevant parties, including the Health and Safety Coordinator and the Chair of the Functional Area Safety Committee (FASC).

Appendix 3 : Sample Safe Work Practice Sheet

SAMPLE Safe Work Practice Sheet Overseas Trips	Ref: <i>SWPS 033</i>	Approved by: <i>ISMC</i>
	Assessed by: <i>CC/EH</i> <i>June 2018</i>	Issued by: <i>Carlin/ E. Healy</i>

Hazards

Overseas Trips can present a range of hazards including but not limited to;

- Unplanned or unorganised travel i.e. no itinerary
- Over sea travel
- Documentation – Insurance, Passports, Visa's etc.
- Personal Safety – accidents, crime etc.
- Lone working
- Local Environment – Climate, political instability, pollution, hygiene & sanitation
- Health – food / water hygiene, virus, diseases, contaminated water supply etc.
- Means of travel – air; bus; car etc.
- Emergency procedures
- Working in hazardous terrain

Person Exposed to Risk

☒ Students ☒ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Staff and students undertaking Overseas Trips

Controls

- The person in charge of the trip (Trip Co-ordinator) or individual person travelling must complete the check list and risk assessment form (attached) in advance of any overseas trip. The risk assessment must take into account the hazards associated with the location or venue in which the overseas trip will take place e.g. climate, environment, animals and plants, activities (past / present), political instabilities, local customs and laws, health issues, food and water hygiene, virus etc.
- The Trip Co-ordinator or individual person travelling must ensure that the location or venue is researched in advance of the trip to ascertain any potential hazards.
- The Trip Co-ordinator or individual person travelling must ensure that the appropriate travel documentation is in place prior to travel e.g. Insurance, passports, visa's etc. (if applicable).
- A travel itinerary is to be arranged in advance of any travel. The itinerary including, emergency procedures and key personnel including contact details must be communicated and distributed to all trip participants in advance of travel. In addition to this, copies of the proposed itinerary, routes, timetables etc. must be left with a nominated member of staff, who is available on campus and can, if necessary, implement the emergency plan. The emergency procedures document should also include the details (including telephone

numbers) of the relevant emergency services (e.g. Garda, Police, Mountain Rescue, Coast Guard) in that area.

- Personal data including contact details, next of kin contact details and any knowledge of any pre-existing medical conditions must be obtained from each trip participant in advance of travel.
- Adequate supervision to be maintained at all times. The level of supervision must reflect the trip location and risk assessment for that trip.
- A suitable means of travel to be used. A reputable and competent travel company with a safe and suitable means of transport to be provided e.g. airlines, bus, taxis etc.
- Persons travelling should be encouraged to use seat belts and any other safety devices provided and behave in such a manner as not to distract the vehicle/travel operator.
- The trip participants must abide by the safety rules and policies of the host venue/company/location at all times.
- Lone working in hazardous areas or in locations must be avoided. In certain circumstances lone working / travelling will be permitted following a risk assessment once adequate control measures have been identified and implemented e.g. when the risk is low; an adequate means of communication can be secured.

Checks & Inspections

- Risk Assessment to ascertain risks and control measures to be completed in advance of any overseas trips.
- Relevant travel documentation in place , where applicable e.g. Visas, passports, Insurances etc
- Checklist & Risk Assessment Form attached to be completed.

Information, Instruction and Training Travel itinerary (where applicable)					
Initial Risk Rating (without any control measures)					
Probability :	2	x	Severity 2/3	= Risk Factor	4/6 Medium - High
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	
Risk Factor = Probability x Severity					
Risk Reduction Rating (after controls introduced)					
Probability :	1	x	Severity 2	= Risk Factor	2 LOW Risk
Risk Assessment Review As and when process changes or yearly					



TRIP /TRAVEL

CHECKLIST & RISK ASSESSMENT FORM

1. This form is to be completed by the Trip Coordinator (where a group are travelling) or the Individual Person travelling.
2. The Trip Coordinator or the individual person travelling must ensure the information obtained in this form is deleted on return from the trip.
3. Please complete all sections of the Checklist & Risk Assessment Form in advance of each trip (e.g. fieldtrip, survey, excursion to visit sites, trip abroad, conference, or expedition).
4. Submit a copy of this completed form to the Head of School / Department / Functional Area for approval and sign off.
5. Confirm that the trip is covered by our Insurance. Submit a copy of this form for approval to our Insurance brokers via Finance in advance of the trip.
6. Trip participants must complete the Medical Assessment Form (Appendix A).
7. Copy of completed documents to be filed in an agreed location within each School or FA for access in the event of an emergency situation.

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	<i>SECTION 1</i>	<i>D&IT INFORMATION</i>
1	School / Function	
2	Trip Coordinator / Individual person travelling	
3	Contact Details	
	<i>SECTION 2</i>	<i>TRIP INFORMATION</i>
4	Purpose of Trip (including programme name where applicable)	
5	Date(s) of Trip	
6	Duration of Trip (days)	
7	Location(s) and Address(es) of Trip	

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8	Participants		Names:
		Tick ✓	
	Undergraduate students		
	Postgraduate students		
	Staff members		
	Other (specify)		
9	Description of trip activities including; ▪ Itinerary ▪ Date and time of travel & return ▪ Mode('s) of transportation – Flight details including number and time of flight ▪ Transfer details – bus / train details ▪ Name & contact details of all accommodation venues ▪ Host location and venue details ▪ Trip activities		

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SECTION 3					RISK ASSESSMENT	
DKIT - QUANTITATIVE RISK ASSESSMENT FORM SAMPLE					DATE: -	
AREA:- Department of Hospitality Studies – School of Business and Humanities		Location: Travelling to: IUT LENS (Institut Universitaire Technologie) Lens Rue de l'Université SP16 62307, Lens, France				
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required

RISK ASSESSMENT GUIDELINES		
First of all the severity of the identified hazards shall be assessed, using the following criteria:-		
PROBABILITY X SEVERITY = RISK FACTOR		
<u>PROBABILITY:</u>		
Probable (3)	=	Certain or near death
Possible (2)	=	Reasonably likely to occur
Unlikely (1)	=	Very seldom / never
<u>SEVERITY:</u>		
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

	SECTION 4	PRE-PLANNING CHECKLIST		
	Checklist	Yes	No	Comments
11	a) Have you checked the DFA (Department of Foreign Affairs) / ~~FCO (Foreign & Commonwealth Office UK)~~ website for relevant travel advice on the country you are visiting? b) Are there any travel restrictions to the country you are visiting? c) Do the DFA or other have any major concerns with travel to this country?			
12	a) Have you notified insurance (Finance) - Do you have a copy of DkIT's travel insurance and medical emergency numbers? - Do you understand what insurance covers? b) Have you completed the risk assessment at least 7 days in advance of the trip? c) Have you issued any guidelines to staff/students. d) Have you given your contact number and any other relevant contact numbers to staff/students. e) Have you taken any details of relevant medical conditions? APPENDIX A of this form must be completed when you are a Trip coordinator travelling with a group			
13	a) Have you sought advice from your GP /Occupational Health/Health Centre on: Any necessary/advised vaccinations you may require? Personal health needs (complete if applicable) - climatic extremes? - allergies? - mobility issues? - medications? (rules may vary about medication and quantities for each country, even if you are just passing through) - special dietary requirements? - long haul flights? - contact with venomous, poisonous or aggressive animals or any plant that may pose health risk? - Air pollution? b) Have you contacted the airline and completed an Incapacitated Passengers Handling Advice (INCAD) form and/or had a Medical Information Form (MEDIF) completed by your Doctor (if applicable)			

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	Checklist	Yes	No	Comments
14	Has information been obtained on what you can / cannot take on flights and import into the country of destination?			
15	If applicable; a) If driving abroad, have you checked your driving licence is valid in the country to be visited? b) Are you aware of driving patterns in that country?			
16	a) Do you know whom to contact to receive medical, legal, consular, local, and assistance while abroad? (Location and Number of Embassy) b) Do you know who to contact in an emergency?			.
17	Has an up-to-date itinerary of your trip been lodged with your Head of School / Functional Area?			

SIGN OFF

Approved by the Head of School/Function:

Name:

School/Function: Head of Department

Date:

HEALTH QUESTIONNAIRE FOR DkIT TRIPS/TRAVEL

NOTE: The information below is being collected to ensure your safety, health and welfare on DkIT associated trips and to ensure that appropriate assistance can be provided to reasonably accommodate personal safety on trips. All information provided will be treated as strictly confidential and will not be shared with anyone other than the trip coordinator. The information will be deleted once the trip has been completed.

We also encourage anyone with a relevant medical condition to communicate details on the day to the trained first-aider/ DkIT Trip Coordinator accompanying you. If you have any concerns, we can put you in contact with our Student Health Unit to speak with a nurse or doctor in confidence.

PLEASE USE BLOCK CAPITAL LETTERS

Name: _____

Mobile contact number: _____

Date of Birth: _____ **Male/Female:** _____

Next of Kin Name: _____

Next of Kin Contact Number: _____

Please note that we require only information that may assist you in the event of an emergency situation.

There is no requirement to complete below unless there is something important and relevant that should be brought to the organiser's attention.

Do you have, or have you ever had in the past, any of the following?

MEDICAL CONDITION	YES	NO	If YES, Please Give Details
Do you have any significant allergies (e.g. pollen/dusts/insects/food/medication/other) that could trigger a severe reaction? No			
Do you have any medical condition or take any medication that might cause you to become unexpectedly drowsy/ unsteady on your feet or cause a sudden loss of consciousness?			

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Do you have any history of a significant hearing impairment that might make it difficult to hear a warning alarm (e.g. fire/ evacuation alarm) or to follow instructions?			
MEDICAL CONDITION	YES	NO	If YES, Please Give Details
Do you have any significant visual impairment (not corrected by glasses)?			
Do you have any mobility difficulties or require use of any mobility aids to safely engage in a trip?			
Do you need any assistance to safely undertake a trip?			
Participant Signature			
Date			