

RISK ASSESSMENT DOCUMENT: 2026 - 2027

*This risk assessment document is to be read in conjunction with the School of Business and Humanities
Ancillary Safety Statement*

Rev	Issue Date	Issued	Approved	Circulation
DRAFT	June 2018	PM/CC	FASC	PM
0	July 2018	PM/CC	PM	ALL
1	Nov 2018	PM/CC	PM	ALL
2	June 2019	PM/CC	PM	ALL
3	May 2020	SR	PM	ALL
4	May 2021	SR	PM	ALL
5	May 2022	SR	PM	ALL
6	May 2023	KC	PM	ALL
7	May 2024	KC	PM	ALL
8	June 2025	KC	PM	ALL
9	Sept 2025	CC/KC	PM	ALL
10	June 2026	KC	PM	ALL

RISK ASSESSMENT REVISION LIST

Revision No.	Date of Rev.	Brief Description of Revision	Location (Section No; Page etc.)
0	May 2018	Draft copy issued to be approved by HOS / FASC.	New Document
0	July 2018	Approved by HOS	
1	Nov 2018	New RA added for Work in Theatre (Mac Anna / Black Box Theatre)	Pg.68
2	June 2019	New RA added for Dehydrator New RA added for Sous Vide	Pg.62
3	May 2020	New RA for Covid 19	N/A
4	May 2021	Revised and no changes were made except for dates.	N/A
5	May 2022	Revised and no changes were made except for dates.	N/A
6	May 2023	New RA added for Outside Activities and Outside Fieldwork	Pg.67
7	May 2024	New RA added for Kitchen Equipment in the Department of Hospitality.	Pg. 38-66
8	June 2025	1. New RA added Cultural Landscapes – Fieldtrip 2. Revised / New links to institute Health and Safety Documents 2025 3. New RA added for MOU Hospitality Dept. – The Gateway Hotel, Dundalk.	n/a
9	Sept 2025	1. Updated the previous RA for the MOU Hospitality Department – renamed to “Use of External Venues” and additional information added. 2. Updated the previous RA for Cultural Landscapes – renamed to “Outside Fieldwork” and additional information added. 3. Updated links to reflect current location on new website.	Pg. 70 Pg. 72 Throughout
10	June 2026	4. New RA added for New Equipment (Combi Ovens x 2) Department of Hospitality Studies – Practical Kitchens	Pg.74

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New May 2024 - Thermomix
*High Performance Blender
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Outside Activities
Work in Theatre (Mac Anna / Black Box Theatre)
June 2025
Cultural Landscape (Dept. Humanities) Fieldtrip New RA
MOU with The Gateway Hotel (Dept. Hospitality) New RA
Sept 2025
New RA Outside Fieldwork (e.g., Cultural Landscape (Dept. Humanities))
New RA – Use of External Venues (e.g., MOU with The Gateway Hotel (Dept. Hospitality))
June 2026
New RA for New Equipment – 2 x Combi Ovens (Department of Hospitality Studies) Practical Kitchens

INSTITUTE OF TECHNOLOGY

Risk Assessment Guideline			
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

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: September 2025	
AREA:- School of Business and Humanities	Location:- All areas				Assessment Carried out by: - Caroline Carlin / Dr Patricia Moriarty	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Access	Trips, Slips and Falls. Obstructed access routes. Poor lighting.	1	2	1 x 2 = 2 LOW	Access and egress routes to and from offices/rooms must be maintained clear from materials or obstructions at all times. Ensure trailing cables are rerouted away from main access routes / doors.	Refer to 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 and Falls. Obstructed access routes. Improper storage of materials. Poor lighting.	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. Offices to be maintained adequately lit, in particular during the winter months. Problems with lighting must be reported to the Estates Office for action (raise a ticket). 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
Storage	Items improperly stored. Items stacked too high. Fire. Injury 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 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
Fire	Fire Emergency	1	3	1 x 3=3 LOW	All persons must comply with the procedures set out in the DkIT Emergency Evacuation Procedures Manual (September 2023). 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 (raise a ticket). Ensure escape routes and exits are inspected regularly to ensure that they are available for use.	Refer to Routine SWPS Document. DkIT Emergency Evacuation Procedures Manual. https://www.dkit.ie/health-safety/emergency-evacuations-procedures-manual (May 2025 version)

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Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Manual Handling - Manual handling includes: lifting putting an item down pushing pulling carrying or moving a load	Particularly of a back injury. Injury to body parts (including musculoskeletal disorders (injuries to arms, legs and joints, and repetitive strain injuries). 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 pre-existing 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 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) 2016. All staff to be familiar with the SWPS 007 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.	Refer to Routine SWPS No 7 - Safe Work Practice Sheet. Display Screen Equipment (DSE)/Workstation Assessment. Safety, Health and Welfare at Work (General Applications Regulations) 2016. https://www.irishstatutebook.ie/eli/2016/si/36/made/en/print

				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 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.	
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Filing Cabinets	People walking into drawers that have been left open. People getting hit by doors when someone is trying to access the filing cabinet that is located behind a door. When more than one drawer is open at a time the cabinet can become unstable and tip over.	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 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
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 Manufacturer instructions.	Refer to 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
Security	Public health emergencies Cyberattacks Severe weather Crime Workplace violence Protests and demonstrations Aggression. Violence. Persons under the influence of intoxicating substances.	1	2	1 x 2=2 LOW	Report to management immediately. Maintain a safe 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 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
Lone Working	Accidents or emergencies arising out of the work, including inadequate provision of first aid Sudden illnesses Inadequate provision of rest, hygiene and welfare facilities Physical violence from members of the public and/or intruders.	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 staff need to undertake work which may result in them being alone they must first alert their head/appropriate person to this and adhere strictly to the DkIT's procedures for Lone/Out of Hours Work. Field work in hazardous terrain or where there is a risk of personal injury as a result of confrontation must not be carried out alone.	Refer to Routine SWPS Document Lone Working Risk Assessment to be completed.

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Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
First Aid	Inadequate first-aid equipment/kits. Inadequate information about trained first-aiders in the School of Business and Humanities.	1	2	1x2=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 within the School.	Refer to DkIT First Aid Policy https://www.dkit.ie/about/policies/first-aid-policy List of First Aider Responders – update August 2025 First Aid Policy DkIT

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Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Electricity / Electrical Equipment	Electrocution. Slip, trips and falls. Faulty cabling. Contact with live parts causing shock and burns Faults which could cause fires; fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere.	1	3	1 x 3=3 LOW	All electronic cabling, sockets and lighting to be maintained to a high level (insulating tape, broken plug tops, loose sockets etc. are unacceptable). No cabling shall be allowed to run across open floor space where possible. 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 members of staff attempt to repair any electrical connections or equipment.	Refer to 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
Work at Height	Falling from Height. Dropping Equipment. Mistakes with Ladders. Poorly Stored Equipment. Unguarded Openings. Fragile Surfaces. Insufficient Protective Equipment.	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 Routine SWPS Document.

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: September 2025	
AREA:- School of Business and Humanities		Location:- All areas / Offices			Assessment Carried out by: - Caroline Carlin / Dr Patricia Moriarty	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Use of photocopier	Ozone, carbon monoxide, nitrogen oxide and volatile organic compounds. Ozone is produced during the high voltage electrical discharge in photocopiers. It is highly toxic, with health effects such as: eye, nose, throat and lung irritation	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 Manufacturer instructions. All defects to photocopying equipment must be reported 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 Routine SWPS Document.

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: September 2025	
AREA:- School of Business and Humanities	Location:- Office areas				Assessment Carried out by: - Caroline Carlin / Dr Patricia Moriarty	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Office Work	Access. Housekeeping. Storage. Manual Handling. Workstation / DSE Filing Cabinets. Work equipment. Lone working. Electricity/Electrical Equipment. Work at height. Use of photocopies	1 / 2	2	1x2=2 2 x 2=4 LOW/ MEDIUM	Refer to Risk Assessments above for Access, Housekeeping, Storage, Manual Handling, Workstation / DSE, Filing Cabinets, Work Equipment, Lone Working, Electricity/Electrical Equipment, Work at height and Use of Photocopiers.	Refer to DkIT Routine SWPS Document.

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: September 2025	
AREA:- School of Business and Humanities		Location:- Kitchenette			Assessment Carried out by: - Caroline Carlin / Dr Patricia Moriarty	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M / H	Controls in Place	Additional Controls Required
Use of Kitchenette	Unsafe storage of kitchen items - toppling goods. Fire - Burns, smoke inhalation. Damaged electrical fittings and equipment – Electrocutation, cuts. Explosion – scald, burns. Heated utensils and appliances – Steam, scalds; burns. Sharp knives and cutters - Cuts/lacerations. Contact with chemical products, (e.g. cleaning products) - Skin irritation, splashes (eyes), allergies, burns.	1	2	1x2=2 LOW	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 ensure all items are repaired or replaced. Ensure any self-service water boilers are serviced annually.	Refer to Routine SWPS Document.

				Ensure microwaves are used correctly and as per manufacturer's instructions. 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. Personal protective equipment (PPE) should be provided and worn as directed on the Safety Data Sheet (SDS). 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.	
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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 Onsite	Trip or equipment hazards	1	2 / 3	1x2=2 1x3=3	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: - 1. Ability of venue to cope with numbers 2. Suitability of venue for planned event 3. Access and egress 4. Crowd control 5. Traffic control and Parking (SWPS 018) 6. Supervision 7. Security and safety measures 8. Notification to local Gardaí, Emergency	Refer to Routine SWPS Document SWPS 015 – Event Management SWPS 018 – Traffic Control Safe-Work-Practice-Sheet event organisation.docx The DkIT Events Co-ordinator is responsible for hiring all college facilities to external users, outside of term time, at weekends and evenings, if available. It is their responsibility to ensure that all events that are organised by external users are risk assessed using Risk Assessment Form (part of SWPS 015) by the Event Organiser or Planner.
	Crowd management hazards			LOW		
	Staff hazards					
	First aid hazards					
	Weather hazards					
	Environmental hazards					
	Fire hazards					
	Catering hazards					
	Security hazards Child protection hazards:					

					services (where applicable) 9. Loading/unloading equipment 10. Insurances and method statements from external contractors 11. Impact on other students and staff 12. First Aid/doctor/nurse requirements 13. Emergency Evacuation Access and egress routes to and from the event venue must be maintained at all times during the event. 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. A First Aider must be made available for all events.	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: September 2025	
AREA:- School of Business and Humanities		Location:- Location of trip			Assessment Carried out by: - Caroline Carlin / Dr Patricia Moriarty	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Field Trips / Overseas Trips / Field Work		1	2/3	2/3 LOW	A risk assessment must be completed in advance of ALL Field Trip or Overseas Trip sent to karen.commins@dkit.ie to be filed in the School Admin office shared folder. Travel itinerary to be arranged in advance of travel. The itinerary including emergency procedures and key personnel to be communicated to all trip participants. The Trip/ Event Co-ordinator must ensure that the venue or location is researched in advance of the trip to ascertain any potential hazards. He/she must also ensure that the appropriate travel documentation is in place prior to travel e.g. Insurance, visa's etc. (if applicable). Adequate supervision to be maintained at all times. The level of supervision must reflect the trip location and risk assessment for the trip. A suitable means of travel to be used. Reputable and competent travel company with a safe and	Refer to Routine SWPS Document. SWPS 019 Field Trips must be completed. Safe-Work-Practice-Sheet-trips-field-work.docx

				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. Trip participants must abide by the safety rules and policies of the host venue/company/location at all times. Adhere to DkIT Student Code of Conduct. Follow the instructions and guidelines detailed in The School of Business and Humanities Safe Work Practice Sheets for Field Work.	
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Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Bus Hire	Roadworthiness of vehicle (Risk of catastrophic vehicle failure) Other road users – Vehicles (Risk of Collision with vehicle while coach is in motion or stationary, with possible subsequent injury to staff and passengers) Reversing Vehicle Impaired driver performance - fatigue	2	3	2x3=6 HIGH	The School only uses the services of reputable bus companies who can provide documentary evidence of the following; - Insurance - Certificate of roadworthiness for each bus - Name, and copies of licence and certificates of competence for each driver Follow the procedures outlined in the School of Business and Humanities SWPS Bus Hire Ref 031 for Bus Hire	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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Chemical Agents	Exposure to certain chemical agents can cause a range of injuries from minor to serious long term damage. Exposure may be through ingestion, inhalation, skin absorption, absorption through the mucous membranes.	2	2/3	2x2/3=4/6 MED/HIGH	Follow the procedures outlined in the School of Business and Humanities SWPS for Chemical Agents.	DkIT Routine SWPS document School of Business and Humanities 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
Electricity – The School of Business and Humanities	Electrocution Electric shock Burns Inadvertent starting of machines	2	2/3	2x2/3=4/6 MED/HIGH	Follow the procedures outlined in the School of Business and Humanities SWPS for Electricity	DkIT Routine SWPS document School of Business and Humanities 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
MPC Fitness Suite	Ergonomic hazards Moving parts of machinery Slip/trip hazards Fire Chemicals Social hazards (e.g. alcohol/steroid abuse) Biological hazards (exercise participants not wiping equipment down after use)	2	2	2x2=4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for MPC Suite.	Dkit Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- All Areas			Assessment Carried out by: - Caroline Carlin / Dr. Patricia Moriarty /	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Ladders	Selecting the wrong Type of Ladder. Using worn or damaged Ladders. Incorrect Use of Ladders. Incorrect Placement of Ladders Falls from a height resulting in serious injury or death	2	2 / 3	2x2/3=4/6 MED/HIGH	Follow the procedures outlined in the School of Business and Humanities SWPS for Ladders.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: September 2025	
AREA:- School of Business and Humanities		Location:- All Areas			Assessment Carried out by: - Caroline Carlin / Dr. Patricia Moriarty /	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Rigging Lantern	Work at height on ladder. Electrocution or burns from faulty lanterns. Unsecured lanterns or tools falling on persons below.	2	2 / 3	2x2/3=4/6 MED/HIGH	Follow the procedures outlined in the School of Business and Humanities SWPS for Rigging Lantern.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: September 2025	
AREA:- School of Business and Humanities		Location:- All Areas			Assessment Carried out by: - Caroline Carlin / Dr. Patricia Moriarty /	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Movement of Portable Whiteboards	Poor manual handling technique. Hand Injuries - Fingers catching in steel joints and sliding boards nipping fingers. Misuse of substances used for cleaning the Whiteboard.	1	1	1 x1 = 1 LOW	Follow the procedures outlined in the School of Business and Humanities SWPS for the Movement of Portable Whiteboards.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- All Areas			Assessment Carried out by: - Caroline Carlin / Dr. Patricia Moriarty /	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Installation / removal of Ceiling Mounted Projectors	Working at heights Incorrect Manual Handling. Sprains, strains Back strain, slipped disc. Electrical shocks. Dust / residue in eyes. Electrocution or burns from faulty wiring. Unsecured projectors or tools falling on persons below. Use of power tools	1	2/3	$1 \times 2/3 = 2/3$ LOW	Follow the procedures outlined in the School of Business and Humanities SWPS for the Movement of the Installation / removal of Ceiling Mounted Projectors	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- All Areas			Assessment Carried out by: - Caroline Carlin / Dr. Patricia Moriarty	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Routine Maintenance of Ceiling Mounted Projectors	Working at heights Incorrect Manual Handling Technique. Sprains, strains etc Back strain, slipped disc. Electrical shocks. Dust / residue in eyes. Electrocution or burns from faulty wiring. Unsecured projectors or tools falling on persons below. Use of power tools Manual handling injuries.	1	2/3	$1 \times 2/3 = 2/3$ LOW	Follow the procedures outlined in the School of Business and Humanities SWPS for the Routine Maintenance of Ceiling Mounted Projectors	DkIT Routine SWPS document School of Business and Humanities SWPS document.

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: September 2025	
AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Kitchen Safety - General	Slips, trips and Falls - Slips -caused by obstructions. - Spills of liquids and oils are a common occurrence. - Trailing cables can be a common occurrence.	1	2/3	$1 \times 2/3 = 2/3$ LOW	Follow the procedures outlined in the School of Business and Humanities SWPS for Kitchen Safety - General	DkIT Routine SWPS document School of Business and Humanities SWPS document.
	Cuts and Bruises - Cuts from knives and equipment containing blades - Bruising from equipment Burns and Scalds - Burns from hot oil or from touching hot surfaces - Scalds from hot liquids and steam Manual Handling - Lifting equipment or containers - Handling raw materials/finish products					

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AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Bowl Mixer	Entanglement in the paddle, hooks or other accessories causing fractures or lacerations. Electrocution.	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for Bowl Mixer.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Bratt Pan	Burns from steam, hot liquids, and fried foods Fire from fats, oils, paper, fabric, or electrical faults Spills from fats, oils, liquids, food Explosion from the combustion of steam	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for Bratt Pan	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Bulk Boiling Pan / Tilted Kettle	Scalds from steam or hot liquid. Burns from the hot hob. Poor Manual Handling techniques causing injury.	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for Bulk Boiling Pan / Tilted Kettle.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Dish Washer	Scalds from steam or hot water. Injury from moving parts. Burns from concentrated detergent Poor Manual Handling techniques causing injury.	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for the Dish Washer.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Electric Slicer	Cuts from blades. Electrocution. Amputation.	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for the Electric Slicer.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Extraction Canopies	Poorly maintained Commercial Kitchen Canopies contribute to poor air quality and contaminated ductwork. Kitchen Canopies can be a breeding ground for bacteria moulds and fungus. Accumulated grease, dust and dirt within Restaurant Kitchen Canopies reduces efficiency and has a long-term impact on the integrity of the system. Within exhaust re-circulating systems and kitchen/galley extracts, debris build-up increases the risk of fire.	1	3	1 x 3 = 3 LOW	Follow the procedures outlined in the School of Business and Humanities SWPS for Extraction Canopies.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Electric Carvery Lamp	Burns from hot lamps/surfaces. Electrocution.	1	2	1 x 2 = 2 LOW	Follow the procedures outlined in the School of Business and Humanities SWPS for the Electric Carvery Lamp.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Kitchen Aid Mixer	Entanglement in the paddle, hooks or other accessories causing fractures or lacerations. Electrical Shock. Personal injury	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for the Kitchen Aid Mixer. Following instructions.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Grills	Burns from heat source or hot trays. Impact injuries to hands or feet from falling parts.	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for the Grills	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Microwave	Fire. Electrical shocks. Microwave radiation if mesh shield not in place. Leak radiation.	2	1	2 x 1 = 2 LOW	Follow the procedures outlined in the School of Business and Humanities SWPS for the Microwave. Always follow the manufacturer's instructions Keep vents clear.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Waste Disposal Unit	Impact injury to hands/fingers from cutter unit. Manual handling injuries. Contamination.	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for the Waste Disposal Unit.	DkIT Routine SWPS document School of Business and Humanities 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
Bain Maire	Fire. Burn and Scalds. Manual handling when filling and emptying.	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for the Bain Maire. Follow manufacturers' instructions.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Portable Bain Maire	Fire. Burn and Scalds. Manual handling when filling and emptying. Slips and Trips from trailing cables. Electrocution.	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for the Portable Bain Maire. Follow manufacturers' instructions.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Coffee Machine	Scalds from steam or hot water.	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for the Coffee Machine. Follow manufacturers' instructions.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Water Boiler	Burns and Scalds.	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for the Coffee Machine.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Soup Gun	Burns and Scalds. Lacerations/amputation - mixing blade rotating at high speeds can cause severe injury to the fingers. Burns/Scalds from hot liquid splashes during mixing Electrocution.	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for the Soup Gun. Follow manufacturers' instructions.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Vac Packer	Spills, leaks or contamination, or worse – injury to the person using the machine. Food that is improperly sealed could cause a mess or allow food to spoil, which is a health and safety risk.	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for the Vac Packer.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Flambé Lamp	Fire or explosion during refuelling (for meths fuelled lamp), or while changing the butane cartridge.	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for the Flambe Lamp.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Food Processor	Cuts - from the mixing blade rotating at high speeds can cause severe injury to the fingers/amputation. Scalds - hot ingredients which can be ejected from the bowl and cause scalding.	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for the Food Processor. Follow Manufacturers instructions	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Deep Fat Fryer	Fire, burns from hot oil, contact with hot surfaces, fumes from boiling cleaning chemicals, eye injuries from splashes and slips from oil spillages.	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for the Deep Fat Fryer.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Robot Coupe	Lacerations/amputation - mixing blade rotating at high speeds can cause severe injury to the fingers.	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for the Robot Coupe.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

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AREA:- School of Business and Humanities	Location:- Hospitality				Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Manual Handling – Hospitality	Incorrect method of lifting. Attempting to lift something which is too heavy. Lifting sharp/awkward shapes. The main injuries associated with manual handling and lifting are: Back strain, slipped disc, hernia, lacerations, crushing of hands or fingers. Repetitive Strain Injury. Bruised or broken toes or feet. Various sprains, strains.	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for Manual Handling – Hospitality.	DkIT Routine SWPS document School of Business and Humanities SWPS document. Manual Handling Training Complete November 2024

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: September 2025	
AREA:- School of Business and Humanities		Location:- Hospitality			Assessment Carried out by: - Caroline Carlin / Dr. Kevin Burns	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Use of: Pastry Oven	Explosion Fire Burns Personal injury Combustion	2	2	$2 \times 2 = 4$ MED	Follow the procedures outlined in the School of Business and Humanities SWPS for the Pastry Oven.	DkIT Routine SWPS document School of Business and Humanities SWPS document.
Traditional Oven	Explosion Fire Personal injury Combustion Burns	2	2	$2 \times 2 = 4$ MED	Follow the procedures outlined in the School of Business and Humanities SWPS for the Traditional Oven.	DkIT Routine SWPS document School of Business and Humanities SWPS document.
Conveyor Toaster	Burns Shock hazard Fire hazard	2	2	$2 \times 2 = 4$ MED	Follow the procedures outlined in the School of Business and Humanities SWPS for the Conveyor Toaster.	DkIT Routine SWPS document School of Business and Humanities SWPS document.
Solid Top Electric	Burns. Electrocution.	2	2	$2 \times 2 = 4$	Follow the procedures outlined in the School of Business and	DkIT Routine SWPS document

	Personal Injury			MED	Humanities SWPS for the Solid Top Electric Cooker.	School of Business and Humanities SWPS document.
Solid Top Gas	leaking dangerous pollutants, like methane, a potent greenhouse gas and explosive hazard; nitrogen dioxide, which worsens asthma; and benzene, which causes cancer.	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for the Solid Top Gas Cooker.	DkIT Routine SWPS document School of Business and Humanities SWPS document.
Combi Oven	Contact with hot surfaces or food. Burns to hands and exposed limbs. Scalds by steam when opening door. Electric shock. Fire.	2	2	2 x 2 = 4 MED	Follow the procedures outlined in the School of Business and Humanities SWPS for the Solid Top Combi Oven.	DkIT Routine SWPS document School of Business and Humanities SWPS document.
Sous Vide	Food held in the temperature danger zone (5°C–60°C) for extended periods being potentially subject to bacterial growth food stored under refrigeration for extended periods being potentially subject to cold tolerant pathogens	1	2	1x2=2 LOW	Follow the procedures outlined in the School of Business and Humanities SWPS 072 Sous Vide. Use Sous Vide as per Manufacturer instructions. Only authorised trained persons permitted to use Sous Vide. Report defects to supervisor immediately. Do not use.	DkIT Routine SWPS document School of Business and Humanities SWPS document. Manufacturer Instruction Manual

	Burns Personal injury					
Dehydrator	Burn Injury Faulty Equipment Electrocution Personal Injury	1	2	1 x 2 = 2 LOW	Follow the procedures outlined in the School of Business and Humanities SWPS 071 Dehydrator. Use Dehydrator as per Manufacturer instructions. Only authorised trained persons permitted to use dehydrator. Report defects to supervisor immediately. Do not use.	DkIT Routine SWPS document School of Business and Humanities SWPS document. Manufacturer Instruction Manual.
Thermomix	Burns Personal Injury In rare cases, when the TM6 measuring cup is inserted into the Thermomix TM5 or TM6 and the cooking temperature is set to exceed 95°C / 200°F, excess pressure can build in the mixing bowl causing the sudden spillage of hot food, leading to increased risk of burns.	1	2	1x2=2 LOW	Follow the procedures outlined in the School of Business and Humanities SWPS Thermomix Use Thermomix as per manufacturer instructions. Only authorised trained persons permitted to use Thermomix. Report defects to supervisor immediately. Do not use.	DkIT Routine SWPS document School of Business and Humanities SWPS document. Thermomix Manufacturer Instruction Manual. Thermomix have issued a safety notice to warn consumers of the risks. For more information, please see: http://newsletter.vorwerk.co.uk/i/U0BeUhLba2VmwsIGkr98bfJazffr8iVJQq6hxp440_g8poga8oMehA
High Performance Blender	Contact with blades Burns Noise Electrical Shocks	1	2	1x2=2 LOW	Follow the procedures outlined in the School of Business and Humanities SWPS Blender Use Blender as per manufacturer instructions.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

					Only authorised trained persons permitted to use the High Performance Blender. Report defects to supervisor immediately. Do not use.	Refer to High Performance Blender Manufacturer Instruction Manual. Proper Training Regular maintenance Proper PPE Safety signage.
Smoothie Maker	Fast-moving blades of a blender pose a significant hazard, and proper guarding can help prevent accidental contact with these blades.	1	2	1x2=2 LOW	Follow the procedures outlined in the School of Business and Humanities SWPS Smoothie Maker. Use the equipment as per manufacturer instructions. Only authorised trained persons permitted to use the High Performance Blender. Report defects to supervisor immediately. Do not use.	Proper guarding. DkIT Routine SWPS document School of Business and Humanities SWPS document. Refer to Smoothie Maker Manufacturer Instruction Manual. Proper Training.
Spice Grinder	Contact with blades Burns Noise proper guarding can help prevent accidental contact with the grinder blades. Electrical Shocks.				Follow the procedures outlined in the School of Business and Humanities SWPS Spice Grinder. Use Grinder as per manufacturer instructions. Never touch or allow contact with moving parts while in motion. Keep hands, hair, clothing and	DkIT Routine SWPS document School of Business and Humanities SWPS document. Refer to the Grinder Manufacturer Instruction Manual. Proper Training Regular maintenance Proper PPE

					other utensils away from the moving parts during operation to prevent accident, injury or damage to the appliance. Switch off the appliance and unplug from outlet when not in use, before putting on or taking off attachments and also before cleaning the appliance. Never use your appliance without paying attention! Always unplug the unit when not in use, even for a moment. Do not let the cord hang over the edge of the work surface or let it touch any hot surfaces.	Safety signage.
Barbeque (BBQ)	Burns Smoke gets in your hair, eyes, clothes and lungs and is a health hazard. Fire.	1	2	1x2=2 LOW	Follow the procedures outlined in the School of Business and Humanities SWPS for use of BBQ. Use the equipment as per manufacturer instructions. Only authorised trained persons permitted to use the BBQ. For outdoor use only.	For OUTDOOR USE ONLY. Refer to the BBQ Manufacturer Instruction Manual. Proper Training Regular maintenance Proper PPE. Safety signage. Fire extinguisher nearby.

					Report defects to supervisor immediately. Do not use.	
Smoker	Burns Smoke gets in your hair, eyes, clothes and lungs and is a health hazard. Carbon Monoxide Exposure.	1	2	1x2=2 LOW	Follow the procedures outlined in the School of Business and Humanities SWPS for use of Smoker. Clean and Properly Dispose of Hazardous Material and Build Up. Closely Follow Installation and Inspection Procedures. Do not use if faulty.	Refer to the Food Smoker Manufacturer Instruction Manual. Proper Training Regular maintenance Proper PPE. Safety signage.
Chocolate Melting Machine	Burns Noise proper guarding can help prevent accidental contact with the Melting Machine elements. Electrical Shocks.				Do not submerge in water, even partially. Avoid moisture. Use this unit only at specified voltage. Make certain the unit is grounded. Only use the unit indoors and on a flat surface. Remove the plug from socket when not in use. Keep unit out of extreme temperatures. Do not take unit apart (other than pan and lid).	Refer to the Melting Machine Manufacturer Instruction Manual. Proper Training Regular maintenance Proper PPE. Safety signage. Follow the procedures outlined in the School of Business and Humanities SWPS for use of the Melting Machine.
Ice-cream Maker	Burns Noise proper guarding can help prevent accidental contact with the Ice-	1	2	1x2=2 LOW	Follow the procedures outlined in the School of Business and Humanities SWPS for use of Smoker.	Refer to the Ice-cream Maker Manufacturer Manual. Training

	cream Maker Machine elements. Electrical Shocks.				Clean properly. Closely Follow Installation and Inspection Procedures. Do not use if faulty. Report to Supervisor/Class Aid.	Produce food in a hygienic manner Implement a food safety management system based on the principles of HACCP (Hazard Analysis and Critical Control Point) Implement a traceability and recall system Ensure that staff are supervised and instructed in food hygiene matters.
Blast Chiller	Microbiological; germination of bacterial spores, growth of pathogenic bacteria and formation of toxins as a result of temperature abuse Microbiological; cross-contamination from pathogenic bacteria				Follow the procedures outlined in the School of Business and Humanities SWPS for use of Blast Chiller. Visual check Sample probe.	DkIT Routine SWPS document School of Business and Humanities SWPS document. Blast Chiller Manufacturer Instruction Manual. Training.

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: May 2025	
AREA:- School of Business and Humanities	Location:- Business and Humanities				Assessment Carried out by: - Caroline Carlin / Dr. Annaleigh Margey / Michael McCorry	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Outside Activities	Hazards associated with Hillwalking, camping and camp craft, canoeing, sailing, mountain biking. Off-campus activities	2	3	2 x 3 = 6 HIGH	Follow the procedures outlined in the School of Business and Humanities SWPS for Outside Activities.	DkIT Routine SWPS document School of Business and Humanities SWPS document.

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					REV DATE: May 2025	
AREA: - Business and Humanities		Location: - Theatre			Assessment Carried out by: - Caroline Carlin / Dr. Patricia Moriarty	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Work in Theatre (Mac Anna / Black Box Theatre)	Access Fire / Emergency Housekeeping Manual Handling Work Equipment Lighting rig / Lifting Equipment Electrical Equipment Work at Height Security First Aid Lone working Event Management	2	2	2 x 2=4 Med	Only authorised personnel will be permitted to access the Theatre. Students working in the Theatre must be supervised by a competent authorised person at all times. Comply with DkIT's Emergency Evacuations Procedure Manual. Become familiar with the local fire signage posted in the area including emergency exit routes and assembly points. Dedicated access routes to be used only. All access routes to be maintained clear from materials or obstructions at all times. Maintain adequate lighting at all times. Ensure trailing cables are rerouted away from main access routes / doors. 'Rubber Channels' can be used where possible to minimise trips and falls. Work at height activities must be planned, organised and carried out by a competent person ensuring that the appropriate work equipment is selected and used.	Refer to DkIT Routine SWPS document SWPS 015 Event Risk Assessment DkIT's Emergency Evacuations Procedure Manual https://www.dkit.ie/health-safety/emergency-evacuations-procedures-manual (2025 V)

				Store materials, bags and coats safely as not to obstruct walkways and access routes. Food and drink is not permitted in the theatre. The Maximum capacity of the theatre should not be exceeded at any time. Weights must be used to secure theatre set pieces (always including lights and free-standing items). Any free-standing lights must be 'sandbagged' to maintain stability. Do not move heavy equipment on your own. Maintain good manual handling techniques at all times. Use manual aids where possible e.g. trolleys. Ensure training in Manual Handling techniques is provided to all staff. Report any technical problems to the technician. Do not use faulty equipment. Lifting Equipment must be inspected as per statutory requirements. Event Risk Assessment (SWPS 015) to be completed in advance of any events taking place in the theatre.	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: September 2025	
AREA:- School of Business and Humanities		Location:- External Venues			Assessment Carried out by: - Caroline Carlin / Karen Commins	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M / H	Controls in Place	Additional Controls Required
Use of External Venues (Example but not limited to MOU induction event in the Gateway Hotel Dundalk)	Venue not fit for purpose Lack of adequate supervision. Damage to venue. Set up of venue Manual Handling Access Traffic Management Emergency Procedures	3	1	3 x 1=3 LOW	Provide all participants with relevant information before the event/activity, including venue location, access routes, safety procedures, emergency contacts, and any specific rules or requirements. Select a venue that is fit for the purpose of the event or activity. Ensure the venue's capacity is sufficient for the number of participants expected to attend. Confirm that the venue holds full public liability insurance. Use dedicated access routes only. Verify that the venue has appropriate Health and Safety plans in place, such as Emergency Evacuation procedures. Be familiar with the emergency exit points and nearest assembly points. Keep all access routes clear of materials or obstructions at all times. Request that all students and DkIT staff abide by the safety	Venue Emergency Procedures. DkIT Student Code of Conduct Student Code of Conduct and Disciplinary Procedure DkIT

					rules and policies of the host venue.	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: September 2025	
AREA:- School of Business and Humanities		Location:- at location where field work is taking place			Assessment Carried out by: - Caroline Carlin / Karen Commins	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M / H	Controls in Place	Additional Controls Required
Outside Fieldwork (Example but not limited to Cultural Landscapes)	Unplanned or unorganised travel i.e., no itinerary. Personal Safety Lone working Local Environment – Climate, landscape/terrain, past activities. Means of travel – bus; car etc. Emergency procedures Working in hazardous terrain Adverse weather conditions	2	2	2 x 2= 4 MED	The person in charge of the trip (Trip Co-ordinator) or individual person travelling must complete the check list and risk assessment form in advance of any trip or field work. Please refer to DkIT SWPS 019 Fieldwork https://www.dkit.ie/offices/estates/health-safety/statements-risk-assessments#templates The risk assessment must take into account the hazards associated with the location or venue in which the field work / trip will take place e.g., climate, environment, animals and plants, activities (past / present) 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. Monitor weather forecasts and wear appropriate clothing and footwear.	Refer to DkIT Routine Safe Work Practice Sheet 019 Trips / Field Work Refer to DkIT Routine Safe Work Practice Sheet 033 Over Seas Trips if field work involves travel abroad. Both available on line https://www.dkit.ie/offices/estates/health-safety/statements-risk-assessments#templates

					Secure permissions for access to land or protected areas. Establish emergency contacts, prior to the trip/fieldwork. Use reliable transport/Use reputable travel company. Carry mobile phones or establish a means of proper communication prior to the trip. Avoid lone working or implement strict protocols (e.g., buddy system). Provide training on safety, equipment used, and conduct a pre-trip safety briefing (if applicable). Use suitable PPE for hazards like chemicals, tools, or rough terrain, if required. Obtain permission to any	
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