

RISK ASSESSMENT DOCUMENT – RETURN OF STAFF ON CAMPUS Careers and Employability

Risk Assessment Guideline

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

$$\text{PROBABILITY} \times \text{SEVERITY} = \text{RISK FACTOR}$$

PROBABILITY:

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

SEVERITY:

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

KEY

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

Revision No.	Date of Rev.	Brief Description of Revision	Location (Section No; Page etc.)
0	May 2020	New document	New Document
1	June 2021	<p>Annual Review</p> <ul style="list-style-type: none"> • Reference to <i>'Return to Work Safely Protocol'</i> replaced with <i>'Work Safely Protocol'</i> in line with up to date document issued by the Government / HSA. • Addition of reference to <i>DkIT Operating Plan</i> under Additional Controls Required column. • Traveling to and from work – amended to include the wearing of facemasks on public transport in line with public health guidance. • Access/ Egress RA – reference to the wearing of face masks on campus included. • Work Activities – Where Physical Distancing of >2 M cannot be observed reference updated in line with Work Safety Protocol (i.e. to include reference to the wearing of facemasks). • Placement Office RA – Where Physical Distancing of >2 M cannot be observed – reference updated in line with Work Safety Protocol (i.e. to include reference to the wearing of facemasks). • Shared communal areas – reference to the wearing of face masks included. • Control of Contractors – addition of reference to completion of <i>'Visitors Health Declaration Form'</i>. 	<p>Throughout</p> <p>Throughout</p> <p>Traveling to work RA section</p> <p>Access/Egress RA</p> <p>Work Activities – Where Physical Distancing of >2 M cannot be observed RA</p> <p>Placement Office RA</p> <p>Shared Communal Areas RA</p> <p>Control of Contractors RA</p>

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE:- June 2021	
AREA:- On Campus		Location: - All Areas / Careers Office			Assessment Carried out by:- C. Carlin / Academic Affairs FASC (Catherine Staunton)	
Activity/Task	Hazards	Probability 1 - 3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
CAREERS OFFICE	Careers Reception Area & Staff Offices with	2	2	4	<p>Remote Working- Reduced Staff on site – with set days for face-to-face careers appointments only</p> <p>No drop in appointments to be facilitated, all appointments must be pre-booked using Careers Connect / Email</p> <p>Use the Central Student Services / Careers Meeting Space</p> <p>Handwashing - All staff to follow a strict handwashing regime. Staff to observe the handwashing guidelines issued by the HSE</p>	<p>Physical Barrier/Perspex screen to be instated for Careers Admin / Reception Desk.</p> <p>Establish a one way system for access to Careers / Counselling Pastoral offices. Entrance via Student Services, and Exit via Fire Door.</p> <p>- Signage to be put in place</p> <p>Move Photocopier from main Student Services reception area to Student Services Kitchen Area</p> <p>Replace soft seating in meeting rooms with hard</p>

				<p>Posters & signage detailing HSE handwashing guidelines to be displayed throughout campus, in particular at main access points and in welfare facilities. In addition to washing hands staff must maintain good respiratory hygiene practices as per HSE instruction throughout their working day. Hand sanitisation stations will be made available at designated access points on campus. Staff to wash their hands before accessing communal areas and using communal facilities. Staff & Students to wash their hands before accessing student services / careers office.</p>	<p>surface chairs / provide disposable chair covers</p> <p>Hand Sanitisation stations will be made available as per the DkIT Hand Sanitisers Policy. Other stations will be installed subject to a needs based assessment carried out by the requestor, the Estates Office and the Health and Safety Co-ordinator.</p> <p>DkIT Enhanced Cleaning Protocol will be in operation. Cleaning pack will be supplied to each member of staff for cleaning their own work space.</p> <p>IT/ Marketing Support with virtual platforms to host alternative Careers Fairs and Employability Events virtually</p>
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<p>PLACEMENT OFFICE</p>	<p>Office of 5 people. With regular student appointments</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>Remote working - ensure reduced staff on site (no more than 3 persons in office at any time)</p> <p>Staff to wash their hands thoroughly as per HSE guidelines on arrival to the work place each day.</p> <p>Occupancy of each office to be assessed with workstations separated by distance or staff rota to be considered.</p> <p>In settings where 2-metre worker separation cannot be ensured by organisational means, alternative protective measures should be put in place, for example:</p> <ul style="list-style-type: none"> • Maintain a distance of at least 1 meter or as much distance as is reasonably practicable. • Minimise any direct worker contact and provide hand washing facilities, and 	<p>Health & Safety review of Admin Office</p> <p>Set up a dedicated reception desk with screen, hand sanitizer, log book</p> <p>Hand Sanitisation stations will be made available as per the DKIT Hand Sanitisers Policy. Other stations will be installed subject to a needs based assessment carried out by the requestor, the Estates Office and the Health and Safety Co-ordinator.</p> <p>Barrier or Perspex screen to be instated at reception desk</p> <p>Requirement for use of separate meeting room for any face-to-face appointments (Student Services Meeting Room, and others)</p> <p>Replace soft seating in meeting rooms with hard surface chairs / provide disposable chair covers</p>
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				<p>other hand hygiene aids, such as hand sanitisers, wipes etc. that are readily accessible so workers can perform hand hygiene as soon as the work task is complete.</p> <ul style="list-style-type: none"> • Install physical barriers, such as clear plastic sneeze guards between workers. • Provide PPE as appropriate (see section below). • Provide face coverings in line with public health advice. <p>Note: As of December 1 2020, it is recommended that face coverings be used in crowded workplaces. In addition to this recommendation, consideration may be given to wearing face coverings in places or situations where it may also be difficult to achieve or maintain 2m physical/social distancing. This might include:</p>	<p>DKIT Enhanced Cleaning Protocol will be in operation. Cleaning pack will be supplied to each member of staff for cleaning their own work space.</p>
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				<ul style="list-style-type: none"> • When entering and exiting buildings • Public access areas in buildings, including receptions/foyers • When moving throughout buildings to toilets, photocopiers, on stairwells etc. • Canteens and kitchen areas (prior to and after eating) or when using facilities such as boilers, toasters. <p>Employers and workers should keep up to date with the latest Public Health advice issued in regard to masks by Gov.ie/NPHET.</p> <p>Where possible all meetings with students, colleagues, employers will take place virtually</p> <p>Any face-to-face meetings will need to be pre-booked.</p> <p>All meetings with students</p>	
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					Class sessions / workshops to be held virtually (apart from Code of Conduct session which will need to be held face-to-face)	
Covid 19 Pandemic – Return of Staff on Campus	Employer & Employee engagement, Communication & Training – Lack of communication, planning or information.	2	3	6	<p>DkIT Covid 19 Operating Plan developed and implemented.</p> <p>Covid 19 task force formed – Task force to consult with other institute groups in decision making and implementing Covid 19 controls. Other groups may include ISMC, Operational Planning Groups, Estates, Lead Worker Representative etc.</p> <p>‘Lead Worker Representative’(LWR) to be appointed to ensure that any measures implemented are strictly adhered to.</p> <p>Staff to complete and return the DkIT Pre-Return to Work Form before they return to</p>	<p>DkIT Covid 19 Task Force circulars</p> <p>Government Document - Work Safely Protocol</p> <p>DkIT Operating Plan</p> <p>DkIT Pre-Return to Work Form</p> <p>DkIT Return to Work Induction.</p> <p>Training for LWR / LWR Team</p>

					<p>work. Only authorised staff who complete the form will be permitted to return to work. The Institute will keep a log of contact/group workers to facilitate any potential contact tracing. Staff will be made aware of the purpose of this log. Signage displaying information on Covid 19 guidelines to be instated throughout the institute e.g. HSE guidance signs on handwashing techniques, Covid 19 Symptoms etc., Institutes guidance on Physical Distancing etc.</p>	
	Handwashing – Infection control	2	3	6	<p>Handwashing - All staff to follow a strict handwashing regime. Staff to observe the handwashing guidelines issued by the HSE Posters & signage detailing HSE handwashing guidelines to be displayed throughout campus, in</p>	<p>https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html Health Service Executive – www.HSE.ie</p>

					<p>particular at main access points and in welfare facilities.</p> <p>In addition to washing hands staff must maintain good respiratory hygiene practices as per HSE instruction throughout their working day.</p> <p>Hand sanitisation stations will be made available at designated access points on campus.</p> <p>Staff to wash their hands before accessing communal areas and using communal facilities.</p>	
	<p>Traveling to and from work</p> <p>Traveling for work.</p>	2	3	6	<p>Where an employee exhibits any signs of COVID-19 or has been exposed to a confirmed case, they should not travel to work.</p> <p>Workers should be encouraged to travel alone if using their personal cars for work or at a maximum be accompanied by one passenger who shall be</p>	<p>DKIT Covid 19 Task Force circulars</p> <p>DKIT Routine Safe Work Practice Sheet Document</p> <p>www.hse.ie</p>

				<p>seated in adherence with physical distancing guidance.</p> <p>If availing of public transport, sit 2m apart from others and minimise contact with frequently touched surfaces, handles, roof straps, isolation bars etc.</p> <p>Facemasks to be worn.</p> <p>Practice personal protective measures by avoiding touching eyes, nose or mouth and cleaning your hands often.</p> <p>Adhere to DkIT restrictions in place with regards to business travel.</p> <p>Work or study related trips and face-to-face interactions should be reduced to the absolute minimum and, as far as is reasonably practicable, technological alternatives should be used (e.g., telephone or video conferencing).</p>	
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					For necessary work-related trips, the use of the same vehicles by multiple workers is not encouraged. The number of workers who share a vehicle – simultaneously or consecutively – should be kept to a minimum as far as reasonably practicable, for example by assigning a vehicle to a fixed team.	
	Access & Egress	2	3	6	<p>All staff to observe signage in relation to Covid 19 restrictions which will be displayed at main access points. Only approved members of staff will be permitted access.</p> <p>Dedicated authorised access points only to be used.</p> <p>Personnel who attend campus must sign in/out.</p> <p>No access to unauthorised visitors on campus will be permitted.</p> <p>Only scheduled</p>	<p>DkIT Covid 19 Task Force circulars</p> <p>DkIT Operating Plan</p> <p>Health & Safety Authority – www.HSA.ie</p> <p>Health Service Executive – www.HSE.ie</p>

					<p>deliveries to the Institute will be permitted. Essential deliveries to be preapproved prior to delivery.</p> <p>Delivery drivers to observe the 2m physical distancing rule during the delivery process.</p> <p>Unloading must be handled by driver where possible. If additional help is required, 2m distance rule must be observed.</p> <p>Face masks to be worn on campus.</p>	
	<p>Movement of pedestrian traffic internally – Physical Distancing</p>	2	3	6	<p>2-metre Physical Distancing rule to be observed at all times as per government /HSE guidelines.</p> <p>Staff to adopt a STAY LEFT approach when moving around internal walkways on campus.</p> <p>Where walkways are <2m and worker separation cannot be ensured by organisational means, alternative protective measures should be put</p>	<p>https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/covid-19-social-distancing-outside-a3-poster-.pdf</p> <p>Health Service Executive – www.HSE.ie</p> <p>Government Doc – Work Safety Protocol</p>

					<p>in place, e.g. Maintain at least a distance of 1 metre or as much distance as is reasonably practicable. Etiquette can also be applied where walkways are <2meters e.g. one person to wait while another person passes. No unnecessary movement around campus or congregating needlessly within access routes. When accessing communal areas or welfare facilities (and where doors are not wedged open) use elbow or shoulder to push door.</p>	
	Work Activities (for staff who are permitted to access the campus) – Physical Distancing	2	3	6	<p>Complete a review of work tasks with the goal of maintaining the 2m distance rule. Risk Assessment documents in relation to specific work activities for each School / Functional Areas to be updated in line with the Government Work</p>	<p>Additional Risk Assessment of specific work activities. Government Work Safely Protocol Document. DkIT Operating Plan DkIT Covid 19 Task Force circulars</p>

				<p>Safely Protocol document.</p> <p>Staff to be arranged appropriately to maintain 2m distance rule.</p> <p>Minimise the frequency and time workers are within 2 metres of each other. Remote working and online meetings to be considered where possible. Where face-to-face contact is essential, this should be kept to 15 minutes or less.</p> <p>Any tasks where a 2m distance is difficult to maintain needs to be identified and reviewed to either a) design out the risk or to b) identify additional controls required during the completion of that task (as per work safely protocol document).</p> <p>As soon as essential staff members arrive on campus they must wash their hands as per HSE guidelines. Details of these are posted in welfare facilities/toilets,</p>	<p>Health & Safety Authority – www.HSA.ie</p> <p>Health Service Executive – www.HSE.ie</p>
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					<p>washing facilities and at main entrance points.</p> <p>Where doors to toilet blocks are not wedged open use elbow or shoulder to push door open.</p> <p>When entering the working area persons should use shoulder or elbow to push open the door if possible.</p> <p>In addition to washing hands staff must maintain good respiratory hygiene practices as per HSE instruction throughout their working day.</p> <p>Only designated area to be permitted for the taking of breaks and consumption of food. These areas will be cleaned regularly.</p> <p>Staff must be instructed that if they feel unwell they do NOT come to work but seek medical advice.</p>	
	Work Activities – Where Physical	2	3	6	In settings where 2-metre worker separation cannot be ensured by	Additional Risk Assessment of specific work activities.

	<p>Distancing of >2 M cannot be observed</p>			<p>organisational means, alternative protective measures should be put in place, for example:</p> <ul style="list-style-type: none"> • Maintain a distance of at least 1 meter or as much distance as is reasonably practicable. • Minimise any direct worker contact and provide hand washing facilities, and other hand hygiene aids, such as hand sanitisers, wipes etc. that are readily accessible so workers can perform hand hygiene as soon as the work task is complete. • Install physical barriers, such as clear plastic sneeze guards between workers. • Provide PPE as appropriate (see section below). • Provide face coverings in line with public health advice. <p>Note: As of December 1 2020, it is recommended</p>	<p>Government Doc: Work Safely Protocol Document.</p> <p>DkIT Operating Plan</p> <p>Health & Safety Authority – www.HSA.ie</p> <p>Health Service Executive – www.HSE.ie</p> <p>*no public health advice or requirement to wear masks at this current time</p>
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				<p>that face coverings be used in crowded workplaces. In addition to this recommendation, consideration may be given to wearing face coverings in places or situations where it may also be difficult to achieve or maintain 2m physical/social distancing. This might include:</p> <ul style="list-style-type: none"> • When entering and exiting buildings • Public access areas in buildings, including receptions/foyers • When moving throughout buildings to toilets, photocopiers, on stairwells etc. • Canteens and kitchen areas (prior to and after eating) or when using facilities such as boilers, toasters. <p>Employers and workers should keep up to date with the latest Public Health advice issued in</p>	
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					regard to masks by Gov.ie/NPHET.	
	Use of shared facilities(e.g. water fountains, photocopier etc.)	2	3	6	Wash hands as per HSE guidelines, prior to and after using shared facilities. Water dispenser users must not touch the tap with their mouth or the mouth of their water bottle and clean their bottles regularly. Additional signage to be displayed at shared facilities or high contact points. Each staff member to have their own pens and stationary. Staff must not share pens. DkIT cleaning protocol in place to include the cleaning of high touch areas.	Government Doc: Work Safely Protocol Document. DkIT Cleaning Protocol document DkIT Operating Plan
	Student / Staff facing roles – Reception, Library, Admissions staff	2	3	6	Eliminate physical interaction and maintain physical distancing as much as is reasonably practicable through revised working arrangements. Other means for payment to	Government Doc: Safely Protocol Document. DkIT Operating Plan Health & Safety Authority – www.HSA.ie

					<p>be considered e.g. provision of online, phone payment or contactless facilities. Provide hand sanitisation stations at the main entrance / exit points to the Institute Where practicable install physical barriers or perspex screens at points where staff may be in contact with students / other staff members. Signage to be displayed with information regarding Covid 19 guidance.</p>	Health Service Executive – www.HSE.ie
Temperature Checks – staff with potential symptoms of Covid 19	2	3	6	<p>If temperature testing by Employers becomes a future requirement of the Public Health advice, DkIT will implement as per guidelines.</p>	*no public health advice or requirement on temperature testing at this current time	
Cleaning	2	3	6	<p>DkIT Cleaning Protocol to be implemented as per the cleaning guidelines outlined in the Work Safely Protocol. The frequent cleaning of objects and surfaces that are touched</p>	<p>DkIT Cleaning Protocol document. DkIT Operating Plan Government Doc: Work Safely Protocol Document.</p>	

					regularly particularly in areas of high use such as door handles, light switches, water dispenser, kettle etc. using appropriate cleaning products and methods will be carried out.	
	Vulnerable employees – At Risk Employees (older employees, immunosuppressed employees)	2	3	6	Vulnerable employees will be advised to work from home where possible. If an at risk or vulnerable worker cannot work from home and must be in the workplace, then provisions must be made to ensure that the 2 Meter physical distancing rule can be applied throughout their working day. Vulnerable employees must liaise with HR prior to returning to work to declare whether they are in a risk group but the medical condition should only be discussed with a medical provider (Occupational Health Physician or Nurse	HSE.ie https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#high-risk

					and/or GP).	
	General Manual Handling Activities	1	3	3	During a two-person lift, it may be difficult to maintain the 2-meter rule. If this is not possible, an alternative means of lifting the item needs to be identified.	DkIT Routine Safe Work Practice Sheets.
	Personal Protective Equipment	1	3	3	All PPE is unique to each worker. No sharing of PPE is permitted. While correctly using PPE can help prevent some exposures, it should not take the place of other preventative measures in the first instance. Personal Protective Equipment should not be used as an alternative to physical distancing, except where there is no other practical solution. PPE must be selected based on Risk Assessment of the specific work activity.	Safety, Health & Welfare at Work (General Application) Regulations 2007 – PPE Additional Risk Assessment of specific work activity. https://www.hsa.ie/eng/Topics/Personal_Protective_Equipment - PPE/ Note: For staff who already wear gloves/masks/face visors as part of their normal daily activities additional training must be carried out on the correct procedures of donning and doffing PPE.

	Welfare – use of shared communal areas	2	3	6	<p>Information on the Covid 19 to be made available to all staff.</p> <p>Notices / Posters to be instated at entrance points and throughout the campus detailing HSE information e.g. symptoms poster, Physical Distancing poster and good respiratory hygiene practices.</p> <p>Handwashing poster beside all sinks and sanitiser dispensers.</p> <p>Social distance of 2m to be observed on campus at all times.</p> <p>Rest periods and breaks to be staggered across teams to enable physical distancing in common rooms/canteen and smoking areas.</p> <p>Shared kitchenettes/tea stations will remain open however the use of shared cups and utensils will not be permitted. Staff can bring their own utensils for use.</p>	<p>DKIT Covid 19 Task Force circulars</p> <p>DKIT Return to work induction.</p> <p>Health & Safety Authority – www.HSA.ie</p> <p>Health Service Executive – www.HSE.ie</p>
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					<p>Staff only to use dedicated areas for taking meals.</p> <p>Staff to adhere to any Covid 19 restrictions implemented in shared canteen areas.</p> <p>Shared utensils (cups etc.) to be discouraged. Only to be used following thorough washing.</p> <p>Face masks to be worn in shared communal area.</p>	
	First Aid	1	3	3	<p>Standard precautions should be applied when treating all patients. As far as possible maintain social distance.</p> <p>First Aid team to be provided with a protocol and additional information for the provision of first aid during the Covid 19 Pandemic.</p> <p>HSE protocol for dealing with suspected case to be followed.</p> <p>Potential area for isolation to be identified.</p> <p>All first aiders to use</p>	<p>DKIT First Aid Policy</p> <p>Refer to the PHECC protocol.</p> <p>DKIT First Aid protocol document</p> <p>DKIT Operating Plan</p>

					gloves, mask. Deep cleaning of the area of the suspected worker to be carried out as per HSE guidelines. All waste to be double bagged and disposed of normally following 72 hrs. Management to be notified immediately and reported formally.	
	Use of passenger lift	1	3	3	Staff will not use lifts in buildings if possible and to use the access stairs instead. If using passenger lift, ensure physical distancing can be maintained i.e. one person per lift.	Government Doc: Work Safely Protocol Document DkIT Operating Plan
	Chemical – Hand Santiser Solution on campus	1	2	2	SDS sheet for sanitisers to be available. Correct storage as per SDS to be adhered to.	Safety Data Sheet for hand sanitiser.
	Security – intruders Security Personnel	1	2	2	Staff are reminded never to approach an intruder or enter into an argument with an aggressive person. Maintain calm with a neutral demeanor at all times.	DkIT Routine SWPS

					<p>Contact Gardaí immediately if assistance is required.</p> <p>Security contractor to continue checks as per instruction.</p> <p>Security personnel to maintain 2-metre Physical Distancing rule.</p> <p>Wash or sanitise hands and maintain good respiratory hygiene practices as per HSE instruction.</p>	
	Control of Contractors	2	3	6	<p>Only contractors who have to carry out essential works will be permitted on campus. All contractors must contact the Estates office prior to commencing works.</p> <p>Contractors must observe all restrictions and adhere to instructions in place during works.</p> <p>Contractors to carry out DKIT induction prior to carrying out works on campus.</p> <p>Contractors to complete visitor's health declaration form prior to</p>	<p>Contractors Code of Conduct.</p> <p>CIF guidelines https://cif.ie/</p>

					commencing works on campus.	
	Mental Health & Stress regarding Covid 19	2	2	4	Information on protective practices to reduce the likelihood of contracting COVID - 19 to be made available and circulated to all staff. Staff to be reminded of support systems in place e.g. DkIT Employee Assistance Programme.	DkIT Employee Assistance Programme. Contact them by phone on freephone 1890 995 955 or email at eap@vhics.ie The online portal https://wellbeing-4life.com/public/welcome.asp DkIT Website – Covid 19 page with most up to date information. Health Service Executive – www.HSE.ie
	Medical Fitness for work (of authorised staff attending campus)	2	3	6	Staff to complete and return the DkIT Pre-Return to Work Form before they return to work. Workers need to report if they are feeling unwell at work. Unwell staff at work are to be isolated and HSE protocol for dealing with a suspected case to be followed. Staff that feel unwell must NOT come to work but seek medical advice.	DkIT Covid 19 Task Force circulars Government Document - Work Safely Protocol DkIT Pre-Return to Work Form DkIT Return to Work Induction. Health Service Executive – www.HSE.ie

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