Title:	**ROUTINE SAFE WORK PRACTICE SHEETS** *(to be read in conjunction with the Parent Safety Statement and associated Ancillary Safety Statements)*				
Ref:	*SWPS*			***Rev No.***	*13*
Issued by:	***Caroline Carlin***	***Approved by:***	*ISMC*	***Date:***	*March 2024*

Ref	Safe Work Practice Sheets	Where Applicable
001	Personal Conduct	All Areas
002	Major Crisis/Emergencies	All Areas
003	Access and Egress	All Areas
004	Fire Safety	All Areas
005	Electrical Safety	All Areas
006	Chemical Agents	All Areas
007	Visual Display Unit/Workstation Assessment	All Areas
008	Working Off Campus	All Areas
009	Housekeeping	All Areas
010	Slips, Trips & Falls	All Areas
011	Lone Person Working	All Areas
012	Access to Roofs & Working on Roofs	All Areas
013	Working at Heights	All Areas
014	Manual Handling	All Areas
015	Event Organisation	All Areas
016	Pregnant Employees	All Areas
017	Bus Hire & Use	All Schools
018	Traffic Management & Control	All Areas
019	Trips / Field Work	All Areas
020	Storage Areas	All Areas
021	Needle-Stick Injuries	All Areas
022	Weils Disease	All Areas
023	Bullying & Harassment	All Areas
024	Dealing With Aggression in the Workplace (INACTIVE)***	All Areas
025	Work Placement	All Schools
026	General Workshop Safety	Development, Engineering
027	Use of Hand Tools	Development, Engineering, Business
028	Cutters, Scalpels and Stanley knives	All Areas
029	Circular Saw	Development, Engineering, Business
030	Pregnant Students - Guidance	All Schools
031	Young Persons / Children / Students on Work Placement within the Institute	All Areas
032	Work in Theatre	Mac Anna / Black Box Theatre
033	Over Seas Trips	All Areas
034	Remote Working	All Areas
035	Lithium Batteries – Storage, Use & Disposal	All Areas

*** RSWPS No 024 is Inactive, pending development of Code of Practice between Unions & Employers

SAFE WORK PRACTICE SHEETS REVISION TABLE

Revision No.	Date of Rev.	Brief Description of Revision	Location
		Note: Amendments made to Issue 2 of original 'Routine Safe Work Practice Sheets' document	
No.3	**24th Nov 15**	**Annual Review** • Addition of '*Safe Work Practice Sheet revision table'* • Modernisation of document / change to title, font & format • Addition of reference to DkIT *Emergency Evacuation Procedures Manual* • Included reference to MSDS (Material Safety Data Sheets). *'an up to date MSDS must be made available for all chemicals'* • Additional question inserted in '*Chemical Agent Assessment Form'* to reflect above. Form also reformatted to make more user friendly • Added '*contractors must submit a specific Method Statement for any works which may involve access to the roof*' • Reference to trestles removed. Replaced with '*working on scaffold, mobile scaffold towers or MEWPs'* • Amended reference to '*ladder'* to include *'podium ladder & step ladder'* • *'Form 1 Manual Handling Risk Assessment'* reformatted slightly to make more user friendly. • *'cut resistant gloves'* added to Personal Protective Equipment section of SWPS for Cutters, Scalpels & Stanley Knives	This page Throughout SWPS 004 SWPS 006 SWPS 006 SWPS 012 SWPS 013 SWPS 013 SWPS 014 SWPS 028
No.4	**April 2017**	**Review** • Reference to 'Student Pregnancy Risk Assessment' included in SWPS 030 Pregnant Students	SWPS 030
No. 5	**June 2017**	**Review** • Revision of SWPS 019 Field Trip. • Addition of SWPS 031 Young Persons on Work Placement within the Institute	SWPS 019 SWPS 031
No. 6	**October 2018**	**Review** • Addition of SWPS 032 Work in Theatres	SWPS 032

No. 7	**June 2019**	**Review** • SWPS 019 Field Trips / Field Work / Overseas Trips amended to Safe Work Practice Sheet Trips / Field Work • Addition of SWPS 033 Overseas Trips	SWPS 019 SWPS 033
No. 8	**July 2019**	**Review** • SWPS 015 Event Organisation amended to reflect current arrangements regarding the hiring of venues on campus by external clients.	SWPS 015
No. 9	**June 2020**	**Review** • Addition of SWPS 034 Temporarily Working from Home (COVID-19)/Remote Working	SWPS 034
No. 10	**April 2021**	**Review** • Replacement of SWPS 034 Temporarily Working from Home (COVID-19)/Remote Working with the newly revised version SWPS 034 Remote Working.	SWPS 034
No. 11	**May 2021**	**Review** • Amendments to SWPS 030 Pregnant students - Name change from *'SWPS 030 Pregnant Students'* to *'SWPS 030 Guidance for Students who are Pregnant'* - Some language within the SWPS amended to make it EDI compliant and more inclusive. Amendments did not affect the Health and Safety & risk assessment element of the SWPS. This SWPS will form part of the documentation required for the new Student Parenting hub.	SWPS 030
No.12	**May 2022**	**Annual Review** • No revisions noted at this time	N/A
No. 13	**March 2024**	**Review** • Addition of SWPS 035 Use & Storage of Lithium Batteries • Update of SWPS 001 Personal Conduct to include Smoking ***(which includes vaping and the use of e-cigarettes),*** eating and drinking is prohibited in all areas other than designated areas. • Update of SWPS 020 Storage area to include Smoking ***(which includes vaping and the use of e-cigarettes).***	

Safe Work Practice Sheet Personal Conduct	**Ref:** *SWPS 001*	**Approved by:** *ISMC*
	Assessed by: *CC*	**Issued by***: C.Carlin*

Hazards
There is an ever-present risk of accidents occurring due to lack of vigilance and awareness of staff and students

Person Exposed to Risk

☑ Students ☑ Employees ☑ Public ☑ Contractors ☑ Visitors

Work Description
Everyday working environment.

Controls

1. Smoking (which includes vaping and the use of e-cigarettes), eating and drinking is prohibited in all areas other than designated areas.

2. Exercise care when opening or closing doors on entering or leaving rooms. Never run.

3. Conduct yourself in a responsible manner and do not act in a way that could be dangerous to yourself or others. Refrain from indulging inappropriate behaviour as it could have serious consequences.

4. All bags and coats are to be left in designated areas. All work and teaching areas should be kept tidy when in use and left tidy when finished.

5. All accidents however minor must be reported to immediate line manager and the appropriate Accident Report Form should be completed.

6. Near misses or dangerous occurrences should be reported to immediate line manager and the appropriate Incident Report Form should be completed.

7. No member of staff or student is to interfere with any workplace equipment. Report any malfunctioning or dangerous or defective equipment to immediate line manager without delay.

8. Become familiar with location and use of safety equipment for each area in which you work.

9. Carefully study and adhere to the provisions of the Safe Work Practice Sheets for any area in which you are required to work.

10. Co-operate with Employer in fulfilling duties imposed under Section 13(1)(a- h) of the Safety, Health & Welfare Act 2005 Available at: http://www.irishstatutebook.ie/2005/en/act/pub/0010/

Checks & Inspections

Constant vigilance and awareness.

Information, Instruction & Training

Not applicable

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability :	**2**	x	Severity	**2**	=	Risk Factor	**4**

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**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Major Crises/Emergencies	**Ref:** *SWPS 002* **Assessed by**: *CC*	**Approved by:** *ISMC* **Issued by:** *C.Carlin*

Hazards There is always an ever-present risk of a major crisis or emergency arising

Person Exposed to Risk

☑ Students ☑ Employees ☑ Public ☑ Contractors ☑ Visitors

Work Description
Everyday working environment.

Controls
Dundalk Institute of Technology has in place a Crisis Management Plan (CMP) which is activated in circumstances where a serious incident occurs that may cause damage to facilities, lead to injury or loss of life or has a major impact on the normal and ongoing operations of the Institute. The CMP is co-ordinated through the President's Office and is tested annually and modified and updated as necessary.

The Institute's Executive Board and Institute Safety Monitoring Committee have carried out an assessment of the likely scenarios that might arise which require the CMP to be activated. The scenarios are developed primarily for crises that arise during normal operational hours.

The scenarios selected are as follows:

1. Event resulting in significant loss of use of buildings or significant parts of buildings including possibility of serious injuries and/or fatalities (eg fire, explosion, flooding, storm damage, crash/impact collision by vehicle or aircraft, etc).
2. Serious accident or fatality on campus (e.g. as a result of a workplace accident, sports injury, sudden death or RTA).
3. Serious injury or fatality occurring off campus of students or staff members engaged in Institute business (e.g. site visits, international travel, study groups, etc).
4. Exceptional or prolonged loss of critical utility/service (e.g. power, gas or water).
5. Presence on campus of an infectious or communicable diseases likely to be of concern to students, staff and general public (e.g. meningitis, TB, mumps, pandemic influenza swine flu, anthrax, legionella, etc).
6. Suspected food, beverage or water contamination evidenced by a multiplicity of reported cases.
7. Bomb threat communicated by phone to the Institute.
8. Discovery of suspicious device or parcel on campus.
9. Riot, civil unrest or major unplanned protest affecting the Institute's operations.
10. Hostage taking or dealing with person(s) harming or threatening to harm staff member, student or members of the public within buildings or on campus.

11. Release of toxic gas, chemical or radioactive substance or other airborne contaminant (either accidentally or intentionally) leading to airborne contamination on the Institute campus and perhaps to adjoining areas.
12. Serious assault or rape on campus.
13. Suicide or suicide threat.
14. Other Scenarios not defined.

The main elements of the CMP are:

- The formation of a Crisis Management Team (CMT) that is trained to deal with a range of crisis scenarios and that can be assembled at short notice. This team is selected by the President and its members have Institute wide roles and responsibilities that are critical should a crisis situation arise.

- The establishment and equipping of locations suitable for use as Incident Rooms where the CMT can meet and co-ordinate responses and Emergency Rooms that are adaptable for use by Emergency Services attending an incident on campus.

- The preparation and testing of implementation plans around a range of possible emergency scenarios.

- A regular testing, monitoring and review process to ensure the CMP is activated, regularly tested and updated as necessary.

Further information on the CMP is available from the President's Office.

Checks & Inspections

Constant vigilance and awareness.

Information, Instruction & Training

Annual training and testing of plan

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability :	**2**	x	Severity	**3**	=	Risk Factor	**6 High Risk**

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	**3**	=	Risk Factor	**3**

Risk Assessment Review
As and when process changes or yearly

Safe Work Practice Sheet Access and Egress	**Ref:** *SWPS 003*	**Approved by:** *ISMC*
	Assessed by: *CC*	**Issued by:** *C.Carlin*

Hazards Inadequate access and egress in the workplace can result in slips, trips and falls. Obstructed access roads and paths can also pose a risk of injury to pedestrians and to vehicle operators and can also delay emergency escape and emergency vehicle access.

Person Exposed to Risk

☑ Students ☑ Employees ☑ Public ☑ Contractors ☑ Visitors

Work Description
Everyday working environment on campus

Controls

1. All doorways and access points in the workplace must be kept clear of obstructions.
2. All passageways and pedestrian routes must be kept clear from obstructions.
3. Materials must be stored in designated areas away from pedestrian and vehicular routes.
4. All stairways with more than 3 steps should be provided with handrails and maintained in good condition.
5. Adequate lighting must be provided throughout the Institute at all entry points, exit points and along corridors and passageways.
6. Workplaces must be kept clean and tidy at all times.
7. All spillages must be reported to an appropriate person.
8. All cabling and hosing must be neatly tied off or ramped in order to prevent tripping.
9. Workplace floors must be kept in a level and even condition in so far as is reasonably practicable. All holes and trip hazards should be removed, filled in or covered. Trip hazards which cannot be removed must be clearly visible or signed as such.
10. Chairs, desks or drawers should never be used to access shelving or any other elevated area. Stepladders or kick stools must always be used.
11. Vehicle drivers must exercise extreme caution when driving on Institute site.
12. All walkways in labs and workshops to be clearly marked where appropriate.
13. Workshop external doors to have appropriate safety warning signage fitted

All defects in flooring, lighting, stairwells, etc must be reported to the Estates Office via the Maintenance Request online system.

Checks & Inspections
Constant vigilance and awareness.

Information, Instruction & Training

Not applicable

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability :	**2**	x	Severity	**3**	=	Risk Factor	**6**

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	**3**	=	Risk Factor	3

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Fire Safety	**Ref:** *SWPS 004*	**Approved by:** *ISMC*
	Assessed by: *CC*	**Issued by:** *C.Carlin*

Hazards

The outbreak of fire can lead to:

- Serious bodily injury or fatality
- Damaged property or plant
- Disruption of premises causing loss of facilities

Person Exposed to Risk

☑ Students ☑ Employees ☑ Public ☑ Contractors ☑ Visitors

Work Description

There is an ever-present risk of fire occurring in all workplaces. Common fire hazards include improperly stored combustible or flammable materials, the use of naked flames, faulty electrical equipment, the use of flammable fuels, the use of inappropriate equipment, the build up of flammable materials or wastes in the workplace. The accidental release of chemical material may also lead to the outbreak of fire, especially if the material is pyrophoric, extremely flammable or is a strong oxidiser.

Controls

The Institute is committed to providing a fire safety programme that guards against the outbreak of fire in all areas and also makes provisions for the safety of all persons in the event of a fire. The Institute would like to reiterate to all staff at this point that every employee has a responsibility to guard against the outbreak of fire in the workplace through the implementation of good fire safety practises and where applicable the adherence to the control measures outlined below.

Employees should also refer to specific fire risk assessments that apply to their specified places / type of work.

Fire Detection, Equipment & Emergency Lighting

Layout drawings, detailing the location of the fire detection and alarm systems, throughout the campus have been prepared by the Estates Office. Copies of these drawings are held by members of the Caretaking Staff, to assist in the identification of the location of any alarm signal.

Fire detection and alarm systems are installed and maintained in accordance with current standards. Emergency lighting systems are in operation in all parts of the Campus. These are installed to and regularly maintained in accordance with current standards.

Fire mains and Hydrants are inspected and maintained in accordance with current standards.

Portable fire extinguishers are inspected and maintained in accordance with current standards.

Copies of all testing and certificates are held in Estates Office in the Fire Register.

Emergency Response

1. Each building has in place an emergency plan detailing the response to be taken in the event of the sounding of a fire alarm or the discovery of a fire. Refer to https://www.dkit.ie/safety/emergency-evacuations-procedures-manual for further details.
2. Fire response procedures are displayed in prominent locations within the area covered by their provisions.
3. Emergency response procedures are tested at least annually by use of a fire drill.

Procedural Controls

1. It is prohibited to use a naked flame (outside of a laboratory area) or to engage in 'hot' work (outside of designated workshops) anywhere within the Institute without first obtaining a 'Hot Work Permit' from the Institute Estates Office. Hot work is defined as grinding, welding (all types), hot cutting, and any other work with the potential to generate a spark or an ignition source.
2. It is prohibited to disengage a fire detection device, remove a fire extinguisher from its designated location or to isolate a component of a fire safety system without the express permission of the Institute Estates Office.

Training

1. It is the responsibly of individuals within the Institute to ensure that they are familiar with the provisions of any relevant emergency procedures.
2. Fire safety training is available through the Staff Training & Development Officer for all interested parties and for fire wardens

Means Of Escape

1. All Institute premises will be provided with clearly signed suitable means of escape and emergency exits for use in the event of a fire.
2. All escape routes and emergency exits throughout a building / premises must be kept clear at all times.
3. It is the responsibility of all Institute employees to ensure that escape routes and emergency exits in their working area are kept free from obstruction.
4. No individual may obstruct or remove from service an escape route or emergency exit without prior arrangement with the Institute Estates Office.
5. In the event that employees have a concern regarding means of escape then they must contact their manager immediately. Urgent concerns can be conveyed directly to the Institute Estates Office.

Hazardous Agents

1. As part of a hazardous agent risk assessment fire safety provisions for handling the agent(s) in question must be detailed.
2. Flammable materials may only be handled and stored in accordance with the requirements of their Safety Data Sheets, with due regard being paid to their fire risks.
3. Flammable materials must be stored in a suitable storage area. The requirement for low voltage or flame proof wiring should be considered.
4. The large scale storage of flammable materials (>200l / kg) in a single location requires completion of a specific risk assessment prior to storage taking place.

General Fire Safety Control Measures

1. Where new buildings are constructed by the Institute or existing buildings are substantially modified the requirements of Part B of the Building Regulations 1997 and subsequent amendments will be adhered to.
2. Smoking is prohibited in all indoor workplaces within the Institute.
3. Employees are encouraged to make themselves familiar with the location of alarm activation points and escape routes in their working areas.
4. Employees must not attempt to repair any electrical equipment unless they are competent to do so. All electrical repairs and installations within the Institute must only be completed by a competent person, following the rules laid down in the National Rules for the Electrical Installations, as prepared by the Electro-Technical Council of Ireland.
5. The amount of combustible materials stored within the workplace should be kept to a minimum.
6. In the event of an evacuation all persons must leave the workplace without exception and assembly at their designated assembly point.
7. Employees must adhere to any instructions given by Institute Fire Wardens or emergency services personnel in the event of an emergency.
8. Persons must not fight workplace fires unless they have been trained to do so and it is safe to do so.
9. Formal Fire Exit/Fire Door audit procedure in place

All employees are reminded of their statutory obligation to protect their own and their co-workers safety by guarding against the outbreak of fire in the workplace through the use of safe systems of work

Checks & Inspections

Testing and certification of fire detection, water hydrants and fire extinguishers are required, with copies of all testing and certificates held in Estates Office in the Fire Register.

Information, Instruction & Training

- Fire Drills
- Fire Warden Training
- Use of fire fighting equipment
- DkIT Emergency Evacuation Procedures Manual

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **3** = Risk Factor **6**

	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	**3**	= Risk Factor	**3**
Risk Assessment Review As and when process changes or yearly					

Safe Work Practice Sheet Electrical Safety	**Ref:** *SWPS 005* **Assessed by**: *CC*	**Approved by:** *ISMC* **Issued by:** *C.Carlin*

Hazards

- Electrocution
- Electric shock
- Burns
- Inadvertent starting of machines

Person Exposed to Risk

☑ Students ☑ Employees ☑ Public ☑ Contractors ☑ Visitors

Work Description. A range of electrical appliances are used in the Institute. This Safe Work Practice Sheet covers Portable Appliance Testing and general electrical safety

Controls

- **General**
- Installation or repair work may only be carried out by qualified electricians.
- New installations will comply with the requirements of the General Application Regulations and the Electro-Technical Council of Ireland publication 'National Rules for Electrical Installations'.
- Flexible cables will be adequately protected against external mechanical and heat damage.
- Flexible cables should not be run across floors or walkways. Where electrical cables have to be run across open floor areas ramps will be placed over them to prevent tripping and damage to cables.
- Adequate fusing or excess protection, e.g. circuit breakers, must be provided for all fixed and portable equipment.
- RCDS should be tested in accordance with current standards
- Areas around fuse boards will be kept clear of flammable materials and the fuse board cabinets will be kept closed at all times.
- Work on electrical appliances by contractors or work requiring isolation of electrical supplies requires Estates Office permission.
- Staff must report defective equipment and take it out of service
- Portable AC electrical appliances that may be subject to deterioration as a result of their use such as power supplies and oscilloscopes must be visually inspected and tested at regular intervals. The schedule of testing should be determined by following the Electrical Technical Councils guidelines available at www.etci.ie/docs/ET215(2008).pdf. A record of testing and inspection must be kept by the relevant departments.
- Live working is prohibited except in circumstances where it is not possible to carry out the work in any other manner. The following precautions must include as appropriate;
    - the use of people who are properly trained and competent to work safely on live equipment
    - the provision of adequate information to the person carrying out the work, about the live parts involved, the associated electrical installation and the likely risks,

- the use of suitable tools including insulated tools, equipment and protective clothing For example, insulating gloves, insulating boots and insulating rubber matting,
- Ensure portable hand held equipment supplied to students is only rated at 110volt or battery operated.
- the use of suitable insulated barriers or screens,
- the use of suitable instruments and test probes,
- accompaniment by a second person who is trained and able to act in an emergency, e.g. switch off power and give first aid treatment for electric shock,
- effective control of any area where there is danger from live parts.
- A safe system of work must be drawn up.

Sound Equipment

- Any item of sound equipment which is mains-powered should either be double-insulated or correctly fitted with a protective (safety) earth.
- If a number of items are connected together, it is possible that cable screens (the braided metal protective layer of the cable), together with protective earths, form loops resulting in 'mains hum' on the system.
- If this happens, do **NOT** remove protective earth connections.
- Removal of earths is one of the common causes of entertainers receiving electric shocks, some of which have been fatal.
- Good quality sound equipment should not cause harm, although in some cases you may need to disconnect the screen at one end (only) of interconnecting audio cables. In other cases rearranging the equipment, so that the wires do not crisscross, can solve the problem.
- It should be noted that some equipment has a facility for disconnecting the 'signal' earth from the safety earth without affecting safety.
- **Electricity Supply**
- Sometimes it may be necessary to site a mixing desk at some distance from the power amplifiers, interlinked by multi-core signal cables. Microphones etc may have their own power supply (not phantom-powered from the mixing desk). It is preferable that all the different parts of the sound system are powered from the same phase of the electricity supply. If not, the risk of mains hum will be increased and people may be tempted to remove the earths from the equipment.
- **Connections**
- The terminals of amplifiers and the wiring and connections to loudspeakers may carry dangerous voltages It is essential that wiring with adequate insulation is used, and that
- any connectors should be safe for use at the appropriate voltage and current.
- **Ventilation**
- Amplifiers must be properly ventilated. High power amplifiers can get very hot if the ventilation around them is blocked, for example by stacking other equipment on or near them. This could cause a fire. Most amplifiers are fitted with thermal protection devices as a precaution against fire and if this protection operates it will shut the system down (possibly during a performance).

Lighting

- **Supports**
- Unless specifically designed for use at a low level, put lighting rigs out of reach of performers and the audience.
- If cables to lights are run overhead, support them along their length (preferably by an earthed strain wire) unless the cable is of the special type which

incorporates its own strain wire. Take the strain off the flexible cable of suspended light fittings by supporting them with chains or other suitable devices

- **Circuit separation**
- If possible take the electrical supply for lighting from sockets which are separate from those used for audio equipment. This avoids problems that may occur with RCDs on lighting circuits. The audio equipment needs reliable RCD protection.
- **Residual current devices**
- RCDs may not always be appropriate for lighting circuits. Some types of dimmer control have a relatively high electrical leakage which may cause nuisance tripping when a number of units are fed from one RCD. Other dimmers produce a direct current which can prevent some types of RCD operating correctly.
- If considering putting an RCD on the secondary (output) side of a dimmer to give additional protection to a lighting rig, particularly where it is positioned at low level, remember some RCDs which contain electronic components do not operate satisfactorily at voltages much lower than 230 so the additional protection may not work. Check with the manufacturer of the RCD.
- **Three-phase supplies**
- If lighting is connected to two or three phases of the electrical supply, use separate dimmer cubicles on different phases to avoid confusion. Only supply a single phase to any one boom.
- **Connections**
- If you have lighting on a bar or boom connect the individual lights to the boom by plug and socket.
- High power lights, e.g. 5 kW 'follow' spots, need correspondingly high power sockets, usually a 32 amp industrial type or the sort used for theatre or location lighting.
- The metalwork of individual lights and the bar or boom should be adequately connected to the protective earth conductor.
- Always disconnect the supply **locally** before changing any lamps. The use of plugs and sockets makes this easier as well as providing flexibility for different lighting arrangements.
- **Cables**
- Make sure flexible cables are properly secured in a cable grip at the plug or other termination.
- Multi-core power cables should not be used to feed more than one phase to a boom.
- All plugs and sockets should be adequate in terms of voltage and current ratings and they should be in good condition; the protective earth connection is particularly important.
- Every circuit should have its own line and neutral conductors. If earth connections are looped, you must take care that the wire size is adequate along its whole length.
- **Earthing**
- Dimmer control cubicles also provide the marshalling points for cables to the lighting booms. All the exterior metalwork of the cubicles should be adequately earthed
- There should be no provision in control cubicles for 'lifting' (i.e. disconnecting) earths.
- **Special effects**
- Lasers, strobes and other high-intensity lighting may use high voltages internally so it is particularly important to ensure they are in good condition and properly earthed if necessary.

- There may be non-electrical risks such as radiation or epilepsy-induction from such equipment as well

Checks & Inspections

- Portable appliance testing must be carried out on certain portable AC electrical equipment
- RCDs tested in accordance with current standards
- Electrical circuits tested in accordance with current standards

Information, Instruction & Training

- Persons carrying out portable appliance testing must be trained.

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **3** = Risk Factor **6**

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 **3** = Risk Factor **3**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Chemical Agents	**Ref:** *SWPS 006* **Assessed by**: *CC*	**Approved by:** *ISMC* **Issued by:** *C.Carlin*

Hazards

Exposure to certain chemical agents can cause a range of injuries from minor to serious long term damage. A chemical is regarded as any substance (solid, liquid, aerosol or gas) which is used for the purpose of reacting with or effecting a change in another material. This definition extends beyond the narrow context of laboratory use and embraces broadest possible interpretation. It includes substances such as solvents, cleaning fluids, detergents, glues/resins, drain cleaners, paint strippers, preserving fluids as well as chemical reagents. A broad range of chemicals are in use throughout the Institute consisting of seemingly harmless readily available substances to highly specialised and reactive laboratory agents. Exposure may be through ingestion, inhalation, skin absorption, absorption through the mucous membranes.

Person Exposed to Risk

☑ Students ☑ Employees ☑ Public ☑ Contractors ☑ Visitors

Work Description

Variable

Controls

Risks arising from the use of chemical substances are varied and dependant on the substance being used and the environment and circumstances in which it is being used. Wherever chemicals are in use, the Functional Area with responsibility must complete a risk assessment specific to that area and process using the attached **Chemical Agents Risk Assessment sheet**. The output of that process will be to specify appropriate controls.

Checks & Inspections

Risk assessment required, with records of Chemical Agent Risk Assessments stored in each Functional Area

Information, Instruction & Training

- The hazards associated with each chemical substance are brought to the attention of the users (Heads of School/Function are responsible for informing staff, lecturers are responsible for informing students)
- An up-to-date Material Safety Data Sheet is available for each chemical being used.

Personal protective equipment required (last resort)

Care must be taken in the selection of personal protective equipment, eg. select the correct glove to ensure that the chemical does not readily break through
Personal protective Equipment should be CE marked.

Initial Risk Rating (without any control measures)

Probability : **1-3** x Severity **1-3** = Risk Factor **2-9**

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 **1-3** = Risk Factor **1-3**

Risk Assessment Review

As and when process changes or yearly

CHEMICAL AGENTS RISK ASSESSMENT

1	**Location**		
2	**Assessment carried out by:**		**Date:**
3	**Persons Exposed to Risk:**	☐ Students ☐ Employees ☐ Public ☐ Contractors ☐ Visitors	
4	**Is there an up to date Material Safety Data Sheet (MSDS) available for the chemical(s) in use:** *(EU standard and dated within the last 3 years)*	☐Yes ☐ No **Note:**	
5	**Short description of the process involving the use of the chemical(s)** – *indicate the frequency and duration of the process and who will be carrying it out - if necessary attach a written procedure for the process*		
6	**Hazardous Chemical Agent('s) to be used**	**Amount**	**Physical Form**
7	**Indicate Hazard Classification (for all chemicals used)**	Explosive: ☐ Oxidising: ☐ Flammable: ☐ Highly Flammable: ☐ Extremely Flammable: ☐ Toxic: ☐ Very Toxic: ☐ Harmful: ☐ Irritant: ☐ Sensitiser: ☐ Corrosive: ☐ Teratogen: ☐ Hazardous to the environment: ☐	
8	**Potential routes of exposure**	Inhalation ☐ Skin Contact ☐ Ingestion ☐ Sharps ☐	
9	**Control Measures to ensure safe use of chemicals**		
	9.1. PPE Required:	Lab Coat: □ Safety Glasses: □ Safety Goggles: □ Face Shield: □ Gloves: (indicate type)_____ Other (give details) _____	
	9.2. Engineering Controls:	Fume Hood: □ Local exhaust ventilation□ Other (give details)_____	
	9.3 Storage		
	9.4. Emergency Response ***a)Fire*** *(consult relevant MSDS for further information)* _____ _____ ***(b)First Aid*** *(consult relevant MSDS for further information)* An MSDS must accompany all victims of exposure when seeking medical advice. Always consult an MSDS following an exposure to a hazardous agent. _____ _____		

	(c)Spill Response *(consult relevant SDS for further information)* _____ _____
	9.5. Further Risk Control Measures required *e.g. isolation of ignition sources; use of warning signage; the use of additional safety equipment; implementation of safe handling , transport and storage arrangements; availability of appropriate first aid equipment / antidotes, exclusion zones* _____ _____ _____ __

Safe Work Practice Sheet Display Screen Equipment (DSE)/Workstation Assessment	**Ref:** *SWPS 007*	**Approved by:** *ISMC*
	Assessed by: *CC*	**Issued by:** *C.Carlin*

Hazards

Eye strain
Postural problems leading to neck, back and wrist pain
Fatigue and Stress

Person Exposed to Risk

☐ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

When employee normally uses DSE for continuous periods of more than one hour on a daily basis.

Controls

On joining the Institute a workstation assessment will be carried out and the new staff member will be shown the correct workstation set up. A copy of the assessment will be kept by the School and a copy made available to the staff member.

It is the policy of the Institute to supply PCs, desks and chairs which comply with the Display Screen Equipment Regulations;

Work desk or work surface

(i) The work desk or work surface shall have a sufficiently large, low-reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.
(ii) The document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movement.
(iii) There shall be adequate space for users to find a comfortable position.

Work chair

(i) The work chair shall be stable and allow the user easy freedom of movement and a comfortable position.
(ii) The seat shall be adjustable in height.
(iii) The seat back shall be adjustable in both height and tilt.
(iv) A footrest shall be made available to any user who requires one.

Display Screen

(i) The characters on the screen shall be well defined and clear, of adequate size and with adequate spacing between the characters and lines.
(ii) The image on the screen shall be stable, with no flickering.
(iii) The brightness and/or the contrast between the characters and the background shall be easily adjustable by the employee and easily adjustable to ambient conditions.
(iv) The screen shall be free of reflective glare and reflections likely to cause discomfort to user.
(v) The screen should have a swivel and tilt facility.
(vi) It shall be possible to use either a separate base for the screen or an adjustable table.

Keyboard

(i) The keyboard shall have a matt surface to avoid reflective glare.
(ii) The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard.
(iii) The symbols on the keys shall be adequately contrasted and readable
(iv) The keyboard shall be tiltable and separate from the screen to avoid fatigue in the arms or hands.

(v) The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the user
All workstation equipment must be maintained in a good state of repair and cleanliness.

Lighting, ventilation and temperature should be carefully controlled to provide satisfactory environmental conditions for display screen equipment work.

Windows in an area where display screen equipment is in use should have blinds or other devices in order to control natural light entering the work area to avoid unwanted reflections on screen.

Staff will be directed to plan activities in such a way that daily work on display screens is periodically interrupted by breaks or changes of activity, which reduce workload at the display screen.

Photosensitive epileptics should contact head of department before commencing work on display screen equipment.

Display screen equipment users are advised that certain medication may affect the speed of eye movements and could lead to eye fatigue. If an employee is in doubt as to the effect of any medication influencing their ability to use Display screen equipment their General Practitioner (GP) should be contacted.

Every employee who habitually uses a DSE as a significant part of normal work (1 continuous hour or more per day) has a right to opt for an eye test and an eyesight test which will be made available at a cost to the Institute except where there may be a social welfare entitlement.

The eye test should be made before commencing display screen work and at regular intervals there after (approximately every two years) and or if an employee experiences visual difficulties which may be due to display screen work

Where eye tests carried out by the doctor or optometrist reveal that particular lenses are required for VDU work, the costs of minimum requirement frames and lenses will be borne by the Institute, taking account of any social welfare entitlement that might apply. Where an employee already wears glasses to correct a visual defect (normal corrective appliances), and routine change of lenses arises, if these glasses are adequate also for VDU work, the Institute is not liable as regards meeting the cost.

Where laptops are used by staff in the workplace the School will supply a separate keyboard and mouse and will either provide a platform or holder for the laptop to raise the screen to a suitable height or will provide a separate screen.

Checks & Inspections
Staff should report any defects in equipment to the Head of Department or Function. Defective equipment should be removed from service.

Information, Instruction & Training
Staff are provided with information about correct set up during the workstation assessment.

Personal protective equipment required (last resort)
Not applicable

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4**

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**

Risk Assessment Review

When the staff member moves desk.

Safe Work Practice Sheet Working Off Campus	**Ref:** *SWPS 008*	**Approved by:** *ISMC*
	Assessed by: *CC*	**Issued by:** *C.Carlin*

Hazards

Some Institute employees may be required to visit sites and location under the control of a third party as part of their duties. This may expose Institute employees to hazards which they may not be familiar with or over which they have no control. In this respect extreme care must be exercised when working on any third party controlled sites

Person Exposed to Risk

☐ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Variable

Controls

1. Whilst on a third party site DkIT employees must not engage in any activity that may place them at excessive risk of injury or illness.
2. Institute employees must not interfere with any plant or machinery, enter areas for which they have not been given clearance or interfere with substances for which they have not been given prior permission whilst on a third party site.
3. The appropriate personal protective equipment (PPE) required by the third party must be worn at all times.
4. DkIT employees must not introduce any chemical agents onto a third party site without prior approval from the party.
5. Operatives must adhere to any instruction given by third party staff whilst on site.
6. If applicable safety rules must be adhered to when on a third party site.
7. If driving on a third party site all vehicles must be driven slowly and must adhere to any local vehicular restrictions.
8. Employees must be aware of all local third party emergency response plans if applicable.
9. All defects noted in a third parties equipment or facilities must be reported to that party immediately

Checks & Inspections

Request copies of Health & Safety Statement prior to commencing work on third party site
Comply with any H & S requests from third party, particularly in respect of any specific risks prior to commencement of work on site.

Information, Instruction & Training

Safety Induction by third party.

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4**

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**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Housekeeping	**Ref:** *SWPS 009*	**Approved by:** *ISMC*
	Assessed by: *CC*	**Issued by:** *C.Carlin*

Hazards

Poor housekeeping can lead to a range of hazards including;

- Items stored at a height falling on persons below
- Handling hazards - Staff and students having to reach in past poorly stored or stacked items
- Obstruction of fire exit routes
- Slip, trip and fall hazards
- Fire
- Staff and students colliding with poorly stored items

Person Exposed to Risk

☑ Students ☑ Employees ☑ Public ☑ Contractors ☑ Visitors

Work Description

Housekeeping is relevant to all areas of the Institute

Controls

- All staff and students are made aware of the need for good housekeeping at safety induction.
- Fire exit routes must never be obstructed even for short periods of time.
- Bicycles must not be stored indoors.
- Items stored in storerooms or offices should be stored so that at least 800mm space for access is allowed.
- Where electrical cables have to be run across open floor areas ramps will be placed over them to prevent tripping and damage to cables.
- Items should be stacked or stored so that they are not at risk of falling.
- Items stored at a height should be stored securely on shelves that are not at risk of toppling over.
- When storing items on shelves where they must be retrieved regularly heavier items should be stored on middle shelves with lighter items on top and lower shelves to minimise the risk of manual handling injuries (see also Manual Handling Safe Work Practice Sheet 014).
- The area around desks must be kept clear of personal items, bags and files.
- Users of areas which are not part of the regular cleaning schedule must ensure that all rubbish is cleared away when they leave the area.
- Items must not be stored in stairwells or under stairs.

Checks & Inspections

- Staff finding exit routes obstructed or blocked should, where possible remove the offending item immediately, or report to line manager, or appropriate person.
- FASC members carrying out safety inspections should check the stability of shelving and arrange for defects to be rectified.
- Fire exit routes are checked during fire exit audit by estates

Information, Instruction & Training

- Housekeeping rules should be explained at induction.

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4**

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**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Slips, Trips & Falls	**Ref:** *SWPS 010*	**Approved by:** *ISMC*
	Assessed by: *CC*	**Issued by:** *C.Carlin*

Hazards

Slips are caused by the presence of substances such as water, grease, oil, fats, soaps, granules, plastic sheets, packaging, leaves, ice etc. deposited on the floor arising from the working conditions or in some cases the weather. Slip hazards can be found on both wet and dry surfaces.

Trips can be caused by such features as electric cables or compressed-air lines across walkways, curled-up or worn carpets, uneven floor surfaces and steps, or discarded work items.

Falls may be caused by slips or trips or when adjacent surfaces are at different levels leading to persons losing their balance because they had not anticipated the change in level. Slips or trips on stairs are particularly dangerous.

The hazards listed above are so ordinary and commonplace that people often accept them as part of normal living until they or someone close to them has an accident and is seriously hurt.

Person Exposed to Risk

☑ Students ☑ Employees ☑ Public ☑ Contractors ☑ Visitors

Work Description

Everyday activity on campus

Controls

Observe & Adhere to Health & Safety Authority Guidelines as below

- The starting point lies with everybody becoming aware of these hazards and taking appropriate action.
- Management must take responsibility for controlling these hazards and must assign appropriate responsibilities to staff. Clear policies should address what people need to do to identify and monitor slip, trip and fall hazards and the action to take once they identify a hazard.
- Slips, trips and falls must be considered in the workplace hazard assessment that is required by law. This assessment should take account of:
    - The type of hazard including how likely it is to occur
    - Characteristics of the workplace such as the nature and condition of floor surfaces, quality of lighting
    - Influence of the weather (e.g. rain, frost or leaves)
    - Maintenance and cleaning procedures
    - Workplace users
    - Where workplaces are being modified or constructed there is an excellent opportunity to prevent slips and trips by selecting appropriate floor materials that are slip resistant and installed so as to minimise trip hazards.

Nature of the hazard

- In some work areas such as certain food processing activities slip hazards may not always be completely avoidable and the control measures will need to assume the hazard is always present.
- In other situations the floor surface may be non-slippery for most of the time but leaks from plant or bad weather may lead to the creation of a slip hazard. It only takes a small amount of liquid on a smooth floor to create a hazard. In these situations the immediate control measures will focus upon detection of liquids and the actions to be

taken to remove the hazard or reduce it by the provision of warnings and cordoning off areas.

- Permanent trip hazards should be removed as far as possible by such measures as the rerouting of pipes or cables, provision of more sockets to reduce long cable lengths, use of battery powered tools and the repair of uneven floor and stair surfaces.
- A good housekeeping regime will go a long way to reduce intermittent hazards from badly stored or discarded items. Materials should never be left or stored on stairs.
- Where changes in floor level cannot be avoided they should be clearly marked and the provision of handrails to control the movement of persons may be appropriate. Changes in level should not take people by surprise.

Characteristics of your workplace

- It is better to eliminate slip hazards by choosing a suitable surface rather than depending on cleaning regimes to keep a floor safe. Building designers should ensure that the intended appearance of a building does not compromise the choice of inherently safer floor options.
- Macro-rough surfaces (i.e. those that contain an aggregate) are recommended for areas that are expected to experience high levels of contamination. Floors that have hard particles throughout their thickness can maintain their slip resistance throughout their life but floors with a superficial layer of grit or slip resistant paint can become slippery as the layer is worn away.
- Profiled floors (ridges or blisters) are sometimes used in areas subject to slip hazards but these can become slippery over time as the profile becomes worn and contaminants can be left trapped within the profiles.
- Carpets or mats placed on smooth floors can pose both slip and trip hazards and, if used, should be securely fixed to the floor at their edges and at any joints.
- The slip resistance of steps is improved by the fitting of nosings which protect the edge of the step from wear and help users to the place their feet more accurately on it. Care has to be taken that the nosing itself does not constitute a hazard.
- The design of stairways in buildings will need to take account of Technical Guidance Documents B (Fire Safety), K (Stairways, etc) and M (Access for People with Disabilities) produced by the Department of Environment, Heritage and Local Government.
- Adequate lighting, including the avoidance of glare and shadows, is necessary to expose slip /trip hazards. Higher lighting levels are needed where older people are present.
- Poorly sited or excessive signage can distract people who are then less likely to notice slip or trip hazards.

The weather

- Building entrances can become slippery due to the ingress of moisture, mud and debris in bad weather. Measures such as having a slightly higher internal air pressure in the vestibule or the provision of a suitably designed shelter or canopy above the entrance can reduce the ingress of rain. Another simple measure is the installation of doors that do not blow open in the wind.
- Where matting is provided it should be aligned with the way pedestrians use the entrance. It should be laid immediately inside the door entrance and extend across the full width of the door. The existence of wet footprints beyond the entrance or matting is usually a sign that existing controls are not sufficient.
- Where mats in mat-wells are prone to becoming waterlogged the provision of drainage holes should be considered.

Maintenance and cleaning procedures

- Floor cleaning procedures should be incorporated in the operation and maintenance procedures for a company. The procedure should specify the methods and materials to be used as the use of the wrong cleaning method can increase the area of hazard and level of risk. The cleaning agent used should be suitable for the floor surface and

the type of contamination encountered. A build -up of polish or detergent residues should be avoided.

- The drying of floors after cleaning is most important for the control of slip hazards.
- Staff should be informed, trained and supervised with regard to:
  - Cleaning and drying floors
  - Importance of dealing with spillages/leaks
  - "Cleaning as you go"
  - Reporting hazards as they arise and any equipment defects contributing to slip hazards or problems with the cleaning equipment itself
  - Prompt incident reporting
  - Use of suitable footwear
- Cleaning should, where practical, be carried out when there are less people around.
- Cleaning activity should be organised so as to provide dry paths through areas being cleaned. It is better to restrict access to areas that are being cleaned by the use of barriers rather than depending on the use of cones or signs alone.
- Research has shown that forewarning people of a hazard can lead them to modifying their gait so as to anticipate the situation but attention must be paid to removing signs when the hazard has been dealt with; otherwise people will tend to ignore them if their experience tells them that the signs are always displayed irrespective of the conditions underfoot.
- Where existing unsuitable floor surfaces are identified, the hazard can be reduced by controlling contamination, using mats, treating the surface or in some cases replacing it altogether with a safer material.

Workspace users

- Where there is control over access to the workspace, the risk of falls can be reduced by the introduction of a "sensible shoe" policy i.e. no high heels or loose fitting shoes. In addition:
- Shoe soles should have deep cleating and a well defined tread pattern.
- Safety footwear may not always be slip-resistant and purchasers should check that it is suitable for the conditions under which it is going to be used.
- Slip resistant shoes will not remain so if they become worn or contaminated underfoot.
- The risk of slipping while barefoot is often greater than when wearing shoes, so this factor needs to be taken into account in shower areas and in other tiled areas associated with swimming pools, etc
- Disposable plastic overshoes can have poor resistance on smooth floors
- In other workspaces where there is general public access there will greater dependence on the selection of floor material in combination with maintenance regimes to control slip, trip and fall hazards.

Checks & Inspections

- Visual checks and Risk Assessments as required in each Functional Area

Information, Instruction & Training

Not applicable

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability :	**2**	x	Severity	**2**	=	Risk Factor	**4**

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**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Lone Person Working	**Ref:** *SWPS 011* **Assessed by**: *CC*	**Approved by:** *ISMC* **Issued by:** *C.Carlin*

Hazards

- Persons working alone using hazardous chemicals or equipment may not be able to summons help in the event of an accident or spillage.
- Certain exit routes may not be available during out of hours working.
- Entrapment in areas or spaces due to negligence or accident

Person Exposed to Risk

☐ Students ☑ Employees ☐ Public ☑ Contractors ☐ Visitors

Work Description

Definition of lone working

Lone working/out of hours working is defined as follows
Any Laboratory / Experimental work being done outside of 9 am - 5 pm Monday – Friday when there are no persons aware of the activity within calling distance.
Any other work undertaken outside of 7 am-10 pm Monday – Friday and during the hours of 9am - 6pm on Saturday, Sunday & Bank Holidays.

All buildings must be vacated by 6pm on Saturdays, Sundays and Bank holidays to allow for full lock up. At Christmas & Easter the campus will close down for a specified number of days and access will only be granted under exceptional circumstances.

Lone working includes carrying out field work in hazardous terrain or in areas where there is a risk to personal safety.

Lone working may also include carrying out routine maintenance work in isolated areas such as roofs or plant-rooms at any time.

Controls

- Because of the diversity of Lone Person Working situations across the campus, it is not possible to produce a single generic set of controls.
- Because of this diversity, each functional area should develop SWPS specific to the Lone Person Working requirements in their respective areas.

Checks & Inspections

- Visual checks and Risk Assessments as required in each Functional Area

Information, Instruction & Training

Not applicable

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2-3** = Risk Factor **4-6**

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 **2-3** = Risk Factor **2-3**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Access to Roofs & Working on Roofs	**Ref:** *SWPS 012*	**Approved by:** *ISMC*
	Assessed by: *CC*	**Issued by:** *C.Carlin*

Hazards

- Access & security
- Falls from height due to unprotected edges.
- Falls from height due to slips, trips & falls while carrying out works
- Fall of materials
- Fragile roofs & rooflights
- Lack of adequate edge protection & fall arrest/prevention systems
- Risks to windows & rooflights
- Injury to staff, students or members of the public.
- Noise
- Waste disposal
- Person unable to summon help if working on own and has an accident.
- Person unable to summon help if using fall-arrest system and falls over edge of building

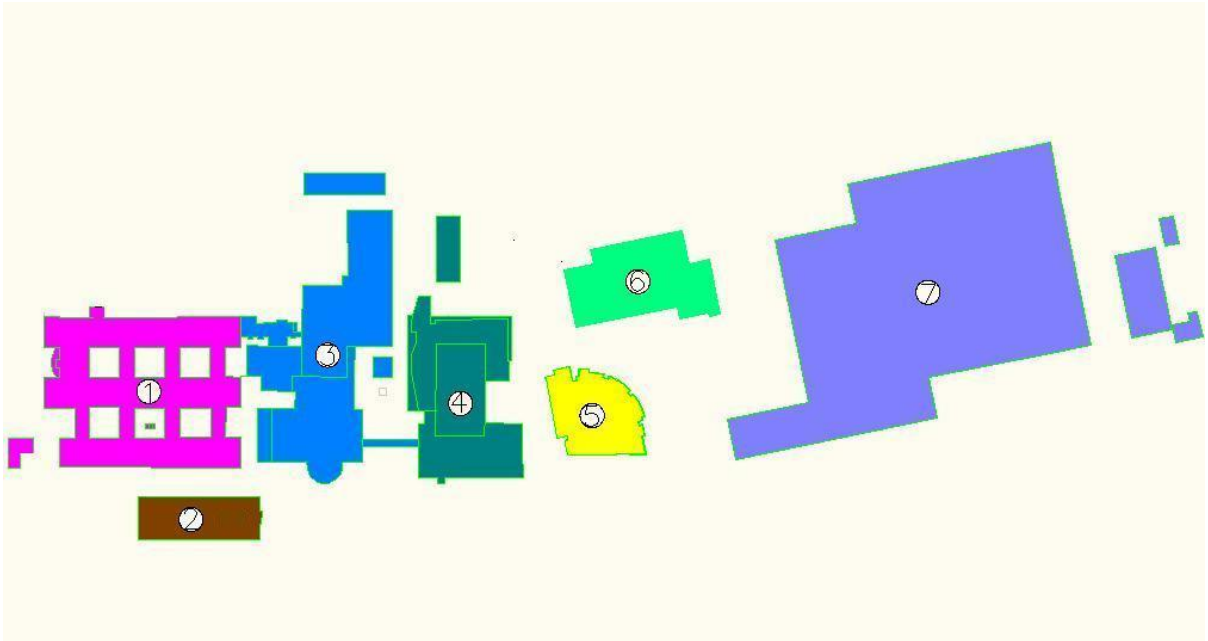
Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☑ Contractors ☐ Visitors

Work Description
Routine Maintenance work, Access to Plant-rooms

Controls

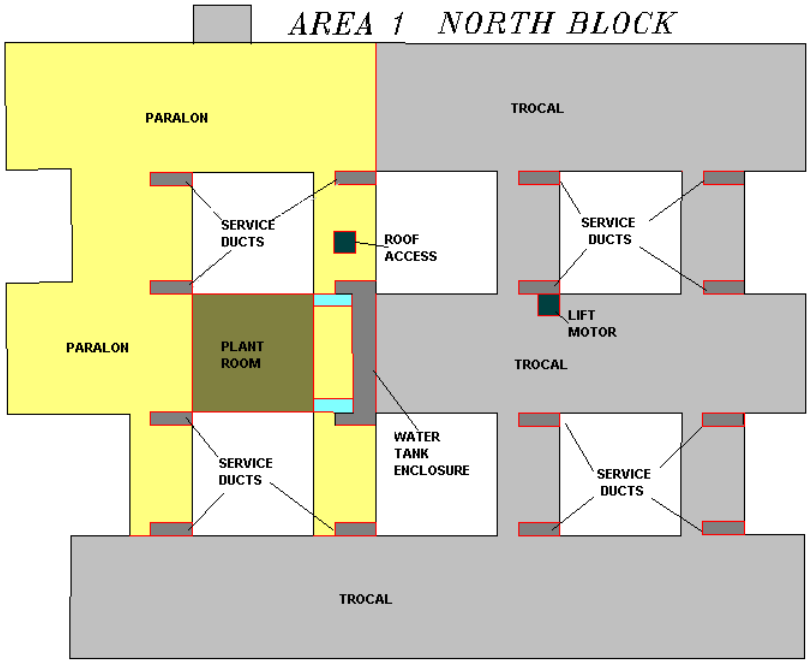
The following is a schedule of roofs on the campus:-



1. North Building **2. Regional Development Centre.** **3. South Building/Whitaker**	**5. Muirhevna** **6. Theatre/Restaurant**

4. Hospitality/Faulkner.	7. Carrolls Buildings

Area 1 North Building



AREA	BUILDING	ROOF TYPE	AREA (S.M)	GUTTER	R.W.O'S	VENTS.	REMARKS
1 NORTH BLOCK	MAIN ROOF	TROCAL OVERLAID ON ASPHALT	3353	NONE	34	104	LIMITED EDGE PROTECTION NO FALL ARREST SYSTEM
	MAIN ROOF	PARALON TO FALLS O'LAID ON ASPHALT	1578	NONE	18	NONE	LIMITED EDGE PROTECTION NO FALL ARREST SYSTEM
	BOILER HOUSE	METAL DECK	225	15 METRE VALLEY	1	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	LIFT MOTOR	PARALON	7	NONE	1	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	SERVICE DUCTS	TROCAL	107	NONE	14	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	ROOF ACCESS	PARALON	7	NONE	1	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	WATER TANK ENCLOSURE	TROCAL	58	NONE	2	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	MICRO. LAB	TROCAL	37	NONE	1	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	WASTE COMP.	CORR. IRON	45	NONE	1	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	WASTE COMP.	ASPHALT	92	NONE	1	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	GAS STORE SCIENCE	PARALON	11	NONE	1	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	GAS STORE ENGINEER.	PARALON	15	NONE	1	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM

Access to the North Block roofs is by means of an internal vomitory which has a swipe card access control system.

External contractors and DkIT personnel, who access these roofs are alerted to the fact that there is limited edge protection on these roofs. It is proposed to install a guard-rail around these edges to remove the risk of falling from height, whenever the financial resources required to carry out the work become available.

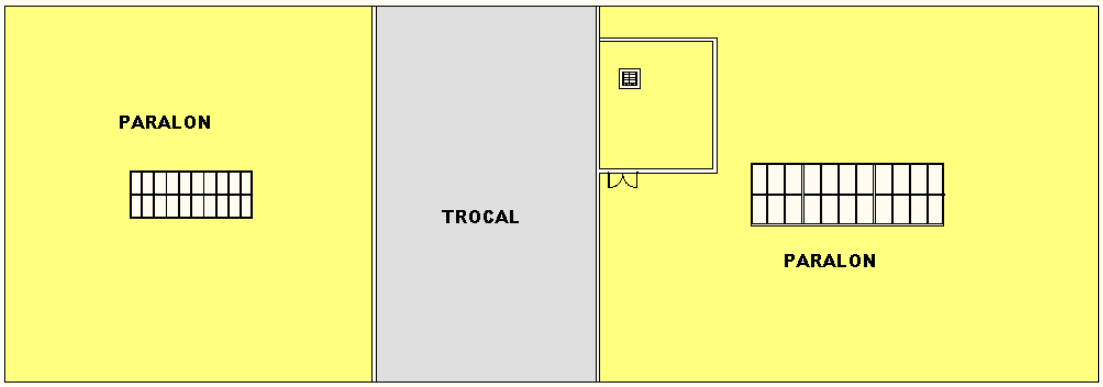
In the mean-time, in order to control the risk posed by limited edge protection, and the other hazards already listed all persons accessing these roofs must adhere to the following:

- follow control measures set out in SWPS 11, 12 & 13.
- **Contractors only must obtain swipe card and sign in and sign out in the contractors book which is held in Estates Administration Office.**
- Wear footwear with good grip
- under no circumstances venture near limited or unprotected edges which may place them at risk of falling from height.
- Contractors must submit a specific Method Statement for any works which may involve access to the roof.

** Currently, the Estates Administration Office is the location for contractors accessing roofs to sign in and out. However, the Office is not always occupied, therefore, on occasions, contractors may have to access the roof by seeking swipe cards from other Estates Office personnel. Due to resource issues, it has yet to be decided how to provide a permanent designated point, for contractors to sign in and out during normal working hours.

The remaining roofs in Area 1 are the Waste Compound and Gas Store Enclosures which are stand-alone buildings. They have flat roofs, which are single storey high and require access by ladder.

Area 2 Regional Development Centre



AREA	BUILDING	ROOF TYPE	AREA (SQ. M)	GUTTER	R.W.O'S	VENTS	REMARKS
2 REGIONAL	MAIN ROOF	PARALON LAID TO FALLS METAL DECK	871	n/a	4 standard 6 Fulbora	n/a	NO EDGE PROTECTION FALL ARREST SYSTEM
DEVELOP. CENTRE	MAIN ROOF	TROCAL LAID TO FALLS METAL DECK	267	n/a	4 standard	1 svp 5 Ex. pipes	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	BOILER HOUSE	PARALON LAID TO FALLS METAL DECK	60	n/a	1 fulbora	n/a	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	LIFT MOTOR	PARALON LAID TO FALLS CONCRETE	7	n/a	n/a	n/a	NO EDGE PROTECTION NO FALL ARREST SYSTEM

Access to the RDC roofs is by means of an internal access to the plant room, which has a swipe card access control system.

External contractors and DkIT personnel, who access these roofs are alerted to the fact that there is no edge protection on these roofs. It is proposed to install a guard-rail around these edges to remove the risk of

falling from height, whenever the financial resources required to carry out the work become available. There is a fall-arrest system on a section of the roof, however use of this system has been suspended until it can be converted to a fall prevention system.

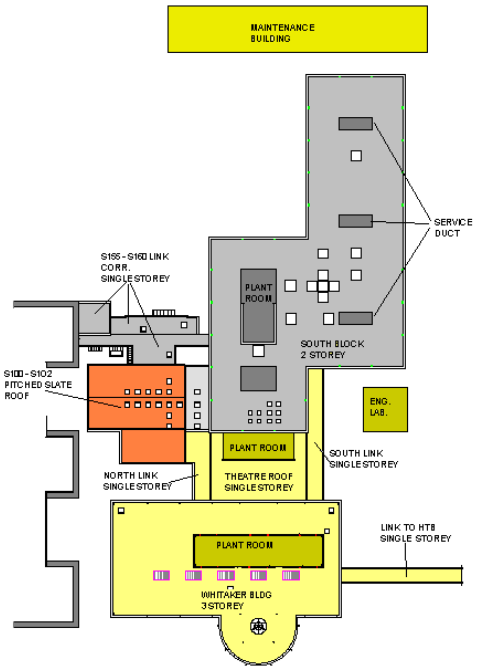
In the mean-time, in order to control the risk posed by the lack of edge protection, and the other hazards already listed all persons accessing these roofs must adhere to the following:

- follow control measures set out in SWPS 11, 12 & 13.
- **Contractors must obtain swipe card and sign in and sign out in the contractors book which is held in Estates Administration Office.**
- Contractors must submit a specific Method Statement for any works which may involve access to the roof.
- Wear footwear with good grip
- under no circumstances venture near limited or unprotected edges which may place them at risk of falling from height.

** Currently, the Estates Administration Office is the location for contractors accessing roofs to sign in and out. However, the Office is not always occupied, therefore, on occasions, contractors may have to access the roof by seeking swipe cards from other Estates Office personnel. Due to resource issues, it has yet to be decided how to provide a permanent designated point, for contractors to sign in and out during normal working hours.

Important Note: - The use of any fall-arrest systems has been suspended indefinitely until works are carried out to convert these systems to fall-prevention.

Area 3 Whitaker/South Building



AREA	BUILDING	ROOF TYPE	AREA (SQ. M)	GUTTER	R.W.O'S	VENTS.	REMARKS
3 W/TAKER BUILDING SOUTH BLOCK	W/TAKER ROOF 3 STOREY SEC.	INVERTED ASPHALT ROOF, LAID TO FALLS	1240	NONE	18	NONE	NO EDGE PROTECTION FALL ARREST SYSTEM
	PLANT ROOM 3 STOREY SEC.	PARALON TO FALLS ON METAL DECK	255	NONE	4	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	W/TAKER ROOF THEATRE	INVERTED ASPHALT ROOF LAID TO FALLS	227	NONE	4	NONE	EDGE PROTECTION NO FALL ARREST SYSTEM
	PLANT ROOM THEATRE	INVERTED ASPHALT ROOF LAID TO FALLS	104	NONE	2	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	NORTH LINK THEATRE	INVERTED ASPHALT ROOF LAID TO FALLS	61	NONE	2	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	SOUTH LINK THEATRE	INVERTED ASPHALT ROOF LAID TO FALLS	108	NONE	4	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	SOUTH BLOCK MAIN ROOF	ASPHALT	2382	NONE	24	28	EDGE PROTECTION NO FALL ARREST SYSTEM
	SOUTH BLOCK PLANT ROOM	ASPHALT	122	NONE	2	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	SOUTH BLOCK SERVICE DUCTS	ASPHALT	104	NONE	4	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	COFFEE DOCK	ASPHALT	50	NONE	2	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	OFFICES S155/160 LINK CORRIDOR	ASPHALT	225	20	9	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	S10O/101/102	ASBESTOS SLATED PITCHED ROOF	472	45	3	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	S104/S109 PART OF L164	TROCAL TO FALLS ON METAL DECK	75	NONE	2	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	MAINTENANCE BUILDING	PARALON TO FALLS ON METAL DECK	400	NONE	8	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	ENGINEERING LABORATORY	LO-PITCH METAL DECK	100	NONE	1	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM

In Area 3, there are a variety of roofs at single, 2 storey and 3 storey level. Access to these roofs is as follows:-

South Block roof is accessed by means of a newly constructed internal vomitory, which is located in S265.

Whitaker Theatre roof is accessed from the first floor of the library by means of a door which is kept locked.

Whitaker Building roof is accessed by means of an internal access to the roof which has a swipe card access control system

External contractors and DkIT personnel, who access these roofs are alerted to the fact that there is no edge protection on most of these roofs. It is proposed to install a guard-rail around the edges of the North & South Link Corridor roofs to remove the risk of falling from height, whenever the financial resources required to carry out the work become available. A guard rail was installed around the edge of the South Building main roof during the summer of 2012. There is a fall-prevention system on the roof of the Whitaker Building.

In the mean-time, in order to control the risk posed by the lack of edge protection, and the other hazards already listed all persons accessing these roofs must adhere to the following:

- follow control measures set out in SWPS 11, 12 & 13.
- **Contractors must obtain swipe card and sign in and sign out in the contractors book which is held in Estates Administration Office.**
- Contractors must submit a specific Method Statement for any works which may involve access to the roof.
- Wear footwear with good grip

- under no circumstances venture near limited or unprotected edges which may place them at risk of falling from height.

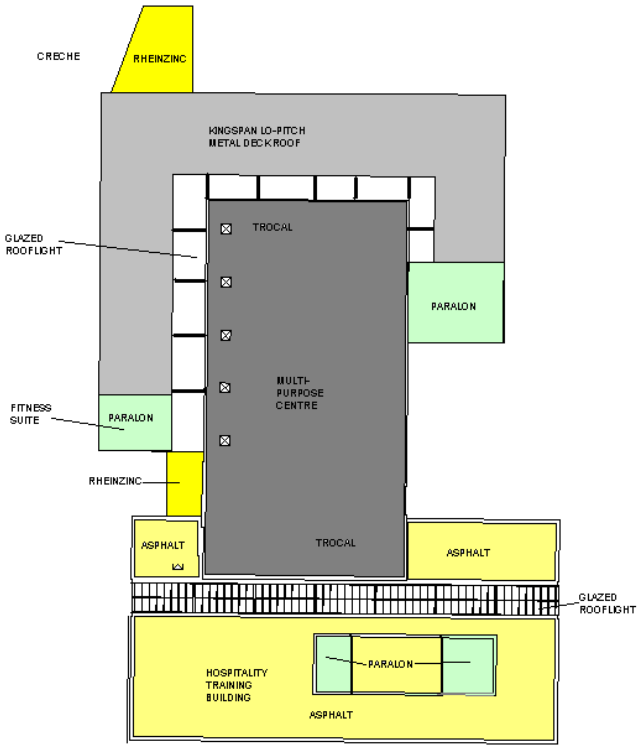
** Currently, the Estates Administration Office is the location for contractors accessing roofs to sign in and out. However, the Office is not always occupied, therefore, on occasions, contractors may have to access the roof by seeking swipe cards from other Estates Office personnel. Due to resource issues, it has yet to be decided how to provide a permanent designated point, for contractors to sign in and out during normal working hours.

The remaining roofs in Area 3 are a combination of pitched and flat roofs, which are single storey high and require access by ladder.

External contractors and DkIT personnel, who access these roofs must:-

- follow control measures set out in SWPS 11, 12 & 13.
- sign in and sign out in the contractors book in Estates Administration Office
- under no circumstances venture near limited or unprotected edges which may place them at risk of falling from height.

Area 4 HTB/Faulkner Building



AREA	BUILDING	ROOF TYPE	AREA (SQ. M)	GUTTER	R.W.O'S	VENTS.	REMARKS
4 H.T.B FAULKNER P/CABINS	MAIN ROOF HOSPITALITY	INVERTED ASPHALT ROOF LAID TO FALLS	879	NONE	12	NONE	NO EDGE PROTECTION FALL ARREST SYSTEM
	PLANT ROOM HOSPITALITY	PARALON TO FALLS	78	NONE	1	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	M.P.C ROOF FAULKNER	TROCAL TO FALLS ON METAL DECK	1080	NONE	6	NONE	EDGE PROTECTION NO FALL ARREST SYSTEM
	BAR STORE FAULKNER	PARALON TO FALLS ON CONCRETE	120	NONE	1	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	MPC WRAP-AROUND F'KNER	KINGSPAN LOW PITCH	924	77	8	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	MPC WRAP-AROUND F'KNER	RHEINZINC MEDIUM PITCH	20	6	1	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	FITNESS SUITE FAULKNER	PARALON TO FALLS ON CONCRETE	90	NONE	1	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	CRECHE FAULKNER	RHEINZINC LOW PITCH	77	NONE	1	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM
	PORTACABINS	PVC MEMBRANE LOW PITCH	396	90	6	NONE	NO EDGE PROTECTION NO FALL ARREST SYSTEM

The roofs in Area 4 are accessed as follows:-

HTB roof (west of glazed atrium) is accessed by means of an internal access to the plant room.

MPC & HTB roof (east of glazed atrium) is accessed by means of an internal access to the roof adjacent to the Student Common Room which has a swipe card access control system. This access is very restricted and all persons accessing this roof are advised to take extreme care when using this access.

Faulkner Building roofs are accessed by means of an internal access which has a swipe card access control system.

External contractors and DkIT personnel, who access these roofs are alerted to the fact that there is no edge protection on these roofs. It is proposed to install a guard-rail around the edges of the MPC, Bar Store & Fitness Suite roofs to remove the risk of falling from height, whenever the financial resources required to carry out the work become available. There is a fall-arrest system on the roof of the HTB, however use of this system has been suspended until it can be converted to a fall prevention system.

In the mean-time, in order to control the risk posed by the lack of edge protection, and the other hazards already listed all persons accessing these roofs must adhere to the following

- follow control measures set out in SWPS 11, 12 & 13.
- **Contractors must obtain swipe card and sign in and sign out in the contractors book which is held in Estates Administration Office.**
- Contractors must submit a specific Method Statement for any works which may involve access to the roof.
- Wear footwear with good grip
- under no circumstances venture near limited or unprotected edges which may place them at risk of falling from height.

** Currently, the Estates Administration Office is the location for contractors accessing roofs to sign in and out. However, the Office is not always occupied, therefore, on occasions, contractors may have to access the roof by seeking swipe cards from other Estates Office personnel. Due to resource issues, it has yet to be decided how to provide a permanent designated point, for contractors to sign in and out during normal working hours.

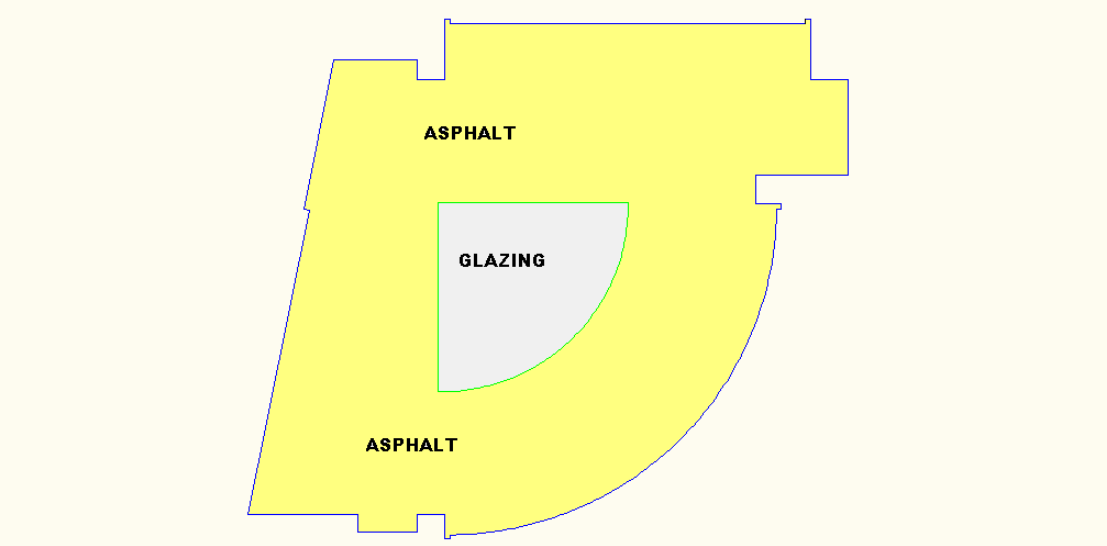
Important Note :- The use of any fall-arrest systems has been suspended indefinitely until works are carried out to convert these systems to fall-prevention.

Creche Roof and **Portacabins** roofs are single storey and require access by ladder.

External contractors and DkIT personnel, who access these roofs must:-

- follow control measures set out in SWPS 11, 12 & 13.
- sign in and sign out in the contractors book in Estates Administration Office
- under no circumstances venture near limited or unprotected edges which may place them at risk of falling from height.

Area 5 Muirhevna



AREA	BUILDING	ROOF TYPE	AREA (SQ. M)	GUTTER	R.W.O'S	VENTS.	REMARKS
5 NURS. & HEALTH STUDIES	MAIN ROOF NURSING	INVERTED ASPHALT ROOF LAID TO FALLS	1350	NONE	16	NONE	NO EDGE PROTECTION FALL ARREST SYSTEM

Access to the Muirhevna Roof is by means of an internal access to the roof which has a swipe card access control system.

External contractors and DkIT personnel, who access this roof are alerted to the fact that there is no edge protection on this roof. There is a fall-arrest system on the roof of the Muirhevna Building, however use of this system has been suspended until it can be converted to a fall prevention system.

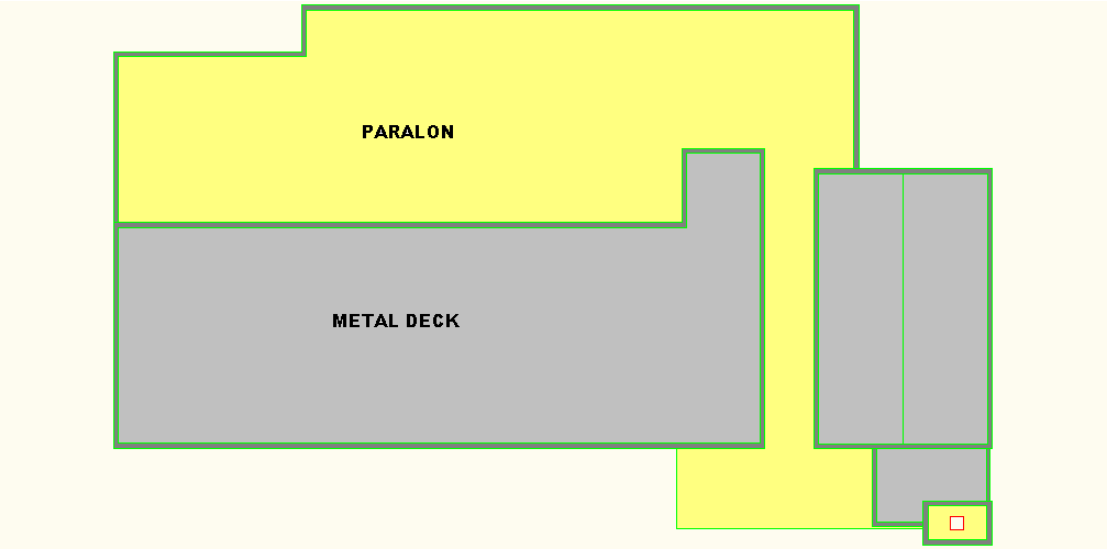
In the mean-time, in order to control the risk posed by the lack of edge protection, and the other hazards already listed all persons accessing these roofs must adhere to the following

- follow control measures set out in SWPS 11, 12 & 13.
- **Contractors must obtain swipe card and sign in and sign out in the contractors book which is held in Estates Administration Office.**
- Contractors must submit a specific Method Statement for any works which may involve access to the roof.
- Wear footwear with good grip
- under no circumstances venture near limited or unprotected edges which may place them at risk of falling from height.

** Currently, the Estates Administration Office is the location for contractors accessing roofs to sign in and out. However, the Office is not always occupied, therefore, on occasions, contractors may have to access the roof by seeking swipe cards from other Estates Office personnel. Due to resource issues, it has yet to be decided how to provide a permanent designated point, for contractors to sign in and out during normal working hours.

Important Note :- The use of any fall-arrest systems has been suspended indefinitely until works are carried out to convert these systems to fall-prevention.

Area 6 Theatre/Restaurant



AREA	BUILDING	ROOF TYPE	AREA (SQ. M)	GUTTER	R.W.O'S	VENTS.	REMARKS
6 THEATRE R'STAU'T	RESTAURANT	LO-PITCH METAL DECK	936	NONE	14	NONE	NO EDGE PROTECTION FALL PREVENTION SYSTEM
	PLANT ROOM	LO-PITCH METAL DECK	65	NONE	2	NONE	NO EDGE PROTECTION FALL PREVENTION SYSTEM
	KITCHEN	PARALON ON CONC SLABS	1179	NONE	11	NONE	NO EDGE PROTECTION FALL PREVENTION SYSTEM
	CANOPY	PARALON ON CONC SLABS	96	NONE	1	NONE	NO EDGE PROTECTION FALL PREVENTION SYSTEM
	THEATRE	LO-PITCH METAL DECK	362	NONE	8	NONE	NO EDGE PROTECTION FALL PREVENTION SYSTEM
	STAIRWELL	LO-PITCH METAL DECK	15	NONE	2	NONE	NO EDGE PROTECTION FALL PREVENTION SYSTEM

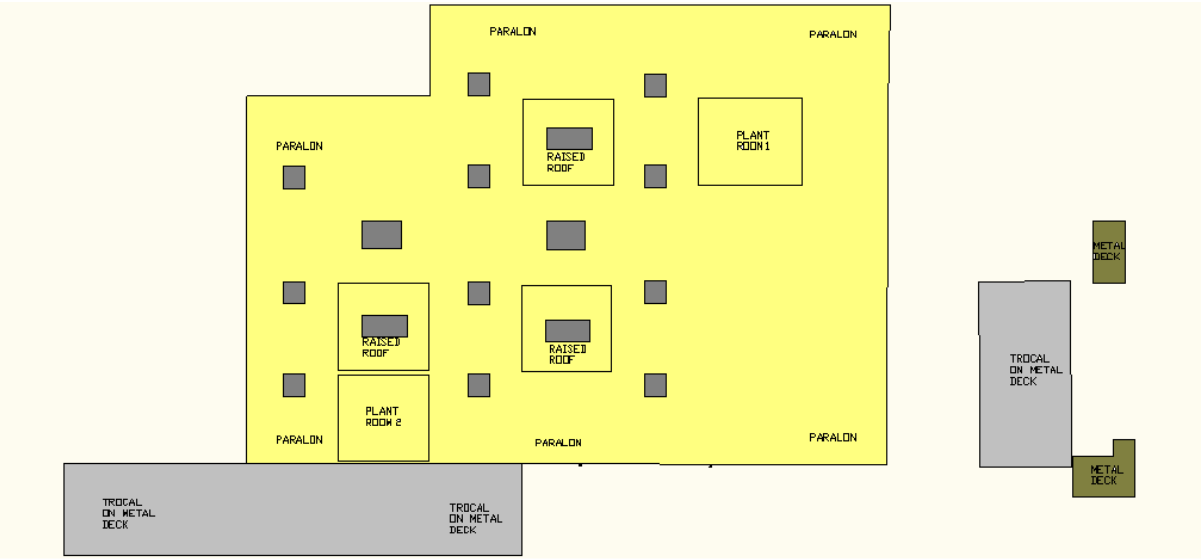
Access to the Theatre/Restaurant Roofs is by means of an internal access to the roof which has a swipe card access control system. There is a fall-prevention system in place on these roofs which is maintained and re-certified annually by a competent contractor.

All persons accessing these roofs must adhere to the following

- follow control measures set out in SWPS 11, 12 & 13.
- **Contractors must obtain swipe card and sign in and sign out in the contractors book which is held in Estates Administration Office.**
- Contractors must submit a specific Method Statement for any works which may involve access to the roof.
- Wear footwear with good grip
- under no circumstances venture near limited or unprotected edges which may place them at risk of falling from height.

** Currently, the Estates Administration Office is the location for contractors accessing roofs to sign in and out. However, the Office is not always occupied, therefore, on occasions, contractors may have to access the roof by seeking swipe cards from other Estates Office personnel. Due to resource issues, it has yet to be decided how to provide a permanent designated point, for contractors to sign in and out during normal working hours.

Area 7 Carrolls' Buildings



AREA	BUILDING	ROOF TYPE	AREA (SQ M)	GUTTER	R.W.O'S	VENTS	REMARKS
7	MAIN ROOF CARROLLS	PARALON TO FALLS	14,204	NONE	124	NONE	NO EDGE PROTECTION FALL PREVENTION SYSTEM
CARROLLS	MAIN ROOF CARROLLS	TROCAL ON METAL DECK	2120	NONE	20	NONE	NO EDGE PROTECTION NO FALL PREVENTION SYSTEM
BUILDINGS	PLANTROOM 1 MAIN ROOF	PARALON TO FALLS	424	NONE	4	NONE	NO EDGE PROTECTION NO FALL PREVENTION SYSTEM
	PLANTROOM 2 MAIN ROOF	PARALON TO FALLS	424	NONE	5	NONE	NO EDGE PROTECTION NO FALL PREVENTION SYSTEM
	ELECT W'SHOP BOILER HOUSE	TROCAL ON METAL DECK	848	NONE	8	NONE	NO EDGE PROTECTION NO FALL PREVENTION SYSTEM
	ELECTRICAL STORE	METAL DECK	105	12M	2	NONE	LIMITED EDGE PROTECTION NO FALL PREVENTION SYSTEM
	GENERAL STORE	METAL DECK	146	13M	2	NONE	LIMITED EDGE PROTECTION NO FALL PREVENTION SYSTEM

In Area 7, there are 4 separate buildings with roofs at varying heights. Access to these roofs is as follows:-

Main Building (including Plant Rooms 1 & 2) has a floor area of some 16,000 sq m. The height of the roof above ground level is 7m. The perimeter of the roof has no edge protection (o/a length 620m). The roof is accessed by means of separate internal accesses through Plant Rooms 1 & 2. Both of these accesses are controlled by means of a swipe card access control system. The building was completed in 1970 and has recently undergone extensive refurbishment.

Part of this refurbishment included an upgrade to the existing trocal roof, which had deteriorated significantly since being installed in 1970. However, due to budgetary constraints, it was not possible to upgrade the entire roof. Due to the fragile nature of the roof, which has not been upgraded, access is prohibited. If due to exceptional circumstances, it is necessary to carry out any works on this section of the roof, a detailed method statement which takes account of the above risks must be submitted to Estates prior to any works being carried out,.

The current situation is that some 85% of the roof has been upgraded to a paralon roof, while the remaining 15% consists of the original trocal on metal decking. The section of roof which has been upgraded has a fall-prevention system in place, which is recertified annually by a competent contractor. The roofs of Plant Rooms 1 & 2 have also been up-graded, however, no fall-prevention system is in place here. There is no edge protection to the plant room roofs.

All persons accessing these roofs must adhere to the following

- Follow control measures set out in SWPS 11, 12 & 13.
- Contractors must obtain swipe card which is held in Estates Administration Office.
- Contactors must sign in and sign out in the contractors book in Estates Administration Office
- Contractors must submit a specific Method Statement for any works which may involve access to the roof.
- Wear footwear with good grip
- Under no circumstances venture near limited or unprotected edges which may place them at risk of falling from height, unless able to utilise fall prevention system.
- Do not venture onto the section of roof which consists of the original trocal on metal decking, except where essential work is required and detailed method statement has been submitted to Estates.

Electrical Workshop/Boiler House. has a floor area of some 850 sq m. The height of the roof above ground level is 7m. The perimeter of the roof has no edge protection (o/a length 124m). There is no fall-prevention system in place. The roof consists of the original trocal on metal decking which has deteriorated significantly since being completed in 1970. Owing to budgetary constraints, it is not possible to upgrade the roof.

Due to the fragile nature of the roof, access is prohibited. If due to exceptional circumstances, it is necessary to carry out any works on the roof, a detailed method statement which takes account of the above risks must be submitted to Estates prior to any works being carried out,.

Electrical Store has a floor area of some 105 sq m. The height of the roof which is a low-pitch metal decking system, is average 3m above ground level. The perimeter of the roof has limited edge protection on one side only. There is no fall-prevention system in place There is no internal or designated access to this roof. All persons accessing this roof must adhere to the following:

- follow control measures set out in SWPS 11, 12 & 13.
- **Contractors must obtain swipe card and sign in and sign out in the contractors book which is held in Estates Administration Office.**
- Wear footwear with good grip
- under no circumstances venture near limited or unprotected edges which may place them at risk of falling from height.

** Currently, the Estates Administration Office is the location for contractors accessing roofs to sign in and out. However, the Office is not always occupied, therefore, on occasions, contractors may have to access the roof by seeking swipe cards from other Estates Office personnel. Due to resource issues, it has yet to be decided how to provide a permanent designated point, for contractors to sign in and out during normal working hours.

General Store has a floor area of some 146 sq m. The height of the roof which is a low-pitch metal decking system, is average 6m above ground level.. The perimeter of the roof has no edge protection. There is no fall-prevention system in place. The roof consists of low pitch metal decking which has deteriorated significantly since being completed. (year of construction not known) There is no internal or designated access to this roof.

Due to the fragile nature of the roof, access is prohibited. If due to exceptional circumstances, it is necessary to carry out any works on the roof, a detailed method statement which takes account of the above risks must be submitted to Estates prior to any works being carried out,.

Checks & Inspections

- Fall prevention system is checked and re-certified annually by an external contractor.

Information, Instruction & Training

Training in the use of fall-prevention systems is provided to Institute personnel

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **3** = Risk Factor **6**

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 **3** = Risk Factor **3**

Risk Assessment Review:

As and when process changes or yearly

Safe Work Practice Sheet Working At Heights	**Ref:** *SWPS 013* **Assessed by**: *CC*	**Approved by:** *ISMC* **Issued by:** *C.Carlin*

Hazards

- Falls from heights
- Fatality
- Materials dropped
- Serious personal injury

Person Exposed to Risk

☑ Students ☑ Employees ☑ Public ☑ Contractors ☑ Visitors

Work Description

Work at height is work in any place, including a place at, above or below ground level, where a person could be injured if they fell from that place. Access and egress to a place of work can also be work at height. Examples of work activities throughout the institute that are classified as working at height

- Working on scaffolds, mobile scaffold tower or MEWPs (Mobile Elevated Working Platforms)
- Working on roofs
- Working on a Podium Ladder, Ladder & stepladders
- Working at ground level adjacent to an excavation;
- Working near or adjacent to fragile materials

Controls

It is the responsibility of each Head of School/Function to ensure that all work at height in their respective functional areas is risk assessed as required. It is essential that each Functional Area develops SWPS which takes account of all Work at Height activities specific to their area.

- all work at height must be properly planned and organised
- a risk assessment is carried out for all work conducted at height
- appropriate work equipment is selected and used
- people working at a height are competent
- equipment used for work at height is properly inspected and maintained
- Ladders are primarily a means of access, not a work platform, and should be used for light work where hand hold and stability can be maintained and only if it is not practicable to use other temporary work platforms such as scaffold, trestles.
- Ladders must be industrial grade - NEVER use domestic ladders
- Ladders to be CE marked.
- Ladders must have a unique identifying mark so that it can be recorded in the inspection form GA3 (see below).
- Ladders must be checked before use for cracks, loose or missing rungs, damage, missing stays, missing feet rubbers, rungs supported by nails, screws, decayed timber or corrosion of fittings and must be taken out of service if any of these are found
- Ladder must be on firm, stable footing and secured top and bottom
- Face the ladder when climbing
- Keep both hands free to grip and ensure three points of contact at all times when using ladder
- Wear footwear with good grip

- Never carry materials or tools while climbing a ladder when there are other people in the vicinity use a shoulder bag, tool belt or hoist up or lower afterwards.
- A second person should hold the ladder when in use.
- Do not stand on the top step of the ladder.

Checks & Inspections

- A register (Health and Safety Authority Form GA 3 attached) must be completed either on a weekly basis or before use whichever is the less frequent. It is the responsibility of each Head of School/Function to ensure that this register is updated as required.

Information, Instruction & Training

All students and staff working at height must receive training and instruction before use of equipment.

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability :	**2**	x	Severity	**3**	=	Risk Factor	**6**

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	**3**	=	Risk Factor	**3**

Risk Assessment Review

As and when process changes or yearly

GA3 – Report of Results of Inspections of: Work Equipment for Work at Height
Inspection carried out on behalf of DKIT, Dublin Road, Dundalk

Location and Description of Equipment & any identification numbers / marks	Date & Time of Inspection	Results of Inspection * including defects and locations	Detail of Any Corrective Actions Taken	Details of Any Further Action Necessary	Name & Position of Person Making Inspection	Signature of Person Making Inspection

* Must specify details of any matters identified, that could give rise to a risk to the safety or health of any employee.

Safe Work Practice Sheet Manual Handling	**Ref:** *SWPS 014* **Assessed by**: *CC*	**Approved by:** *ISMC* **Issued by:** *C.Carlin*

Hazards

- Incorrect method of lifting
- Attempting to lift something which is to 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, etc.

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Staff and students may be required to lift or move heavy or awkward items from time to time including gym equipment, ladders, lighting, film equipment, theatre seating.

Controls

- Risk assessments must be carried out on manual handling tasks normally performed by staff. As a rule of thumb an assessment is required where weights are above the guideline weights set out by the Health and Safety Authority and reproduced overleaf in figure 1. The assessment should be in writing and set out on form 1 Manual handling assessment attached to this procedure.
- Manual handling will be avoided where possible. Mechanical or other means of moving or lifting will be used such as trolleys and winches.
- Staff will be provided with manual handling training where manual handling is a regular part of their job.
- Seek assistance where possible when lifting heavy items.
- Consideration must be given to the arrangement of stored items so that heavier items are not stored near floor or above shoulder height.

Checks & Inspections

Constant vigilance and awareness. Close contact between staff and supervisors. Risk assessments recorded using Form 1 Manual Handling Risk assessment (below)

Information, Instruction & Training

- Manual Handling Training provided to relevant staff.

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **3** = Risk Factor **6**

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 **3** = Risk Factor **3**

Risk Assessment Review

As and when process changes or yearly

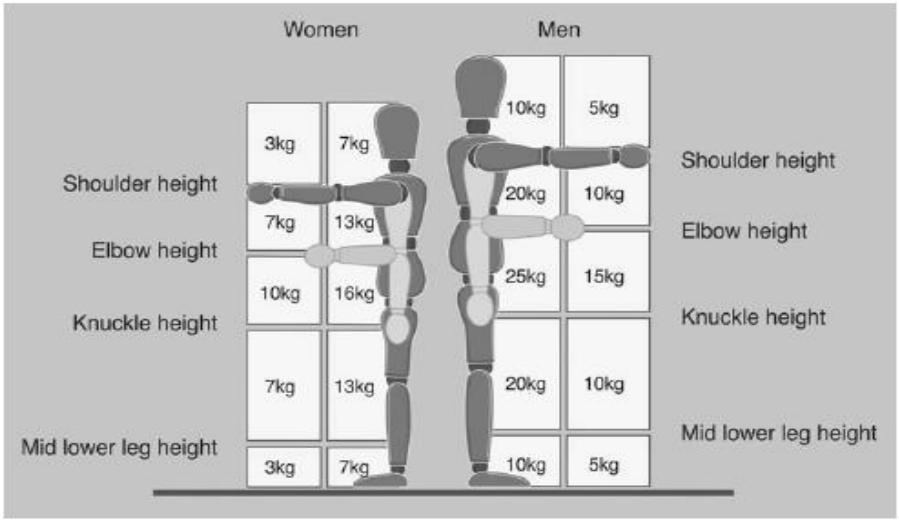


Figure 1. Guideline weights issued by the Health and Safety Authority.

Form 1 Manual Handling Risk Assessment

Section A – Preliminary *** Circle as appropriate**

Job Description Factors beyond the limits of the guideline weights? (See SWPS Manual handling)	**Is an assessment needed?** (i.e. Is there a potential risk for injury, and are the factors beyond the limits of the guidelines?) **Yes / No***

If 'yes' continue. If 'no' the assessment need go no further.

Operations covered by this assessment (detailed description): Locations: Personnel involved: Date of assessment:	**Diagrams or other information:**

Section B – See over for detailed analysis

Section C – Overall assessment of the risk of injury? Low/Med/High*

Section D – Remedial action to be taken:

Remedial steps that should be taken, in order of priority: 1. 2. 3. 4. 5. 6. 7. 8.
Date by which action should be taken:
Date for reassessment:
Assessor's name: Signature:

Section B – More detailed assessment, where necessary:	**Section C**			**Section D**	
Questions to consider:	**If yes, tick appropriate level of risk**			**Problems occurring from the task (Make rough notes in this column in preparation for the possible remedial action to be taken).**	**Possible remedial action (Possible changes to be made to system/task, load, workplace/space, environment. Communication that is needed.**
	Low	**Med**	**High**		
The tasks – do they involve: • holding loads away from trunk? • twisting? • stooping? • reaching upwards? • large vertical movements? • long carrying distances? • strenuous pushing or pulling? • unpredictable movement of loads? • repetitive handling? • insufficient rest or recovery? • a work rate imposed by a process?					
The loads – are they: • heavy? • bulky / unwieldy? • difficult to grasp? • unstable / unpredictable? • intrinsically harmful (e.g. sharp / hot)?					
The working environment – are there: • constraints on posture? • poor floors? • variations in levels? • hot/cold humid conditions? • strong air movements? • poor lighting conditions?					

Individual capability – does the job: • require unusual capability? • hazard those with a health problem? • hazard those who are ? • call for special information / training?					
Other factors: Is movement or posture hindered by clothing, footwear. or personal protective equipment?	YES / NO				

Safe Work Practice Sheet Event Organisation	**Ref:** *SWPS 015* **Assessed by**: *CC*	**Approved by:** *ISMC* **Issued by:** *C.Carlin*

Hazards

Accidents as a result of events being organised without proper risk assessment. These can be events organised by staff and students and can involve external groups or organisations.

Person Exposed to Risk

☑ Students ☑ Employees ☑ Public ☑ Contractors ☑ Visitors

Work Description

Events which are organised involving staff and/or students which may impact on them and others if prior relevant risk assessment is not carried out. These events can involve external organisations and contractors.

Controls

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 attached Risk Assessment Form 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:-

- Ability of venue to cope with numbers
- Suitability of venue for planned event
- Access and egress
- Crowd control
- Traffic control and Parking (SWPS 018)
- Supervision
- Security & safety measures
- Notification to local Gardaí, Emergency services
- Loading/unloading equipment
- Insurances & method statements from external contractors
- Impact on other students and staff
- First Aid/doctor/nurse requirements
- Emergency Evacuation

Venuehire@DkIT.ie is responsible for hiring college facilities to external users, if available. It is the responsibility of the external event planner/organiser to complete the Risk Assessment Form attached once the booking is confirmed. Venuehire@DkIT will also complete its own risk assessment for each event.

Enquiries should be sent to: venuehire@dkit.ie or phone 042 9370400

Checks & Inspections

These are the responsibility of the Event Organiser/Planner and relevant Head of School/Function. For external users, these are the responsibility of the external Event Organiser/Planner.

Information, Instruction & Training
Not applicable

Personal protective equipment required (last resort)
Not applicable

Initial Risk Rating (without any control measures)

Probability : **Variable** x Severity **Variable** = Risk Factor **Variable**

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 : **Variable** x Severity **Variable** = Risk Factor **Variable**

Risk Assessment Review
As and when process changes or yearly

Event Risk Assessment Form

Event	Date	Venue	Event Organiser/Planner	Head of School/Function

Hazard	Persons at Risk	Severity of Risk 1,2 or 3	Probability of Risk 1,2 or 3	Overall Risk Factor	Measures required to control the risk	Action to be taken by	Date completed & signature

Safe Work Practice Sheet Pregnant Employees	**Ref:** *SWPS 016* **Assessed by**: *CC*	**Approved by:** *ISMC* **Issued by:** *C.Carlin*

Hazards

The pregnant employee and her unborn child may be at risk if they are exposed to certain hazards, including but not limited to:

1. Hazardous materials (chemical, biological and radioactive agents)
2. Excessive or strenuous manual handling
3. Extremes of temperature
4. Movements or posture that may give rise to excessive fatigue

Person Exposed to Risk

Employee/student and unborn child

☐ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Controls

Employees are strongly advised to inform their supervisor/lecturer as soon as is reasonably practicable after they become aware of their pregnancy.

Once notification of pregnancy has been received, a workplace risk assessment for pregnant employees will be organised and all necessary steps undertaken to ensure the health and safety of pregnant employees.

The employees supervisor will keep in close contact with the pregnant employee throughout her pregnancy to ensure that the tasks assigned to her throughout her pregnancy are suitable and do not pose a risk to her or her unborn child's safety.

Checks & Inspections

- Close contact between employee and supervisor
- Pregnant employee risk assessment required

Information, Instruction & Training

Not applicable

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4**

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**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Bus Hire & Use	**Ref:** *SWPS 017*	**Approved by:** *ISMC*
	Assessed by: *CC*	**Issued by:** *C.Carlin*

Hazards
Road traffic accidents as a result of unqualified bus drivers or poor quality unsafe buses

Person Exposed to Risk

☑ Students ☑ Employees ☑ Public ☐ Contractors ☐ Visitors

Work Description
Buses are hired in from various companies for use on student trips

Controls

- The Institute has a list of reputable bus companies who are required to 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

  This list is reviewed annually.
- Minibuses must be fitted with operational seat belts. Students are required to wear the belts. The group leader will alert the students to this requirement. Where larger buses are fitted with belts these must be worn.
- Where equipment or luggage must be carried on the bus (not in a boot) it must be secured so as not to form a projectile in the event of a sudden stop. It must not be stowed at the exit door.
- In the event of a fire on the bus group leader should ensure that all occupants evacuate to a distance of 30 metres from the bus.
- Group leaders should alert Student Services or the person responsible for hiring the bus if they consider the bus to be unsafe or the service provided is unsafe.
- Bus operators must be informed of the traffic control procedures on campus and instructed to:-
  - Use one of the two bus lay-by areas for embarking and dis-embarking passengers and luggage
  - Observe speed limits
  - Avoid causing obstructions

Checks & Inspections
- Copies of documents should be sought from each bus company on an annual basis.

Information, Instruction & Training
Not applicable

Personal protective equipment required (last resort)
Not applicable

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **3** = Risk Factor **6**

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 **3** = Risk Factor **3**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Traffic Management & Control	**Ref:** *SWPS 018* **Assessed by**: *CC*	**Approved by:** *ISMC* **Issued by:** *C.Carlin*

Hazards

- Road traffic accidents as a result of poor driver, pedestrian and cyclist behaviour
- Reduced traffic movement and visibility caused by indiscriminate & inconsiderate car parking
- Pedestrians and mobility impaired persons being forced to walk on roads due to blocked footpaths
- Blockage of emergency access routes
- Undefined pedestrian walkways in college car parks.
  Drivers not observing traffic directional flow arrows in college car parks.
- Cars parked adjacent to buildings thereby blocking fire exit doors of buildings,
- Cars parked in set-downs areas and delivery areas thereby obstructing delivery of goods to campus
- Contractors vehicles, plant & machinery
- Poor lighting levels

Person Exposed to Risk

☑ Students ☑ Employees ☑ Public ☑ Contractors ☑ Visitors

Work Description

During the year a heavy volume of traffic traverses the Institute. This is particularly so during the academic terms with peak periods from 8.30am to 9.15am, 12.45pm to 2.15pm and 4.45 to 5.15pm

Controls

- Sustainable Traffic Management Strategy is being implemented by the Institute. It has the objective of reducing car based transport to Campus and to promote more sustainable modes of transport including walking, cycling and public transport.
- Paid car parking strategy in place, cars not parked in designated spaces are clamped.
- Two bus lay-by areas are provided for embarking and dis-embarking passengers and luggage.
- Speed limits and ramps in place to reduce likelihood of speed related accidents.
- Deliveries to Institute are directed to Goods Inwards Depot located in North Block.
- Bus Eireann encouraged to include campus on bus routes.
- Bus Eireann encouraged to provide links from railway station.
- Shuttle bus service for staff and students provided from nearby overflow car park located at DkIT Sport.

Checks & Inspections

Are carried out on a daily basis by external contractor, who is charged with enforcing the paid car parking strategy.

Information, Instruction & Training

Not applicable

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability : **2-3** x Severity **3** = Risk Factor **6-9**

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 **3** = Risk Factor **3**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Trips / Field Work	**Ref:** *SWPS 019* **Assessed by**: *CC/EH*	**Approved by:** *ISMC* **Issued by:** *C.Carlin*

Hazards

Trips & Field work can present a range of hazards including but not limited to;

- Unplanned or unorganised travel i.e. no itinerary
- 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 Trips & Field Work

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 trip or field work. 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), political instabilities, local customs and laws, health issues, food & 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.

Staff, post graduate or project fieldwork

- Staff and students are advised to ensure that they have the most appropriate health insurance cover in place in advance of the trip.
- Supervisors must obtain a risk assessment for potentially hazardous field work carried out by students. The risk assessment must identify potential hazards associated with the work and set out what precautions will be taken. The supervisor must approve the fieldwork plan before any fieldwork is undertaken. Approved fieldwork plans and risk assessments developed less than 12 months previous may be used for repeat fieldwork provided that:
    - no significant changes to the fieldwork have been made and the existing plan and assessment remain entirely applicable; and
    - Updated itinerary details are appended and submitted for each fieldwork trip.

Guidelines for fieldwork

- If going to a remote place, then always leave notification of your whereabouts with a senior technician or other designated person. Information should include: date and time of departure, method of travel to and around the location, proposed itinerary, expected time of leaving the location and return to base, and vehicle identification details. The person to whom these details are given should be told who to contact if you do not return and at what time to raise the alarm.
- Carry some form of identification to confirm the activities you are undertaking. If you have any concerns about your personal safety, cease fieldwork immediately.

Checks & Inspections

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

Information, Instruction & Training

Travel itinerary (where applicable)

Personal protective equipment required (last resort)

Not 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. fieldwork, survey, excursion to visit sites,, 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. ***Copy of completed documents to filed in an agreed location within each School or FA for access in the event of an emergency situation.***

	SECTION 1	***DkIT INFORMATION***
1	**School / Function**	
2	**Trip Coordinator / Individual person travelling**	
3	**Contact Details**	
	SECTION 2	***TRIP INFORMATION***
4	**Purpose of Trip (including programme name where applicable)**	

<table>
<tr><td></td><td colspan="2"></td><td></td></tr>
<tr><td>5</td><td colspan="2">Date(s) of Trip</td><td></td></tr>
<tr><td>6</td><td colspan="2">Duration of Trip (days)</td><td></td></tr>
<tr><td>7</td><td colspan="2">Location(s) and Address(es) of Trip</td><td></td></tr>
<tr><td rowspan="6">8</td><td colspan="2">Participants</td><td>Names:</td></tr>
<tr><td></td><td>Tick √</td><td rowspan="5"></td></tr>
<tr><td>Undergraduate students</td><td></td></tr>
<tr><td>Postgraduate students</td><td></td></tr>
<tr><td>Staff members</td><td></td></tr>
<tr><td>Other (specify)</td><td></td></tr>
<tr><td>9</td><td colspan="2">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</td><td></td></tr>
</table>

	▪ Name & contact details of all accommodation venues ▪ Host location and venue details ▪ Trip activities	

SECTION 3				*RISK ASSESSMENT*		
DKIT - QUANTITATIVE RISK ASSESSMENT FORM				**DATE:-**		
AREA:-	**Location:-**				**Assessment Carried out by:-**	
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**
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

Safe Work Practice Sheet Storage Areas	**Ref:** *SWPS 020* **Assessed by**: *CC*	**Approved by:** *ISMC* **Issued by:** *C.Carlin*

Hazards

Slips, trips, falls
Cut
Back Injury
Sprains
Falling object
Fire
Lack of storage space/facilities.

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Storage of hazardous and non-hazardous substances and materials

Controls

- Keep all pathways clear
- Do not climb on shelves or storage racks
- Do not climb on shelves to reach heights – use stepladders only
- Keep aisle ways clear
- Do not keep any hazardous materials and substances in general storage areas – they must be kept in designated protected store located in Maintenance Building.
- Store heavy items at low level.
- Store medium weight items on middle shelves.
- Store light items on high shelves.
- Store items on shelves in such a way that they can not fall off.
- Keep all hazardous materials and substances, papers, boxes, etc. away from electric heaters.
- Store material lengths or racking parallel to the aisle.
- Storage areas to be kept locked at all times.
- Only authorised personnel are allowed access to Storage Areas.
- Do not attempt to lift any loads unless you have received appropriate training in safe manual handling techniques.
- Smoking *(which includes vaping and the use of e-cigarettes)*, eating and drinking is prohibited in all storage areas.
- Do not use service ducts, or fire exits, or fire staircases, or I.T. services hub rooms or network rooms for storage under any circumstances

Checks & Inspections

Constant vigilance and awareness

Information, Instruction & Training

Not applicable

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4**

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**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Needle Stick Injuries	**Ref:** *SWPS 021*	**Approved by:** *ISMC*
	Assessed by: *CC*	**Issued by:** *C.Carlin*

Hazards

- Hepatitis, HIV and other blood borne diseases
- Cuts / stabs

Person Exposed to Risk

☑ Students ☑ Employees ☑ Public ☑ Contractors ☑ Visitors

Work Description

Staff may occasionally be required to deal with needles and syringes found on the grounds.

Controls

- If a syringe or needle is discovered stay at scene to prevent any students or members of the public injuring themselves.
- Always use a litter picker and protective rubber gloves when handling syringes. Where possible do not handle the syringe or needle directly.
- Needles and syringes should be disposed of to a specially designated sharps box in Nursing Building and the box disposed of by a specialist clinical waste contractor.
- If contact is made with needle, encourage the wound to bleed but DO NOT suck the wound
- Rinse thoroughly with water. If water is not available cleansing wipes provided should be used; cover the wound with a dry plaster / dressing.
- Seek medical advice and treatment immediately
- Inform supervisor as soon as practicable
- Counselling and back up medical assistance will be made available to staff who have received needle stick injuries.
- Never put your hand in to a waste bin or in to areas that you cannot see – there may be hidden needles.

Checks & Inspections

- Ensure a sharps box and litter pickers are kept on stand-by

Information, Instruction & Training

- Caretaking staff should be instructed to use litter picker.

Personal protective equipment required (last resort)

Heavy duty rubber gloves
Safety boots

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4**

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**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Weils Disease	**Ref:** *SWPS 022* **Assessed by**: *CC*	**Approved by:** *ISMC* **Issued by:** *C.Carlin*

Hazards

- Persons working in areas that may be contaminated with rat's urine can contract Weil's disease (Leptospirosis) – a flu like infection that, if not treated properly, can be fatal. Workers can contract Weil's Disease through open cuts or through contact with mouth, nose and eyes.

Person Exposed to Risk

☑ Students ☑ Employees ☑ Public ☑ Contractors ☑ Visitors

Work Description

Working near to waste skips, near water or generally where rats may be present

Controls

- Cover all cuts and broken skin with waterproof plasters before work.
- Where possible wear waterproof gloves.
- If there is a risk of splashing eye protection must be worn.
- Wash hands before eating, drinking or smoking
- Particular caution when handling material / objects near skips where rats may be present
- Particular care to be taken when working with sewers, clearing drains etc
- If a person who is working in an area likely to be infested with rats suffers flu – like symptoms they should attend their GP as soon as possible and explain the possibility that he is suffering from Weil's Disease.
- The implementation of a rodent control programme greatly reduces the risk of contracting Weil's disease.

Checks & Inspections

- Rodent control arrangements monitored on a regular basis
- Ensure there is a high standard of housekeeping around waste storage areas.

Information, Instruction & Training

- Ensure relevant staff know to contact their GP if they have flu like symptoms and have been working in an area which may be infested with rats.

Personal protective equipment required (last resort)

- Safety Gloves
- Eye protection where there is a risk of splashing

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4**

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**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Bullying & Harassment	**Ref:** *SWPS 023* **Assessed by**: *CC*	**Approved by:** *ISMC* **Issued by:** *C.Carlin*

Hazards

Detrimental impact on a worker's mental well-being, leading to negative stress.
Increased absenteeism
Low morale among workforce
Poor workforce performance
Increased staff turnover
Loss of effectiveness and creativity in Institute
Damage to reputation and image of Institute

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Bullying or harassment may occur at any time throughout an organisation, and can involve two or more parties. Definitions of bullying and the various forms of harassment may be found on the H.S.A website or the DkIT staff manual, and can be obtained from the Institutes Human Resources Department.

Controls

Dundalk Institute of Technology is committed to creating an environment within the Institute that is free of bullying and harassment and which promotes personal integrity and dignity.

Bullying, harassment and sexual harassment will not be tolerated in D.K.I.T.

The Institute recognises that bullying and harassment can seriously damage working and social conditions for staff and students. Consequently a policy which outlines behaviour that would be considered inappropriate or unacceptable and provides procedures for the making of and dealing with complaints is in place. (see https://www.dkit.ie/registrar/policies/anti-bullying-harassment-policy)

While all staff and students of the Institute are responsible for creating a working and learning environment free of bullying and harassment, particular responsibility lies with management to ensure that proper standards of behaviour are maintained.

This policy is not intended to stifle normal healthy relationships amongst staff but, rather, is intended to promote a healthy working and learning environment. This process is internal to Dundalk Institute of Technology.

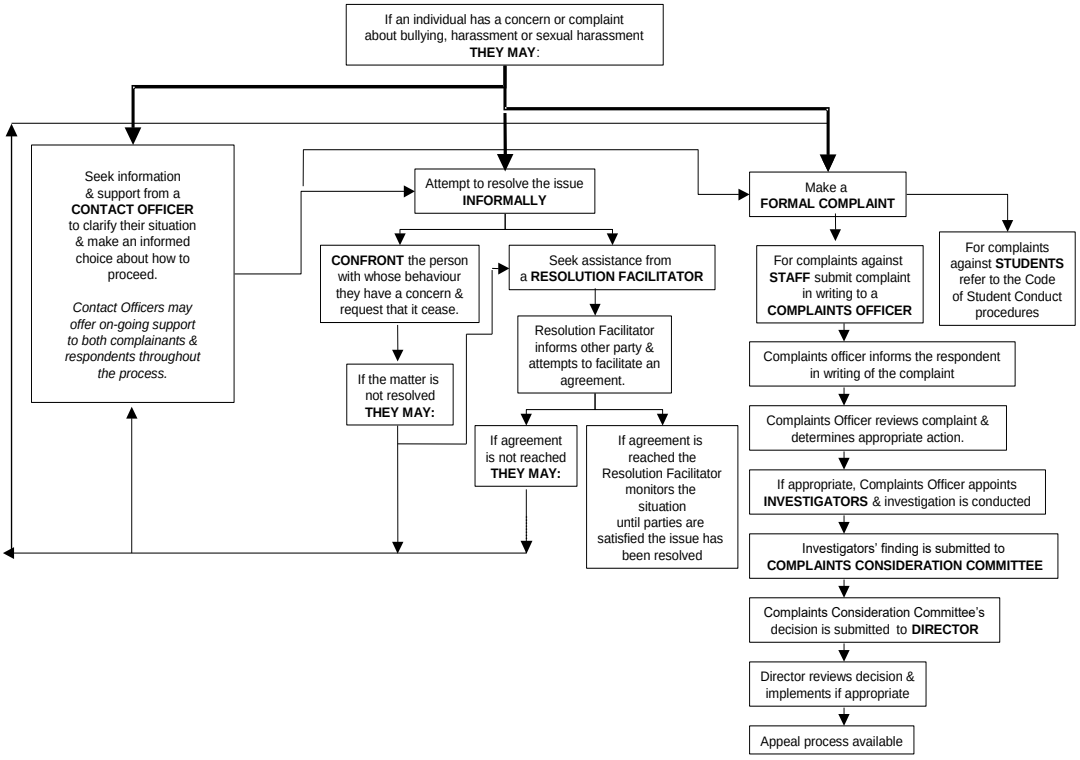
Bullying and harassment are behaviours that are destructive to a positive working atmosphere and will not be tolerated. Institute staff have the right to work in an environment free from any form of bullying or harassment. Breach of this policy on bullying and harassment may be grounds for disciplinary action ranging from a verbal

warning up to and including dismissal for serious offences. If someone experiences offensive behaviour and makes a complaint using the Institute's Anti-Bullying and Harassment Procedures, s/he will be protected from any victimisation resulting from the complaint.

Bullying and harassment in the workplace are not new phenomena, however they are only recently recognised as problems of significance. The adverse personal and organisational effects of bullying and harassment are increasingly being acknowledged. Personal effects can be physical or psychological. Organisational effects are both tangible and intangible i.e., increased absenteeism, low morale, poor performance levels and increased staff turnover. Employees working in a climate of fear and resentment cannot give of their best. The learning institution may suffer a loss of effectiveness and creative input. It is possible that the image and wider reputation of the organisation will also be damaged.

Bullying and harassment undermine the confidence and dignity of individuals and, particularly if they are tolerated and accepted as the norm, have a significant adverse effect on the work atmosphere. Harassment and bullying can occur in any workplace and therefore this policy aims to inform Institute staff of their rights and responsibilities in relation to this problem.

The flowchart below details the proposed procedural arrangements in the Institute for dealing with complaints of bullying, harassment or sexual harassment.



Checks & Inspections

Ongoing vigilance and risk assessments as required in each Functional Area

Information, Instruction & Training

All employees issued with a copy of policy

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability :	**2**	x	Severity	**2**	=	Risk Factor	**4**

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**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Dealing With Aggression in the Workplace (INACTIVE)*	**Ref:** *SWPS 024*	**Approved by:** *ISMC*
	Assessed by: *ER/BC Feb 2013*	**Rev No: 5**
		Issued by: *C.Carlin*

Hazards

Personal injury
Trauma

Person Exposed to Risk

☐ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Some Institute employees are required to deal with students and members of the public. It is possible that disputes may arise which could potentially lead to aggressive or violent situations.

Those staff handling cash should refer to their specific Functional Area Risk Assessments for cash handling.

Controls

1. When dealing with students and members of the public Institute staff should behave in a non-confrontational manner.
2. In the event of a dispute arising from any encounter with a student or member of the public that causes a Institute staff member to feel threatened then they must refer the matter to their manager immediately if possible.
3. Staff members should maintain a distance of least 2 metres / 6 feet from an aggressive person and if possible remain behind a desk or counter.
4. Staff must never enter into an argument with aggressive persons; they must maintain a calm and neutral demeanour at all times.
5. If required Caretakers should be called for assistance in dealing with an aggressive student or member of the public on campus.
6. Staff members must never place themselves in any situation that may endanger their safety.
7. Any assaults or incidents of verbal abuse must be reported to the staff member's manager immediately.

Robbery

1. In the event of a robbery staff members should cooperate with the aggressors at all times and do nothing to inflame the situation.
2. Staff members should remain calm.
3. Staff members should try to observe all persons involved in the robbery and remember details on their appearance, accents, build, hair colour, clothes, vehicles, etc. If possible write details down as soon as the raiders have left and it is safe to do so.
4. As soon as it is safe to do so the Gardaí and Caretakers must be informed of any robbery.
5. Preserve the scene of the robbery intact for Garda examination. Do not touch anything the raiders have touched and do not move anything.

Checks & Inspections

Constant vigilance. Caretakers and Security Personnel are on constant alert.

Information, Instruction & Training

Training in Violence & Aggression is provided to Caretaking Staff

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability :	**2**	x	Severity	**2**	=	Risk Factor	**4**

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**

Risk Assessment Review

As and when process changes or yearly

***pending development of Code of Practice between Unions & Employers**

Safe Work Practice Sheet Work Placement	**Ref:** *SWPS 025* **Assessed by**: *CC*	**Approved by:** *ISMC* **Issued by:** *C.Carlin*

Hazards

- Students may work in a range of settings during work placement and be exposed to new hazards which are unfamiliar to them.
- Employers may assume that the student has been alerted to the hazards and is aware of precautions.

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Students may work in a range of settings during work placement

Controls

It is the responsibility of each School to remind employers formally in writing that during work placement the host employer is responsible for ensuring a safe work place and practices for the student and that the student must be provided with basic safety induction.

The safety induction should include an outline of any prohibited activities, any hazardous areas in the workplace, what personal protective equipment is required, what to do in the event of an accident (first aid, reporting accident), what to do in the event of fire.

Students must abide by the safety rules and policies of the host employer at all times.

Students must report any accidents or incidents that occur during work placement to their host employer in the first instance and also to their academic supervisor.

If the student is unhappy with safety arrangements or feels a task is unsafe in the host work place, s/he should approach the Safety Representative or line manager in the work place. If the situation is not readily resolved then the student should contact the academic supervisor or placement officer.

Students should not partake in activities that they know are inherently unsafe.

Checks & Inspections

Constant liaison between Placement Officer, School Head and student.

Information, Instruction & Training

All students going on work placement must be made aware of control measures in this SWPS.

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4**

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

Safe Work Practice Sheet General Workshop Safety	**Ref:** *SWPS 026* **Assessed by**: *CC*	**Approved by:** *ISMC* **Issued by:** *C.Carlin*

Hazards

- Improper storage of items can lead to items falling on staff
- obstruction of exit routes
- manual handling injuries
- fire
- failure of shelving
- Operation of diesel or petrol engines in unventilated space may lead to asphyxiation
- Use of cutting equipment without extraction can lead to respiratory problems
- Eye injury
- Cuts and abrasions, fall hazards
- Noise

Person Exposed to Risk

☐ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

General activities in workshop

Controls

- The Workshop is fitted with fire detection and alarm system and emergency lighting which is serviced regularly.
- Exit routes must be kept clear of obstruction at all times.
- Adequate shelving is provided to allow safe storage of equipment.
- Heavier items should be stored on middle shelves with lighter items above shoulder height & floor height.
- Where heavy items are stored the condition of shelving should be checked every 6 months by the Supervisor.
- Diesel and petrol is stored in appropriate marked containers in small quantities (<20 litres).
- Diesel or petrol engines must not be operated indoors unless ventilation is operational.
- Extraction ventilation must be serviced annually.
- Cutting equipment should be used in conjunction with extraction.
- Wearing of safety glasses is mandatory and is enforced continuously.
- Hearing protection must be worn in all designated areas or when carrying out activities where the average daily noise exposure exceeds 85 dB (A) or a peak value exceeds 137 dB (C).
- Safety warning signs are prominently displayed in workshop areas.
- Carbon monoxide monitoring equipment is installed in relevant areas.
- Machine guards in place
- Use Personal Protective Equipment (PPE) when operating machines

Checks & Inspections

- All equipment serviced annually

Information, Instruction & Training

- Staff must be shown the correct use of all equipment. Only trained staff may operate equipment. Training may be provided in house by another competent member of staff.

Personal protective equipment required (last resort)

Safety boots, dust masks, safety glasses etc

Initial Risk Rating (without any control measures)

Probability:	**2**	x	Severity	**2**	=	Risk Factor	**4**

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**

Risk Assessment Review:

As and when process changes or yearly

Safe Work Practice Sheet Use of Hand Tools	**Ref:** *SWPS 027* **Assessed by**: *CC*	**Approved by:** *ISMC* **Issued by:** *C.Carlin*

Hazards

- Cuts and abrasions
- Ejection of material
- Eye damage
- Stab injuries
- Head injuries
- Hand-arm Vibration (HAV)

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Using hand tools such as chisels, Stanley knives, hammers, drills etc.

Controls

- Only staff and students with appropriate training or experience may use hand tools.
- The tools should be checked before use for signs of wear and tear. Damaged items should be taken out of service for repair or replacement.
- No power tools or electrical equipment of greater voltage than 110 volts shall be used in external locations.
- Where power tools have to be used off the main supply the source of supply must be fitted with residual current devices (ELCB) rated at 30 mAmps at 30 msecs.
- All cable connections must be properly made; under no circumstances is insulation tape to be used for any repair or joint in extension.
- Power tools must be maintained in good condition with casing intact and label fitted showing voltage and other information.
- An annual formal documented inspection should be carried out by a competent person. Mains operated equipment must be electrically tested.
- Where there is a risk of particles hitting the eye, eye protection must be worn.
- Ear defenders will not normally be required if the duration of exposure is expected to be low and infrequent.
- Dust masks to be used where dust occurs using hand tools.
- Tools should not be left unattended in public areas when going for breaks.
- Staff or students should not repair tools unless they are trained to do so.
- Only use tools in the manner in which they were designed to be used.
- Return tools to the workshop tool store at the end of each day.

Checks & Inspections

- Check all tools before each use.
- Annual electrical test for mains operated equipment.

Information, Instruction & Training

- Only trained staff may operate equipment. Training may be provided in house by another competent member of staff.

Personal protective equipment required (last resort)

Personal protective equipment varies with tool being used. Where there is a risk of flying particles then eye protection should be worn.

Initial Risk Rating (without any control measures)

Probability :	**2**	x	Severity	**2**	=	Risk Factor	**4**

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**

Risk Assessment Review:

As and when process changes or yearly

Safe Work Practice Sheet Cutters, Scalpels & Stanley Knives	**Ref:** *SWPS 028*	**Approved by:** *ISMC*
	Assessed by: *CC*	**Issued by:** *C.Carlin*

Hazards

- Cuts when taking blades in and out of handle
- Cuts while using equipment
- Cleaning staff receiving cuts if blades disposed of to general waste
- Eye injury if blade breaks while used with force for tasks other than cutting

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

A range of cutting equipment is used in some areas by staff and students

Controls

- Where possible retractable blades or safety knives will be used.
- Blades must be disposed of by users to a designated sharps bin with a closable lid. Blades must never be disposed of in general waste.
- Users should use only sharp blades – blunt blades require more force and their use may result in injury.
- Users should cut away from the body keeping the restraining hand well away from the blade.
- Unsheathed blades must never be carried in pockets or bags.
- Unsheathed blades must not be left in drawers or toolboxes.

Checks & Inspections

- Knives cutters used in classroom situations should be visually checked annually and damaged equipment removed from circulation.

Information, Instruction & Training

- Students receive specific instruction on safe use of blades

Personal protective equipment required (last resort)

Cut resistant gloves

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4**

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

Risk Assessment Review:
As and when process changes or yearly

Safe Work Practice Sheet Circular Saw	**Ref:** *SWPS 029*	**Approved by:** *ISMC*
	Assessed by: *CC*	**Issued by:** *C.Carlin*

Hazards

Severe cuts or amputation of fingers
Electrocution
Unauthorised use of equipment by untrained persons
Inhalation of dust
Hand-arm Vibration

Person Exposed to Risk

☑ Students ☑ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Use of circular saw by staff

Controls

- Only authorised trained persons may use the saw.
- The equipment should be CE marked.
- Before use checks carried out to ensure that
    - all guards and covers are in place
    - there are no visible faults on the machine
    - all fixed tools are secured properly
    - cables free from damage
    - there are no signs of non-standard joints or over heating
    - there are no exposed wires showing on entry to plug or equipment
    - Faults recorded in a logbook.
    - Ensure any previous faults have received attention
- Bottom guard should be fixed (removable only with the use of a tool).
- Crown guard should extend from the top of the riving knife to a point above and as close as practicable to the work piece. The crown guard should extend down each side of the saw blade and the adjustment ensures that the roots of the teeth are covered at all times
- Riving knife should be securely fixed and adjusted so that it does not exceed 8mm from the blade at bench level. Distance must be between 3-8mm.
- If extension table is provided then a minimum distance of 1200mm between the up running part of the saw blade and the further edge of the extension table is provided for use when cutting large materials.
- Rip fence should be in place, which is adjustable at right angles to the saw blade.
- The Braking time (Run-down-time) should be < 10 seconds.
- In the event of power supply interruption, after restoration of the voltage automatic restart should be prevented.
- Machine is fitted with an emergency-stopping device (mushroom type emergency stop control in an appropriate location, which is easily accessible in an emergency).
- Machine securely fixed to the floor/bench
- Work piece can be securely fixed in place.
- The operational area around the machine demarcated with a space of at least 500mm between the machine table at the extreme ends of its travel and any fixed object.
- Appropriate dust extraction is provided.

- Hair tied back, no dangling jewellery, clothes, scarves.
- Equipment locked out when not in use
- Dust masks to be used where dust occurs using saw.

Checks & Inspections

- Check before use as above. Safety stop should be checked every six months. Records of servicing must be kept for 5 years.

Information, Instruction & Training

- Only trained staff may operate equipment. Training may be provided in house by another competent member of staff.

Personal protective equipment required (last resort)

Safety boots. Eye protection provided to BS EN 166:2002 Personal eye-protection standard
Respiratory protective equipment used during changing of filter bag

Initial Risk Rating (without any control measures)

Probability : **3** x Severity **3** = Risk Factor **9**

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 **3** = Risk Factor **3**

Risk Assessment Review:

As and when process changes or yearly

Safe Work Practice Sheet Guidance for Students who are Pregnant	**Ref:** *SWPS 030* **Assessed by**: *CC*	**Approved by:** *ISMC* **Issued by:** *C.Carlin*

Support Services are available to students who are during their time in DkIT. The Student Health Unit in the Faulkner Building can offer support, advice and professional consultations on all aspects of pregnancy.

Hazards

For the purposes of health and safety, the term pregnant applies to all gravid women/people and breastfeeding mothers/parents up to six months after the birth of their baby.
During pregnancy it is important to protect the health and safety of the student and their baby and to ensure they do not participate in any task that may pose a risk.

The pregnant student and baby may be at risk if they are exposed to certain hazards, including but not limited to:

1. Hazardous material (chemical, biological and radioactive agents)
2. Excessive strenuous manual handling
3. Extremes of temperature
4. Movements or posture that may give rise to excessive fatigue

Person Exposed to Risk

Student and unborn baby

☑ Students ☐ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Controls

1. Students are strongly advised to inform their Head of Department as soon as is reasonably practicable after they become aware of their pregnancy. They should also submit a letter from their Midwife/Obstetrician or GP to confirm their pregnancy and expected due date of their baby.
2. A Risk Assessment will be conducted as soon as possible following confirmation of pregnancy in order to establish if any elements of their academic programme may pose a risk to safety. The Risk Assessment will be carried out by a competent person, to be nominated by the Head of Department.
3. If required the student may be referred to the Institute's Occupational Health Physician for further assessment.
4. The student will keep in close contact with the Head of Department throughout their pregnancy to ensure that the tasks set out in the academic programme during pregnancy are suitable and do not pose a risk to them or their baby.
5. Students who are pregnant must never be used for teaching purposes in a health sciences setting.
6. Students who are pregnant should not engage in any heavy lifting, especially patient handling, unless a risk assessment shows that it is safe to do so.
7. Students who are pregnant must not operate any nuclear medicine apparatus or come in contact with any hazardous material unless risk assessment shows that it is safe to do so.

Maternity Absence

- Maternity Absence should commence no later than 38 weeks of pregnancy and continue for at least four weeks after the birth of the baby.
- The implication, if any, of Maternity Absence arrangements on the student's progression on their academic programme should be discussed with the Head of Department.
- Prior to returning to the academic programme the student must submit a letter from their Midwife/Obstetrician or GP confirming their fitness to return to academic study.
- A risk assessment will be carried out on the students return to ensure no risks are posed through the academic programme.
- DkIT recognises the importance of breastfeeding/chest-feeding for both mother/parent and baby and supports, protects and promotes breastfeeding/chest-feeding. If a student is breastfeeding/chest-feeding on return to their academic programme, DkIT will provide facilities and the support necessary to enable the students to combine academic study and breastfeeding/chest-feeding.

Checks & Inspections

The student will keep in close contact with the Head of Department throughout their pregnancy.
Risk assessments required.

Information, Instruction & Training

The Student Health Unit can be contacted at 042 9370245 or ext 2777

Students can also get advice and support from:
Irish Family Planning Association (IFPA) 1850 495051
HSE 'My Options' Support Hub: https://www2.hse.ie/unplanned-pregnancy/Infant Feeding Support: https://www2.hse.ie/babies-and-toddlers/breastfeeding/

Personal protective equipment required (last resort)

Not applicable

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4**

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**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Young Persons / Children / Students on Work Placement within the Institute	***Ref:*** *SWPS No.031*	***Approved by*****:** *ISMC*
	Assessed by: CC	***Issued by:*** *C. Carlin*

Hazards Many young people are likely to be new to the workplace and in some cases will be facing unfamiliar risks, from the tasks they have be assigned to do and from their surroundings. They may be inexperienced and unaware of their working environment.

As some young person's / children / students undertaking work placement will be under the age of 18 years (Young Person 16-17) and in some cases under 16 years (Child), supervisors must adhere to the responsibilities set out under the 'Protection of Young Persons (Employment) Act 1996 and the Safety, Health & Welfare at Work (General Application) Regulations 2007-2016; Chapter 1 of Part 6: Protection of Children and Young Persons.

Person Exposed to Risk

√ Students √ Employees ☐ Public ☐ Contractors √ Visitors

Work Description
Varied – depending on tasks set out by the School or Functional Area.

Controls

1. Carry out a risk assessment in advance of the young person / child / student starting works. Ensure that the tasks that they are involved in are adequately risk assessed and the necessary control measures implemented.
2. Ensure all the relevant details regarding the young person / child / student is secured prior to the placement commencing e.g. Name, DOB, address, medical conditions etc. Also obtain the Parent/Guardians contact details. These must be kept accessible. Ensure the young person / child / student is insured for the tasks that will be assigned to him/her.
3. Ensure that an induction is provided including instruction and details on the appropriate tasks, emergency procedures, location of welfare facilities, Incident & Accident reporting procedures and any other special arrangements e.g. Provision and wearing of PPE.
4. The young person/ child / student should be adequately supervised by a competent person at all times for the duration of their work placement. Supervisors must assign tasks and responsibilities to the young person / child / student to match their ability and ensure that the appropriate equipment and support is made available to them. Do not permit the young person / child / student to partake in any task that requires additional skills or specialist training.
5. Report any incidents or accidents involving the young persons / child / student immediately as per the DkIT Incident & Accident Reporting Procedures document.
6. Young Persons / Children / Students must not partake in any activities which may put them at risk because the work is: overly physical; may psychologically affect them; expose them to any agent, such as toxins, carcinogens or radiation; places them at undue risk of accidents because of their inexperience; or expose them to a risk of extreme heat, cold, noise or vibration.

Young Persons / Children / Students roles & responsibilities;

1. Abide by the rules and policies set out by DkIT.

2. Take care of their own safety and health and that of others who may be affected by their actions.
3. Ensure all relevant information as requested (Personal details) are given to DkIT.
4. Not to partake in any activities or tasks that require specialist training.
5. Follow instruction, use any safety equipment that has been provided to them and take part in any relevant training.
6. Raise any safety and health concerns with their supervisor and notify them of any accidents, incidents or illnesses which they think may be work related.

Checks & Inspections

Constant vigilance and awareness.

Information, Instruction & Training

- DkIT Children on Campus Policy
- DkIT Child Protection Policy
- DkIT Fire Safety Management Programme & Emergency Evacuation Plans Manual
- DkIT Incident Accident Reporting Procedures
- Protection of Young Persons (Employment) Act 1996
- Safety, Health & Welfare at Work (General Application) Regulations 2007-2016; Chapter 1 of Part 6: Protection of Children and Young Persons.

Personal protective equipment required (last resort)

As required.

Initial Risk Rating (without any control measures)

Probability : **2** x Severity **2** = Risk Factor **4 Medium Risk**

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

Safe Work Practice Sheet Theatre	**Ref:** *SWPS No.032* **Assessed by**: CC	**Approved by:** *ISMC* **Issued by***: C.Carlin*

Hazards

Access
Fire / Emergency
Housekeeping
Manual Handling
Work Equipment – lifting equipment/accessories, lighting rig, electrical equipment
Work at Height
Security
First Aid
Lone working
Event Management

Person Exposed to Risk

√ Students √ Employees √ Public √ Contractors √ Visitors

Work Description

Work in the campus theatres, stage set up, practical classes, routine maintenance and event management.

Controls

1. 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.
2. Store materials, bags & coats safely as not to obstruct walkways and access routes.
3. Comply with DkIT's Emergency Evacuations Procedure Manual (https://www.dkit.ie/health-safety/emergency-evacuations-procedures-manual). Become familiar with local fire signage posted for the area including emergency exit routes and assembly points.
4. 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 & falls.
5. Work at height activities must be planned, organised and carried out by a competent person or contractor ensuring that the appropriate work equipment is selected and used.
6. Food & drink is not permitted in the theatre.
7. The Maximum capacity of the theatre should not be exceeded at any time.
8. Weights must be used to secure theatre set pieces (including lights and free standing items) at all times. Any free standing lights must be 'sandbagged' to maintain stability.
9. Do not move heavy equipment on your own. Maintain good manual handling techniques at all times. Use manual aids were possible e.g. trolleys. Ensure training in Manual Handling techniques is provided to all staff.

10. Report any technical problems to the technician. Do not use faulty equipment.
11. Lifting Equipment must be inspected as per statutory requirements.
12. Event Risk Assessment (SWPS 015) to be completed in advance of any events taking place in the theatre.

Checks & Inspections

Inspection of lifting equipment and accessories as per Statutory requirements.
PAT testing of electrical items.

Information, Instruction & Training

DkIT's Emergency Evacuations Procedure Manual
Manual Handling Training for staff
Only competent persons to operate equipment.

Personal protective equipment required (last resort)

As per risk assessment.

Initial Risk Rating (without any control measures)

Probability :	**3**	x	Severity	**2**	=	Risk Factor	**6**

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 :	**2**	x	Severity	**2**	=	Risk Factor	**4**

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Overseas Trips	**Ref:** *SWPS 033* **Assessed by**: *CC/EH*	**Approved by:** *ISMC* **Issued by:** *C.Carlin*

Hazards

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

- Unplanned or unorganised travel i.e. no itinerary
- Over sea's 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 & 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 & Training

Travel itinerary (where applicable)

Personal protective equipment required (last resort)

Not 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 filed in an agreed location within each School or FA for access in the event of an emergency situation.***

	SECTION 1	***DkIT INFORMATION***
1	**School / Function**	
2	**Trip Coordinator / Individual person travelling**	
3	**Contact Details**	
	SECTION 2	***TRIP INFORMATION***
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**	

<table>
<tr><td rowspan="6">8</td><td colspan="2">Participants</td><td>Names:</td></tr>
<tr><td></td><td>Tick √</td><td rowspan="5"></td></tr>
<tr><td>Undergraduate students</td><td></td></tr>
<tr><td>Postgraduate students</td><td></td></tr>
<tr><td>Staff members</td><td></td></tr>
<tr><td>Other (specify)</td><td></td></tr>
<tr><td>9</td><td colspan="2">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</td><td></td></tr>
</table>

SECTION 3					*RISK ASSESSMENT*	
DKIT - QUANTITATIVE RISK ASSESSMENT FORM					**DATE:-**	
AREA:-	**Location:-**				**Assessment Carried out by:-**	
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**
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

	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 have notified insurance (Finance) • Do you have a copy of DkIT's travel insurance and medical emergency numbers? • Do you understand what the 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 animal 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)			
	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: _____

Date: _____

APPENDIX A

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?			
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?			

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			

Safe Work Practice Sheet **REMOTE WORKING**	**Ref:** *SWPS 034* **Assessed by**: *CC*	**Approved by:** *ISMC* **Issued by:** *C.Carlin*

Hazards

- Manual handling
- Slips, trips and falls
- Electrical items
- Work Station / Display Screen Equipment
- Lone working
- Stress and welfare

Person Exposed to Risk

☐ Students ✓ Employees ☐ Public☐ Contractors☐ Visitors

Work Description

Remote working – working from a remote location or home office space

Control Measures

1 Deciding on a location for your work space at home

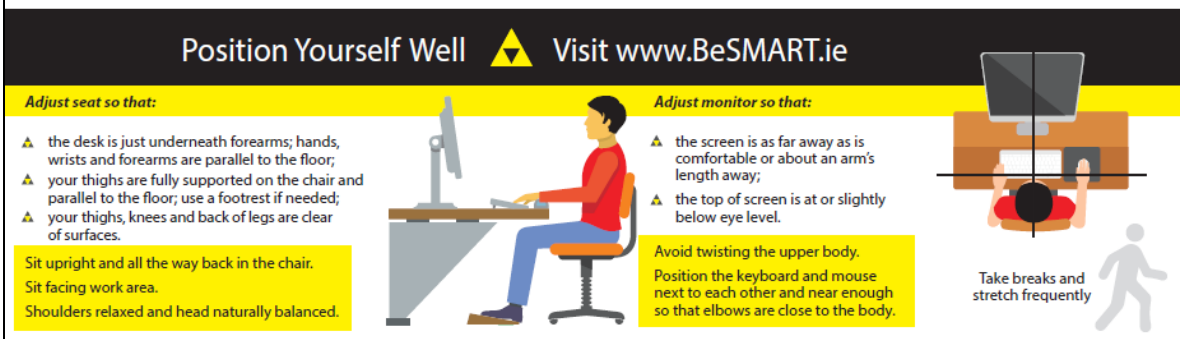
Consider the following;

- Do you have a suitable space to work from?
- Can you access the workspace easily and safely?
- Is there adequate light, ventilation and heat to allow you to work comfortably?
- Is there enough space to allow you to work without twisting, bending or sitting/standing awkwardly?
- Is there enough workspace to accommodate the equipment or other materials needed for the activity?
- Is the floor clear and dry, e.g., kept clear of electrical cables or anything else you could trip over / slip on?
- Is the workspace free of clutter?
- Are electrical sockets, plugs and cords in good condition e.g. no charring or frayed wires?

2 General considerations when working from home

- Observe good manual handling techniques at all times.
- Place equipment in a position as to minimise twisting or overreaching.
- Have enough working space for the equipment and any other materials needed to carry out the work.
- Keep a clean and tidy workplace to prevent slips, trips and falls.

- Maintain clear access & egress routes.
- Ensure enough space is available around the work area.
- Maintain contact with colleagues and Management/HOS/HOD.
- Wash your hands regularly and wipe down keyboard, mouse, touch screens etc.
- As with general home safety it is recommended that you have a working smoke alarm and fire extinguisher available and a clear escape route. Fire detection and firefighting equipment is the responsibility of the homeowner.
- Take regular breaks or vary work tasks to ensure that you are not working in the same position for long periods of time. Change posture frequently - stand/move at least every 30 minutes.
- Any accident or incident occurring because of working from home activities must be reported to management as soon as possible https://www.dkit.ie/health-safety/incidents-accidents-reporting-procedures.
- Where possible ensure that work equipment is in good condition and positioned in such a way to minimise the risk of Musculoskeletal Disorders injuries or stain.



3 Building your work station

- Ideally, try to use a height-adjustable chair with lumbar support and arm rests. You can use your own chair or take your chair from your office on campus for use at home (request via your Manager / H & S office).
- Adjust your chair so your feet are flat on the floor, while fully supporting your thighs. If you have an office chair, adjust it accordingly. Otherwise, sit upright and all the way back in the chair. Use a cushion to support a more upright posture if necessary.
- An approximate 90°angle between upper and lower arm is recommended, shoulders should be relaxed and head naturally balanced.
- Adjust the height of your monitor so it is at your eye-level.
- Place your keyboard centred on your work surface.
- Use an independent mouse.
- The most important objects / documents on your work surface should be reachable.
- Make an effort keeping a good posture. Be mindful with your body.
- Take frequent breaks.
- Avoid eye strain.

4 Posture

- Don't slouch.
- Keep your elbows close to your body and keep your wrists straight.

- Keep your shoulders and back relaxed.
- Make sure there is sufficient space under your desk to move your legs freely and remove any obstacles that might prevent this.

5 Take frequent breaks

- Sitting in one place staring at the same screen all day is bad for you. You want to take frequent five minute breaks away from your screen and do some stretching exercises. Regular breaks must be taken. Change posture frequently - stand/move at least every 30 minutes.
- Where possible avoid back-to-back video calls/online meetings so that you are not sitting for long periods of time.

6 Avoid eye strain

- Arrange your work surface and DSE to avoid glare or bright reflections on screen. This will be easier if neither you or the screen is directly facing windows or bright sunlight. Adjust curtains and blinds as necessary.
- Ensure your eyes are tested regularly.

7 Create Boundaries

- Set your working times and communicate these to your colleagues e.g. the hours you work each day when you are available for emails, calls, meetings, video calls etc.
- Turn off notifications on devices outside of these times.

8 Working with DSE/ computer

- Adjust the height of your monitor so it is at your eye-level e.g. use books or material at home if the height needs to be raised.
- Centre your keyboard on your desk/ table.
- Use a mouse separate to the keyboard. You can take small items e.g. mouse/keyboard/footstool/wrist rest from your office on campus for use at home (request via your Manager / H & S office).
- The most important objects/ documents on your work surface should be within reach.

9 Working with Laptops

- Place laptop on a firm surface – not on your lap.
- Give yourself enough space to work.
- Sit comfortably without slouching or stooping.
- Where possible connect the laptop to a full-size monitor and plug in mouse.
- If not possible, centre your laptop on your work surface. Adjust the height of your laptop so the screen is at your eye-level e.g. use laptop stand or books/materials at home if the height needs to be raised.

- Link up to separate mouse and keyboard.
- Position screen around arm's length away from your face and at the correct height to allow a comfortable neck position. Have your eyes roughly in line with the top of your screen.
- Find a position in which you can keep your wrists straight (neutral, in line with forearms), your shoulders should be relaxed and your back supported and in which you feel comfortable.
- Align the laptop centrally with your body, don't twist round to use it.
- Adjust the laptop screen if necessary, to reduce stretching your neck.
- Position your screen away from direct window light.
- Keep the amount of kit you carry with the laptop to a minimum.
- Carrying a heavy load on one shoulder may strain your back. Swap shoulders to reduce strain.
- Do not use defective equipment.

10 Working with a Smartphone

Simple Set-up

- Keep the number of Apps to a minimum
- Use the same App for several functions e.g. MS Outlook 365 can be used for email, calendar, MS Teams
- Use Apps to set reminders e.g. a specific amount of time before a meeting starts
- Create a folder on your home screen with your most used/needed Apps.
- Use Voice Recognition Technology. Use this to reply to emails or dictate responses and reviews instead of typing.

Typing Time

- Turn on predictive text so you don't have to type the full word to help reduce screen time.

Calls/Meetings

- Position the phone at a comfortable level.
- Use the speaker or a headset instead of holding the phone to your ear.

Reviewing Documents

- Change to landscape view.
- Prop smartphone up to eye level where possible to scroll through the document and make notes.
- Review in short blocks of time taking a break every 10 minutes to stretch and change position.
- Add a note to your signature if you wish to ask people to ignore spelling and grammatical errors during this time.
- Let people know you are working from a smartphone and as a result the same level if productivity is not possible.

Checks & Inspections

If you are using electrical equipment it is recommended that you carry out the following basic checks on a regular basis;

- Electrical equipment is turned off before it is checked.
- Plugs are not damaged.
- Leads, wires or cables do not have damage to the outer covering.
- There are no burn marks or staining that suggests overheating.
- There are no trailing wires.

Information, Instruction & Training

If you have any concerns about the safety of your home working arrangements, you should speak to your manager/HOS/HOD.

This Safe Work Practice Sheet - SWPS Remote Working.

Dundalk Institute of Technology Remote Working Policy.

DkIT COVID-19 Task Force DkIT Covid-19 Staff Portal, Email covidenquiries@dkit.ie
https://www.dkit.ie/about-dkit/coronavirus/staff-update.html

Notify any accidents or incidents that occur via normal reporting channels
https://www.dkit.ie/health-safety/incidents-accidents-reporting-procedures

The Health & Safety Authority at www.hsa.ie
https://www.hsa.ie/eng/supports_for_business/business_and_education_supports/guidance_for_employers_and_employees_working_from_home/

Personal protective equipment required (last resort)

N/A

Initial Risk Rating (without any control measures)

Probability :	2	x	Severity	2	=	Risk Factor	4

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	1	=	Risk Factor	1

Risk Assessment Review
As and when process changes

Remote Working – Risk assessment / Checklist

Name:		**Date:**	
Work Activity:		**Location:**	Home Office
Manager:		**School / Dept.:**	

Hazard Checklist

Workstation	Yes	No	N/A	Comment/Action
The workstation has adequate space for equipment including mouse, keyboard, laptop, laptop stand, monitor (where applicable) and allows the employee to find a comfortable position.				
Is there a dedicated work space that can be set up in the home that is safe, suitable and free from distractions?				
Is there enough knee clearance underneath the workstation?				
Is there enough space to allow the employee to change position and vary movements?				
Is the area clutter free so that the employee can focus easily on the task?				
Is a document holder required to read documents?				

Chair	Yes	No	N/A	Comment/Action
Is the chair stable, adjustable in height, allows freedom of movement and provides lower back support?				
Is the chair set up so that the forearms are level with the desk?				
The chair has a back rest which is adjustable in height and the employee has been advised to sit back in their seat in order to get good lumbar support?				
Is the chair adjustable to allow feet to rest flat on the floor or is a footrest supplied?				
Is a footrest required?				
Screen	Yes	No	N/A	Comment/Action
Is the screen positioned to avoid glare and reflection (for example sit at 90 degrees to a window to avoid glare)?				
Can the screen swivel and tilt easily?				
Is the screen positioned so that the top of the screen is at eye level or slightly below and avoids sustained bending of the neck?				
Is the screen free of reflective glare and are reflections liable to cause discomfort?				

Cont.	Yes	No	N/A	Comment/Action
Is the screen set up at a comfortable distance (for example arm length away)?				
Is the image on the screen stable with no flickering?				
Are the characters on the display screen well defined, clearly formed of adequate size and with adequate spacing?				
Has the employee been informed that they should relax their shoulders when viewing the screen?				Yes – information provided as part of SWPS on Remote Working
Communication	Yes	No	N/A	Comment/Action
Is a headset/speaker or microphone provided for communication?				
Are arrangements in place to consult with employees and for them to report issues for example accidents, health related issues, workload, faulty equipment, working hours?				Yes – refer to DkIT Remote working policy.
Keyboard / Mouse	Yes	No	N/A	Comment/Action
Is the laptop/PC connected to an external keyboard and mouse?				
Is a neutral wrist posture maintained when typing (for example no bending of the wrist)?				

Cont.	Yes	No	N/A	Comment/Action
Slope angle of the keyboard can be adjusted so as to allow the employee to find a comfortable position.				
Are the mouse and keyboard within easy reach with space provided in front of the keyboard?				
Are wrist rests required?				
Lighting	Yes	No	N/A	Comment/Action
Employee checks suitable lighting (for example natural, task lighting) is available to take account of the type of work being carried out and their vision?				
Is task lighting available if required?				
Health	Yes	No	N/A	Comment/Action
Are eye and eyesight tests provided as needed?				Can be applied for via HR.
Is the employee required to carry out manual handling (If the employee has to carry out manual handling activities make sure that employee is trained).				
Has the employee been advised to report any musculoskeletal discomfort?				Yes – as per SWPS on Remote Working

Cont.	Yes	No	N/A	Comment/Action
Has the employee been advised to change posture frequently and to stand/move at least every 30 minutes?				Yes – as per SWPS on Remote Working.
Has the employee been advised to avoid back-to-back video calls/online meetings so that they do not sit for long periods of time?				Yes – as per SWPS on Remote Working.
Are work days planned so that work can be varied if possible (for example write up notes, take a call away from desk)?				
Are there arrangements in place for monitoring and keeping in contact with the home worker?				Yes – as per DkIT Remote working policy.
Heating / Ventilation	Yes	No	N/A	Comment/Action
Employee checks the room is warm enough and has adequate ventilation e.g. windows can open.				
Electricity	Yes	No	N/A	Comment/Action
Household electrical supply and equipment for example sockets, lighting, RCD, heaters that are not provided by the employer are checked by the employee on a regular basis.				
Is the area around the workstation kept clear of trailing cables and trip hazards?				
Is there an adequate number of sockets available?				

Cont.	Yes	No	N/A	Comment/Action
Is portable electrical equipment provided by the employer checked regularly and is unsafe equipment taken out of use (check for frayed wires, signs of burns or melting)?				
Fire	Yes	No	N/A	Comment/Action
Homeowner checks firefighting and detection equipment regularly and emergency plan is in place in case of fire (Fire detection and firefighting equipment is the responsibility of the homeowner).				
Summary of action to be taken to address any issues:				
Signed (Employee)				
Signed (Manager)				

Safe Work Practice Sheet Storage, Use & Disposal of Lithium Batteries	**Ref:** *SWPS 035* **Assessed by**: CC	**Approved by:** *FASC* **Issued by:** ISMC

Hazards

Lithium batteries are designed to withstand the stresses associated with normal use. When handled in accordance with manufacturer recommendations and guidelines, the risk of an incident is generally low. However, due to their high energy density and the risk of ignition, significant safety and environmental hazards arise when Lithium Batteries are mishandled or stored in unsuitable conditions.

- Fire – Thermal abuse/external heating
- Physical damage and shock
- Exploding battery
- Leaking
- Poor or incorrect storage – Exposure to eenvironmental hazards; Water ingress/moisture
- Incorrect use
- Incorrect disposal
- Environmental damage

Person Exposed to Risk

 Students Employees Public Contractors Visitors

Work Description

Lithium batteries are widely used to power many modern electrical and electronic devices such as calculators, watches, mobile phones, laptop computers, cameras, tools - through to larger applications such as industrial equipment, medical equipment, e-bikes and motor vehicles (plug-in hybrid and electric vehicles).

Controls

General

- Always purchase batteries from a reputable manufacturer or supplier i.e. CE marked products.
- Never leave batteries unattended where they could be misused or damaged.
- Batteries should not be carried in pockets as coins, keys and similar metal items can cause shorting leading to overheating, burns or ignition.
- Always inspect batteries for any signs of damage before use. Check for physical damage such as cracks/bulges/indentations. Any battery that has been damaged, dented or pierced should be taken out of service immediately, segregated from other batteries and stored while awaiting safe disposal.

Storage

- All batteries should be stored, charged and used in accordance with the manufacturer's instructions.
- Lithium batteries to be stored in a cool dry place, located away from sources of heat, moisture and out of direct sunlight.
- Do not place batteries on hot surfaces or in hot locations.
- Batteries should be stored in an area segregated from other combustible materials.

- Any damaged batteries should be removed and isolated in an area away from buildings and combustible materials and be protected from the environment while awaiting collection for safe disposal.

Charging

- Following use, batteries should be removed from equipment for recharging or storage in a dry, cool place.
- Batteries to be charged in a designated area, located away from sources of heat and moisture and out of direct sunlight.
- Do not leave batteries in place in equipment that infrequently used. This may lead to corrosion if over time.
- No charging of batteries should take place overnight.
- Ensure the correct charger for each battery is used. This will ensure that the battery charging commences at the right level and ceases before overcharging occurs. Different types of batteries should not be charged together in the same charger.
- Any charger reported to be faulty or damaged should be taken out of use immediately and be inspected and repaired by a competent electrician before being returned to service.

Disposal

- Used lithium batteries should be fully discharged before disposable.
- Do not crush, puncture, throw or do anything to the batteries that might result in damage.
- Do not mix damaged and non-damaged batteries for disposal.
- Do not place large numbers of batteries together without proper segregation, as this presents an increased fire hazard.
- Waste batteries to be collected and stored separately from general waste.
- Waste batteries to be stored in designated WEEE battery box (small blue WEEE labelled boxes).
- No more than 500g of used lithium batteries to be stored within container at any one time.
- It is best practice to tape the terminals of lithium batteries prior to disposal. This is to avoid short circuit and/or fire. Batteries should not be wrapped in conductive materials like aluminium foil.
- Waste batteries to be stored in a cool dry place.
- Waste batteries to be placed in battery barrel (clearly labelled) and segregated from other waste within the waste compound area.
- Naked flames or smoking prohibited within and close proximity to the Waste Storage Areas.
- Waste batteries to be disposed of on a regular basis.
- Reputable waste removal contractor to be utilised for the removal and disposal of waste batteries.

Checks & Inspections

- Visually Inspect batteries before and after each use.
- Visually inspect storage & charging area to ensure housekeeping is maintained and the area is kept clear from possible combustible materials.

Information, Instruction & Training

EPA (Environmental Protection Agency) – Guidance Document
https://www.epa.ie/publications/monitoring--assessment/waste/06792-EPA-Lithium-Ion-Battery-Guidance-Proof.pdf

WEEE Ireland (Waste Electrical and Electronic Equipment)https://www.weeeireland.ie/health-safety/for-employers/

HSA Health & Safety Authority The Carriage of Used Lithium Cells and Batteries
https://hsa.ie/eng/ https://hsa.ie/eng/your_industry/adr_-

_carriage_of_dangerous_goods_by_road/competent_authority_functions/ca_exemptions/exemption_3_of_2008_lithiumbatteries.pdf

Personal protective equipment required (last resort)

Not 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