

SECTION 3: RISK ASSESSMENT DOCUMENT: REGISTRARS

LIBRARY

*This Risk Assessment Document is to be read in conjunction with the
Registrar's Functional Area Ancillary Safety Statement*

Rev	Issue Date	Issued	Approved	Circulation
1	March 2016	AC	FASC	FASCS, Library Staff
2	June 2019	AC	AC/CC	FASCS, Library Staff
3	Jan 2020	LM	AC/CC	FASCS, Library Staff

RISK ASSESSMENT
Access
Housekeeping
Storage
Fire / Emergency
Manual Handling
Supervision
Work Station / DSE (Display Screen Equipment)
Work Equipment
Public Events
Security
First Aid
Electricity
Lifts
Removal & Storage of Laptop Caddy
Windows
Work at Height
Compact Shelving Unit (Roller Shelves)

Risk Assessment Guideline

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

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AREA:- LIBRARY		Location:- LIBRARY			Assessment Carried out by: - Lorraine Mulligan / Ann Cleary / Caroline Carlin	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Access	Trips, Slips & Falls. Obstructed access routes. Poor lighting.	2	2	2 x 2 = 4 Medium	Automatic barriers at entrance and exit to library not to be climbed over or forced open. Access routes including internal stairs and landing to be maintained clear from materials or obstructions at all times. Ensure trailing cables are rerouted away from any access routes. Library area to be maintained well lit at all times.	Refer to Routine SWPS Document. Swipe card gate access would assist

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Housekeeping	Trips, Slips & Falls. Obstructed access routes. Improper storage of materials.	2	2	2 x2 = 4 Medium	<p>All areas must be kept clean and tidy at all times.</p> <p>All access routes between desks in open plan areas must be kept free from obstruction at all times.</p> <p>All workplaces, passageways and stairs are maintained adequately lit. Problems with lighting must be reported to the Estates Office for action.</p> <p>All defects in flooring / stair treads and handrails must be similarly reported.</p> <p>All liquid spillages must be cleaned up as soon as possible.</p> <p>All spillages must be cordoned off / warning signs erected if not immediately cleaned up.</p> <p>Keep all entrances, exits, passageways and stairways free of obstruction at all times and do not use these areas for temporary storage.</p> <p>Report all spills, leaks or damage to floors or stairs immediately.</p> <p>Areas must be cleaned daily.</p> <p>Waste paper bins must be</p>	Refer to Routine SWPS Document

					emptied daily. In order to discourage vermin, food must not be consumed or left in public access areas.	
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Storage	Items improperly stored. Items stacked too high. Fire. Injures to body.	1	2	1 x 2=2 Low	Storage and stacking of materials / articles must be confined to specifically designated areas only. Heavy items must be stored at an appropriate height for ease of manual handling. Heavier / bulkier articles must not be placed above head height were mechanical lifting devices and/or appropriate steps or other access are not provided. Materials on shelves must be maintained in an orderly fashion. Kick stools or stepladders are provided were access to materials at a height is required.	Refer to Routine SWPS Document

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Fire / Emergency	Fire	1	3	1 x 3=3 Low	<p>All persons must comply with the procedures set out in the DkIT Emergency Evacuation Procedures Manual.</p> <p>On hearing the fire alarm all persons must follow the direction of library staff or the fire warden and proceed to the nearest assembly point via the nearest emergency exit route.</p> <p>Ensure trained Fire Wardens are in place to assist in evacuation and sweep of building in event of alarm activation.</p> <p>Evacuation Drills are held at least annually and results fed back to staff and management via the FASC to the ISMC.</p> <p>Report immediately any damage to fire extinguishers or fire detection systems to Estates.</p> <p>Ensure escape routes and exits are inspected regularly to ensure that they are available for use.</p>	<p>Refer to Routine SWPS Document</p> <p>https://www.dkit.ie/health-safety/emergency-evacuations-procedures-manual</p>

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Manual Handling	Back injury Injury to body parts Items being dropped	2	2	2x2=4 Medium	Ensure training in Manual Handling techniques is available to all staff. Staff with pre-existing back problems may be required to undergo medical review prior to or as a result of such training. Kick stools or stepladders are provided where access to materials at a height is required. Trolleys are provided to assist in the transfer of loads and additional ones provided as requested. Suitable gloves are available for handling loads with the potential to cause lacerations etc. Appropriate use of trolleys must be observed at all times. Trolleys should never be overloaded. Sufficient numbers of trolleys should be provided.	Refer to Routine SWPS Document

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Supervision	<p>Lack of adequate supervision Out of hours work / Lone Working*</p> <p>*There is NEVER lone working in the Library and all policies and procedures aim to have 3 people on site as minimum.</p>	1	2/3	<p>1 x 2/3=2/3</p> <p>Low</p>	<p>Adequate number of supervisory staff are scheduled for each shift. The Library defines peak times between 9am-5pm and always has 4 people, Saturdays = 4 people, nights 5pm-9pm 3 people and we aim for nights 5pm-10pm 4 people. All leave policy's/timetabling procedures etc make sure to aim that we have a quota here. In the unlikely event where library employees need to undertake work which may result in them being alone in the library they must first receive permission from management and adhere strictly to the Dkit's procedures Practice of reporting all issues to appropriate disciplinary body and to Health & Safety.</p>	<p>Refer to Routine SWPS No 11 - Lone Person Working</p> <p>Need for a procedure regarding reporting of concerns/risks/issues (Institute Level)</p> <p>Swipe card door entrance and extension of Video and PA system</p> <p>Additional supervisory/security needed at all times when the Institute is open.</p>

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Work Station / DSE (Display Screen Equipment)	Repetitive strain injury Eye strain Muscular Skeletal Disorders (From maintaining a stationary position for long periods of time) Back pain Carpal tunnel syndrome Eyesight problems	2	2	$2 \times 2 = 4$ Medium	Furniture layout: furniture and equipment must be laid out and maintained so as to permit free movement and the avoidance of injuries. Ensure all furniture and VDU equipment in use complies with the requirements of the Safety, Health and Welfare at Work (General Applications Regulations) 1993. All staff to be familiar with the SWPS for DSE and Workplace assessment. This sets out the procedures currently in place for work stations replacement of any furniture needed. VDU eyesight testing is available to all users. Were such testing indicates that special corrective lenses are required exclusively for VDU work the basic cost will be covered by Dkit. Use adjustable chair at all workstations. Adjust computer monitor position: maintain screen distance of 18-30 inches/45-75 cm; top of screen should be at	Refer to Routine SWPS No 7 - Safe Work Practice Sheet Display Screen Equipment (DSE)/Workstation Assessment The Organisation of Working Time Act 1997

				<p>or below eye-level. Use computer screens of adequate quality: visual fatigue can be caused by poor quality screens. Screen image should be stable, clear (acceptable brightness and resolution). Prevent overexposure to screens: 5 minute break from screen work every hour. Sedentary workers should be able to sit in a variety of positions and should also be able to get up and move around regularly in their job.</p>	
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Work Equipment (including Shredder)	Clothing / Materials getting trapped in shredder Hand injuries	1	2/3	1 x 2/3=2/3 Low	Equipment to be stored or positioned in a safe place. Staff to be informed on safe handling practice and usage instructions. All defects in plant and equipment must be reported to immediately. Do not use defective equipment. Shredder to be used as per manufactures instructions. New staff members to be trained on how to use shredder correctly. Loose clothing and hair to be secured while using shredder.	Refer to Routine SWPS Document

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Public Events	Accidents involving members of the public.	1	2	1 x 2=2 Low	Instructions with regards to Health and Safety will be communicated to all participants at public events e.g. Emergency exits, evacuation procedures, key personnel, fire procedure etc. Ensure a Risk Assessment for any public event is completed in advance of the event. Ensure adequate supervision is in place to facilitate each public event.	Refer to SWPS No 15 - Event Organisation Specific Risk Assessment for Public Event

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Security	Aggression. Violence. Persons under the influence of intoxicating substances. Unsupervised children.	2	3	2 x 3=6 High	Report to management immediately. Maintain a distance from an aggressive person and if possible remain behind a desk or counter. Never enter into an argument with an aggressive person. Maintain a calm and neutral demeanour at all times. Gardaí or Caretakers, depending on the severity of the incident should be called for assistance in dealing with an aggressive situation. Staff members must never place themselves in any situation that may endanger their safety. Remind parents / guardians that children under the age of 16 must be closely supervised at all times within the library. Security cameras and fake security camera in use. Practice of reporting all issues. Clear that if necessary building can be evacuated.	Refer to Routine SWPS Document Signage displayed for the supervision of children within the campus. Swipe card door entrance, extension of PA system and security cameras to all areas. Additional security staff on campus
First Aid	No first aider available in the library.	1	2	1x2=2	Ensure all staff are familiar with the First Aiders in their area.	Refer to DkIT First Aid Policy.

				Low	Ensure all staff are familiar with the nearest First Aid / AED station.	Ratio should consider availability of First Aiders at night/Saturday
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Electricity	Electrocution Slip, trips and falls Faulty cabling	1	3	1 x 3=3 Low	All electronic cabling, sockets and lighting to be maintained to high level (insulating tape, broken plug tops, loose sockets etc. are unacceptable). No cabling shall be allowed to run across open floor space. Exposed electrical cables to be rendered safe immediately. All electrical and communications leads and cables are to be free from obvious damage (there must be no exposed cores, frayed cables or burn marks). Damaged sockets to be repaired immediately. Under no circumstances should any Library staff attempt to repair any electrical connections or equipment. All faults reported immediately.	Refer to Routine SWPS Document. All faults and issues reported immediately.
Lifts	Inoperable lifts expose staff and lift users to risk of injury when using stairs. Restricted access for wheelchair users. Manual handling injuries.	1	2	1 x 2=2 Low	If a lift becomes inoperable, immediately report to Estates. All staff, students, contractors and users must observe load bearing instructions at all times. To keep door open, use lift button. Do not use physical item or bodily pressure.	Estates maintenance request system.

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Removal & Storage of Laptop in Caddy	Manual Handling – bending, straining, foot injuries. Access Unsafe Storage Housekeeping	1	1	1x1=4 Low	Observe good manual handling techniques. Manual Handling Training to be completed as necessary and provided for all staff. Use a Manual Handling aid if possible e.g. trolley. Ensure all access routes are kept clear. Ensure access to storage areas are maintained clear. Ensure storage area is well lite. Staff asked to not stack or store laptops in an awkward position or in an area or position that they are likely to fall. Amble additional trolleys available if needed. Typically, desk duty is of 2 hours duration. We aim to ensure people are not on the desk continuously if we have enough staff to enable this. Assistance available if needed.	Refer to Routine SWPS Document

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Windows	<p>Restrictors need to be fitted to windows above ground floor where risk of falling exists</p> <p>Seals need to be fitted to windows to prevent sticking & noise (having to bang windows when closing) thus aggravating and causing stress to students with disabilities or those studying</p> <p>Windows with no seals or restrictors not closing properly have the danger of blowing opening in heavy winds thus causing damage internally and with the strong possibility of blowing off.</p>	3	3	<p>3x3=9</p> <p>High</p>	<p>Notices placed on window sills to warn of the dangers of sitting on or leaning against.</p> <p>Computer desks placed in front of windows thus allowing students only to open & close windows</p> <p>Signs placed on windows with no restrictors stating (Do not open) and continued observation by staff.</p>	<p>Fitting of restrictors & seals</p> <p>Allowing opening of only upper windows</p>

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Work at Height (Use of stepladder / foot stools)	Falls from height Falls of materials from height	1	2	1x2=2 LOW	Only used approved equipment for access to height e.g. Chairs or desks must not be used for reaching heights, the available kick stools or stepladders should be used instead. Observe good manual handling techniques. To prevent injuries heavy items must not be stored on upper shelves. They should be stored at waist height.	Refer to Routine SWPS Document

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Compact Shelving Unit (Roller Shelves)	Persons becoming trapped in shelving unit.	1	2	1x2=2 LOW	Persons to check roller shelves before each use to ensure another person is not using the unit. Only one bay to be accessible at any one time. When moving shelves only one unit to be moved at any one time.	Signage to be instated.