

## SECTION 3: RISK ASSESSMENT DOCUMENT: VICE PRESIDENT OF ACADEMIC STUDIES FUNCTIONAL AREA

*This risk assessment document is to be read in conjunction with the Vice President of Academic Studies  
Functional Area Ancillary Safety Statement*

Rev	Issue Date	Issued	Approved	Circulation
1	JUNE 2015	AC	FASC	REGISTRARS FUNCTIONAL AREA
2	JULY 2016	CC/DC	FASC	VP OF ACADEMIC STUDIES FUNCTIONAL AREA
3	JUNE 2018	SF	SF/FASC/DC/CC	ACADEMIC STUDIES FUNCTIONAL AREA
4	JUNE 2020	CC/DC/AC	FASC	ACADEMIC STUDIES FUNCTIONAL AREA
5	JUNE 2020	CC/DC	FASC	ACADEMIC STUDIES FUNCTIONAL AREA

<b>Revision No.</b>	<b>Date of Rev.</b>	<b>Brief Description of Revision</b>	<b>Location (Section No; Page etc.)</b>
0	May 2018	Draft copy issued to be approved by HOS / FASC.	New Document
0	June 2018	<b>Approved by HOS</b>	
1	June 2019	New RA added for Work in Theatre (Mac Anna / Black Box Theatre)	
2	June 2020	<b>Annual Revision</b> General annual review Updated to include most recent Library RA Note: Covid 19 Risk Assessment Document available separately.	Throughout document

RISK ASSESSMENTS
Access
Housekeeping
Storage
Fire / Emergency
Manual Handling
Work Station / DSE (Display Screen Equipment)
Filing Cabinets
Work Equipment
Security
Lone Working
First Aid
Electricity / Electrical Equipment
Work at Height
Use of photocopier
Kitchenette
Health Unit
MPC
Event Management – Sports Events
Work in Theatre (Mac Anna / Black Box Theatre)
<b>LIBRARY</b>
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)

Academic Affairs Areas

1. Academic Administration & Student Affairs
2. Library
3. Placement and Careers
4. Research

5. Centre for Excellence in Learning and Teaching (CELT)
6. International Office

**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**

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

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2020	
AREA:- Academic Studies & Registrars	Location:- All areas				Assessment Carried out by: - Caroline Carlin / Derek Crilly / Sheila Flanagan	
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.	1	2	1 x 2 = 2 <b>LOW</b>	Access & egress routes to and from offices must be maintained clear from materials or obstructions at all times. Ensure trailing cables are rerouted away from main access route / door.	Refer to Routine SWPS Document.

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AREA:- Academic Studies & Registrars		Location:- All areas			Assessment Carried out by: - Caroline Carlin / Derek Crilly/ Sheila Flanagan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Housekeeping	Trips, Slips & Falls. Obstructed access routes. Improper storage of materials.	2	2	2 x2 = 4  <b>MEDIUM</b>	All areas must be kept clean and tidy at all times. All access routes between desks must be kept free from obstruction at all times. Office to be maintained adequately lit, in particular during the winter months. Problems with lighting must be reported to the Estates Office for action. All liquid spillages must be cleaned up as soon as possible. All spillages must be cordoned off / warning signs erected if not immediately cleaned up. Keep all access routes free of obstruction at all times and do not use these areas for temporary storage. Report all spills, leaks or damage to floors or floor tiles immediately. Waste paper bins must be emptied daily. In order to discourage vermin, food must not be consumed or left in public access areas.	Refer to Routine SWPS Document

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AREA:- Academic Studies & Registrars		Location:- All areas			Assessment Carried out by: - Caroline Carlin / Derek Crilly/ Sheila Flanagan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Storage	Items improperly stored. Items stacked too high. Fire. Injures to body.	1	2	1 x 2=2  <b>LOW</b>	Storage and stacking of materials / articles must be confined to specifically designated areas only. Heavy items must be stored at an appropriate height for ease of manual handling. Light items should be stored on higher shelves only. Heavier / bulkier articles must not be placed above head height were mechanical lifting devices and/or appropriate steps or other access are not provided. Materials on shelves must be maintained in an orderly fashion. Kick stools or stepladders are provided were access to materials at a height is required.	Refer to Routine SWPS Document

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2020	
AREA:- Academic Studies & Registrars		Location:- All areas			Assessment Carried out by: - Caroline Carlin / Derek Crilly/ Sheila Flanagan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Fire / Emergency	Fire	1	3	1 x 3=3  <b>LOW</b>	<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 Computer Services 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><a href="https://www.dkit.ie/health-safety/emergency-evacuations-procedures-manual">https://www.dkit.ie/health-safety/emergency-evacuations-procedures-manual</a></p>



DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2020	
AREA:- Academic Studies & Registrars		Location:- All areas			Assessment Carried out by: - Caroline Carlin / Derek Crilly/ Sheila Flanagan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
<b>Manual Handling</b>	Back injury. Injury to body parts. Items being dropped – damage to person or property.	2	2	2x2=4  <b>MEDIUM</b>	Ensure training in Manual Handling techniques is available to all staff. Staff with preexisting back problems may be required to undergo medical review prior to or as a result of such training. Kick stools or stepladders are provided where access to materials at a height is required. Trolleys are provided to assist in the transfer of loads. Suitable gloves are available for handling loads with the potential to cause lacerations etc. Appropriate use of trolleys must be observed at all times. Trolleys should never be overloaded. Sufficient numbers of trolleys should be provided.	Refer to Routine SWPS Document

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2020	
AREA:- Academic Studies & Registrars		Location:- All areas			Assessment Carried out by: - Caroline Carlin / Derek Crilly/ Sheila Flanagan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
<b>Work Station / DSE (Display Screen Equipment)</b>	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	$2 \times 2 = 4$  <b>MEDIUM</b>	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. 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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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2020	
AREA:- Academic Studies & Registrars		Location:- All Areas			Assessment Carried out by: - Caroline Carlin / Derek Crilly/ Sheila Flanagan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
<b>Filing Cabinets</b>	Persons coming into contact with open drawers of filing cabinet. Unstable filing cabinet.	1	2	1 x 2=2  <b>LOW</b>	Filing cabinets should be loaded from the bottom up to maintain stability. Where filing cabinets are of the type that allows more than one drawer to be opened at a time, they must be labelled with a warning of a tipping risk. Drawers should be closed immediately after use.	Refer to Routine SWPS Document

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AREA:- Academic Studies & Registrars		Location:- All areas			Assessment Carried out by: - Caroline Carlin / Derek Crilly/ Sheila Flanagan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
<b>Work Equipment</b>	Injuries due to improper use of work equipment	1	2/3	1 x 2/3=2/3  <b>LOW</b>	Equipment to be stored or positioned in a safe place. Staff to be informed on safe handling practice and usage instructions. All defects in plant and equipment must be reported to immediately. Do not use defective equipment. Equipment to be used as per manufactures instructions.	Refer to Routine SWPS Document

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2020	
AREA:- Academic Studies & Registrars		Location:- All areas			Assessment Carried out by: - Caroline Carlin / Derek Crilly/ Sheila Flanagan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Security	Aggression. Violence. Persons under the influence of intoxicating substances.	1	2	1 x 2=2  <b>LOW</b>	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.	Refer to Routine SWPS Document

DKIT - QUANTITATIVE RISK ASSESSMENT FORM				DATE: June 2020		
AREA:- Academic Studies & Registrars		Location:- All areas		Assessment Carried out by: - Caroline Carlin / Derek Crilly/ Sheila Flanagan		
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
<b>Lone Working</b>	Staff could suffer injury or ill health while working alone in the office.	1	2/3	1 x 2/3= 2/3  <b>LOW</b>	Lone work should be minimised or avoided where feasible. Specific Lone Working Risk Assessment may be required in circumstances where any potential risks are increased (e.g. expectant mothers, persons with mobility issues or medical conditions). In the event that computer services staff need to undertake work which may result in them being alone they must first receive permission from management and adhere strictly to the DkIT's procedures for Lone/Out of Hours Work.	Refer to Routine SWPS No 11 - Lone Person Working
<b>First Aid</b>	No first aider available.	1	2	1x2=2  <b>LOW</b>	Ensure all staff are familiar with the First Aiders in their area. Ensure all staff are familiar with the nearest First Aid / AED station.	Refer to DkIT First Aid Policy

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2020	
AREA:- Academic Studies & Registrars		Location:- All areas			Assessment Carried out by: - Caroline Carlin / Derek Crilly/ Sheila Flanagan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Electricity / Electrical Equipment	Electrocution Slip, trips and falls Faulty cabling	1	3	1 x 3=3  <b>LOW</b>	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 Computer Services staff attempt to repair any electrical connections or equipment.	Refer to Routine SWPS Document



DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2020	
AREA:- Academic Studies & Registrars		Location:- All areas			Assessment Carried out by: - Caroline Carlin / Derek Crilly/ Sheila Flanagan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
<b>Work at Height</b>	Falls from height Falls of materials from height	1	2	1x2=2  <b>LOW</b>	Observe good manual handling techniques. To prevent injuries heavy items must not be stored on upper shelves. They should be stored at waist height. Chairs or desks must not be used for reaching heights, kick stools or step ladders should be used instead. If a stepladder is used, staff should read an appropriate risk assessment and use it safely.	Refer to Routine SWPS Document

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2020	
AREA:- Academic Studies & Registrars		Location:- All areas / Offices			Assessment Carried out by: - Caroline Carlin / Derek Crilly/ Sheila Flanagan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Use of photocopier	<p>Irritation to skin and lungs from photocopy toner dust (While toner is exposed when changing).</p> <p>Exposure to Ozone during prolonged use of photocopier.</p> <p>Injuries due to improper use of work equipment.</p>	1	2	<p>1x2=2</p> <p><b>LOW</b></p>	<p>Avoid skin contact and inhalation when handling photocopier toner cartridges. Gloves and face mask can be used.</p> <p>Photocopiers to be stored or positioned in a well ventilated location.</p> <p>Refrain from prolonged use of a photocopier. Take breaks at regular intervals.</p> <p>Staff to be informed on safe handling practice and usage instructions. Photocopiers to be used as per manufactures instructions.</p> <p>All defects to photocopying equipment must be reported to immediately. Do not use defective equipment.</p> <p>Under no circumstances should any member of staff attempt to repair any electrical connections or photocopying equipment.</p>	Refer to Routine SWPS Document

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2020	
AREA:- Academic Studies & Registrars		Location:- Kitchenette			Assessment Carried out by: - Caroline Carlin / Derek Crilly/ Sheila Flanagan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Use of Kitchenette	<p>Unsafe storage of kitchen items - toppling goods.</p> <p>Fire - Burns, smoke inhalation</p> <p>Damaged electrical fittings and equipment – Electrocutation, cuts</p> <p>Explosion – scald, burns</p> <p>Heated utensils and appliances – Steam, scalds; burns.</p> <p>Sharp knives and cutters - Cuts/lacerations</p> <p>Contact with chemical products, (e.g. cleaning products) - Skin irritation, splashes (eyes), allergies, burns</p>	1	2	<p>1x2=2</p> <p><b>LOW</b></p>	<p>Utensils, crockery and other items should be stored appropriately on shelves and in cupboards to prevent toppling and unsafe access. Ensure knives and cutters are stored separately to other equipment. Ensure sharp knives are washed in sink separately from other items of equipment. Knives and cutters should be checked for damaged blades or handles and disposed of if damaged. Designated employees have received training in the use of firefighting equipment (DKIT Fire Wardens). Defective electrical equipment shall be clearly identified labelled as out of use and stored separately to prevent accidental use. Report defects to management to ensure all items are repaired or replaced. Ensure any self-service water boilers are serviced annually and gas hobs or ranges are serviced as per manufacturer's</p>	Refer to Routine SWPS Document

				<p>instructions. Ensure microwaves are used correctly and as per manufacturer's instructions.</p> <p>Housekeeping staff should be aware of the hazards and precautions that must be taken when using chemical products, and have access to Safety Data Sheet (SDS). When choosing chemical cleaners the least hazardous chemical is purchased.</p> <p>Personal protective equipment (PPE) should be provided and worn as directed on the Safety Data Sheet (SDS).</p> <p>Chemical products are labelled and stored safely in accordance with Safety Data Sheet (SDS) requirements. Ensure Students/staff do not have access to chemical products.</p>	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2020	
AREA:- Academic Studies & Registrars		Location:- Health Unit			Assessment Carried out by: - Caroline Carlin / Derek Crilly/ Sheila Flanagan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
<b>Work in Health Unit</b>	<p>Biological agents – handling bodily fluids, taking blood samples</p> <p>Sharps – handling knives, glass &amp; needles</p> <p>Waste</p> <p>Responding to a First Aid incident</p> <p>Office hazards – access; storage; VDU's</p>	2	2/3	<p>2x2=4 2x3=6</p> <p><b>MEDIUM / HIGH</b></p>	<p>Only competent trained medical health professionals will be permitted to handle biological agents. PPE should be worn when handling biological agents (gloves).</p> <p>Good hand washing techniques to be practiced prior to and after handling bodily fluids.</p> <p>Only competent trained medical health professionals will carry out tasks involving needles or sharps.</p> <p>All waste to be removed and disposed of as per proper waste disposal techniques e.g. biohazard waste bags, sharps bins etc.</p> <p>Only trained medical health care professionals and trained occupational first aiders to treat at First Aid Incidents. PPE (gloves) must be worn.</p> <p>Access and Egress routes to and from the Health Care Unit must be maintained clear from materials or obstructions at all times.</p>	<p>Refer to Routine SWPS Document</p> <p><b>Work Station / DSE (Display Screen Equipment) Risk Assessment (Above)</b></p> <p><b>Manual Handling Risk Assessment (Above)</b></p> <p><b>Work Equipment Risk Assessment (Above)</b></p> <p><b>Storage Risk Assessment (Above)</b></p>

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2020	
AREA:- Academic Studies & Registrars		Location:- MPC			Assessment Carried out by: - Caroline Carlin / Derek Crilly/ Sheila Flanagan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
Work in MPC	Access. Housekeeping. Use of Gym. Use of Sporting equipment. Changing rooms – Slips, Trips and Falls, slippery changing room floors.	1 / 2	2	1x2=2 2 x 2=4  <b>LOW/ MEDIUM</b>	Access and Egress routes to and from the MPC must be maintained clear from materials or obstructions at all times. Spectator area to be cordoned off during sporting events. Seating to be installed correctly and securely. MPC equipment must be safely stacked and stored when not in use. Good housekeeping to be maintained at all times. Lockers to be used for storage of personal bags and property. Ensure adequate supervision by trained authorised staff or delegates at all times. MPC sporting equipment to be routinely inspected. Defective or damaged equipment not to be used and removed from the area. Ensure non slip surfaces within changing rooms and on floors of shower area and toilet facilities. Warning 'wet floor' signage to be used to denote wet floor areas where applicable. Changing rooms to be regularly	<b>Refer to Routine SWPS Document</b>  <b>Refer to Access Risk Assessment (Above)</b>  <b>Refer to Housekeeping Risk Assessment (Above)</b>  <b>Refer to Work equipment Risk Assessment (Above)</b>

					inspected by MPC / Gym staff.	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: June 2020	
AREA:- Academic Studies & Registrars		Location:- All Areas			Assessment Carried out by: - Caroline Carlin / Derek Crilly/ Sheila Flanagan	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
<b>Event Management</b>	Poorly organised event. Traffic management. Access & Egress. Fire & Emergency Evacuation. Suitability of venue. Supervision. First Aid.	1	2 / 3	1x2=2 1x3=3  <b>LOW</b>	It is the responsibility of each Head of School/Function to ensure that all events that are organised by staff or students in their Functional Area are risk assessed using the Event Management Risk Assessment Form (included in SWPS 015) by the Event Organiser or Planner. Arising from the risk assessment it may be necessary to prepare an Event Plan which takes account of but is not restricted to matters such as:- <ul style="list-style-type: none"> <li>• Ability of venue to cope with numbers</li> <li>• Suitability of venue for planned event</li> <li>• Access and egress</li> <li>• Crowd control</li> <li>• Traffic control and Parking (SWPS 018)</li> <li>• Supervision</li> <li>• Security &amp; safety measures</li> <li>• Notification to local Gardaí, Emergency</li> </ul>	<b>Refer to Routine SWPS Document</b>  <b>SWPS 015 – Event Management</b> <b>SWPS 018 – Traffic Control</b>  The DkIT Events Office is responsible for hiring all college facilities to external users, outside of term time, at weekends and evenings, if available. It is their responsibility to ensure that all events that are organised by external users are risk assessed using Risk Assessment Form (part of SWMPS 015) by the Event Organiser or Planner. The DkIT Events Office is located in M105 on the ground floor of the Faulkner Building. Contact details are as follows:-  Extn: 2053 Phone: 042 9370253 Mobile: 087 7862276 Email: <a href="mailto:eventsoffice@dkit.ie">eventsoffice@dkit.ie</a>



				<p>services (where applicable)</p> <ul style="list-style-type: none"> <li>• Loading/unloading equipment</li> <li>• Insurances &amp; method statements from external contractors</li> <li>• Impact on other students and staff</li> <li>• First Aid/doctor/nurse requirements</li> <li>• Emergency Evacuation</li> </ul> <p>Access &amp; egress routes to and from the event venue must be maintained at all times during the event.</p> <p>The event organiser must carry out a Safety Induction with the event participants prior to the event commencing detailing the emergency evacuations procedures for the Institute.</p> <p>A First Aider must be made available for all events.</p>	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					REV DATE: Nov 2019	
AREA:- Academic Studies & Registrars		Location:- Theatre			Assessment Carried out by: - Caroline Carlin / Derek Crilly	
Activity/Task	Hazards	Probability 1 -3	Severity 1 - 3	Risk Factor L / M /H	Controls in Place	Additional Controls Required
<b>Work in Theatre (Mac Anna / Black Box Theatre)</b>	Access Fire / Emergency Housekeeping Manual Handling Work Equipment Lighting rig / Lifting Equipment Electrical Equipment Work at Height Security First Aid Lone working Event Management	2	2	<b>2 x 2=4</b>  <b>Med</b>	Only authorised personnel will be permitted to access the Theatre. Students working in the Theatre must be supervised by a competent authorised person at all times. Comply with DkIT's Emergency Evacuations Procedure Manual. Become familiar with the local fire signage posted in the area including emergency exit routes and assembly points. Dedicated access routes to be used only. All access routes to be maintained clear from materials or obstructions at all times. Maintain adequate lighting at all times. Ensure trailing cables are rerouted away from main access routes / doors. 'Rubber Channels' can be used where possible to minimise trips & falls. Work at height activities must be planned, organised and carried out by a competent person ensuring that the appropriate work equipment is	Refer to DkIT Routine SWPS document  SWPS 015 Event Risk Assessment  DkIT's Emergency Evacuations Procedure Manual <a href="https://www.dkit.ie/health-safety/emergency-evacuations-procedures-manual">https://www.dkit.ie/health-safety/emergency-evacuations-procedures-manual</a>

				<p>selected and used.</p> <p>Store materials, bags &amp; coats safely as not to obstruct walkways and access routes.</p> <p>Food &amp; drink is not permitted in the theatre.</p> <p>The Maximum capacity of the theatre should not be exceeded at any time.</p> <p>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.</p> <p>Do not move heavy equipment on your own. Maintain good manual handling techniques at all times. Use manual aids where possible e.g. trolleys. Ensure training in Manual Handling techniques is provided to all staff.</p> <p>Report any technical problems to the technician. Do not use faulty equipment.</p> <p>Lifting Equipment must be inspected as per statutory requirements.</p> <p>Event Risk Assessment (SWPS 015) to be completed in advance of any events taking place in the theatre.</p>	
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LIBRARY RISK ASSESSMENTS

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: Jan 2020	
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

DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: Jan 2020	
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
Housekeeping	Trips, Slips & Falls. Obstructed access routes. Improper storage of materials.	2	2	2 x2 = 4 Medium	All areas must be kept clean and tidy at all times. All access routes between desks in open plan areas must be kept free from obstruction at all times. All workplaces, passageways and stairs are maintained adequately lit. Problems with lighting must be reported to the Estates Office for action. All defects in flooring / stair treads and handrails must be similarly reported. All liquid spillages must be cleaned up as soon as possible. All spillages must be cordoned off / warning signs erected if not immediately cleaned up. Keep all entrances, exits, passageways and stairways free of obstruction at all times and do not use these areas for temporary storage. Report all spills, leaks or damage to floors or stairs immediately. Areas must be cleaned daily.	Refer to Routine SWPS Document

					Waste paper bins must be emptied daily. In order to discourage vermin, food must not be consumed or left in public access areas.	
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DKIT - QUANTITATIVE RISK ASSESSMENT FORM					DATE: Jan 2020	
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
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><a href="https://www.dkit.ie/health-safety/emergency-evacuations-procedures-manual">https://www.dkit.ie/health-safety/emergency-evacuations-procedures-manual</a></p>



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<b>Manual Handling</b>	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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<b>Supervision</b>	<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 &amp; 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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<b>Work Station / DSE (Display Screen Equipment)</b>	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 x 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. Where 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	Refer to Routine SWPS No 7 - Safe Work Practice Sheet Display Screen Equipment (DSE)/Workstation Assessment  The Organisation of Working Time Act 1997

				<p>cm; top of screen should be at or below eye-level. Use computer screens of adequate quality: visual fatigue can be caused by poor quality screens. Screen image should be stable, clear (acceptable brightness and resolution). Prevent overexposure to screens: 5 minute break from screen work every hour. Sedentary workers should be able to sit in a variety of positions and should also be able to get up and move around regularly in their job.</p>	
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<b>Work Equipment (including Shredder)</b>	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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<b>Security</b>	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
<b>First Aid</b>	No first aider available	1	2	1x2=2	Ensure all staff are familiar with	Refer to DkIT First Aid Policy.

	in the library.			Low	the First Aiders in their area. 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	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	Estates maintenance request system.

	injuries.				or bodily pressure.	
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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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<b>Windows</b>	<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 &amp; 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 &amp; 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 &amp; seals</p> <p>Allowing opening of only upper windows</p>

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<b>Work at Height (Use of stepladder / foot stools)</b>	Falls from height Falls of materials from height	1	2	1x2=2  <b>LOW</b>	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  <b>LOW</b>	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.