

# Vice President for Academic Affairs & Registrar FUNCTIONAL AREA ANCILLARY SAFETY STATEMENT (Issue 8) June 2020

(Includes Academic Administration & Student Affairs, Library and Placement Office)

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*This Ancillary Safety Statement is to be read in conjunction with the Parent Safety Statement of Dundalk Institute of Technology*

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# Introduction

Under the provisions of The Safety, Health and Welfare at Work Act 2005, Dundalk Institute of Technology is required to ensure so far as is reasonably practicable the health, safety and welfare of all its employees and students engaged in work or study, and all visitors to the Institute premises.

In view of the recent extensive expansion that has taken place on the campus and in order to comply with the requirements of the Act, the Institute has decided to review and update its original Safety Statement. Dundalk Institute of Technology's safety management programme will now consist of a Parent Safety Statement supplemented by ancillary Safety Statements, which apply to different functional areas of the Institute. These ancillary Safety Statements take account of the diverse range of activities, which apply across the Institute.

The Institute's overall Safety Statement is comprised of the following documents:

- **Parent Safety Statement**
- **Ancillary Safety Statement – School of Business & Humanities**
- **Ancillary Safety Statement – School of Health & Science**
- **Ancillary Safety Statement – School of Engineering**
- **Ancillary Safety Statement – School of Informatics & Creative Arts**
- **Ancillary Safety Statement – Vice President of Finance**
- **Ancillary Safety Statement – Vice President for Academic Affairs & Registrar**
- **Ancillary Safety Statement – Vice President of Strategy Planning, Communications & Development Functional Area**
- **Emergency Evacuations Procedures Manual**

The purpose of the Ancillary Safety Statements is to provide details of the specific hazards and control measures which apply in these areas. Each Ancillary Safety Statement should be read in conjunction with the Parent Safety Statement.

## ***General Statement of Policy within the Vice President for Academic Affairs & Registrar's Functional Area***

The Vice President for Academic Affairs & Registrar's Functional Area is committed to ensuring that high standards of health and safety are achieved and maintained throughout all areas under our control. The key mechanism for achieving and maintaining safety is Risk Assessment, by which we identify hazards, which have the potential for harming health or causing accidents, evaluate the risks arising and select and implement appropriate precautions.

Throughout the Vice President for Academic Affairs & Registrar's Functional Area, Risk Assessments will be carried out in all areas under our control periodically (at least once per year). It is essential that all staff and students contribute and cooperate to this process, thus ensuring that the Vice President of Academic Studies Functional Area's stated objective of providing in so far as is reasonably practicable a safe place of work is achieved.

The results of the Risk Assessments carried out in the Vice President for Academic Affairs & Registrar's Functional Area will be recorded and attached to this Ancillary Safety Statement as is required by Section 19 of the Safety Health and Welfare at Work Act 2005.

Signed on behalf of Vice President for Academic Affairs & Registrar Functional Area,

Dundalk Institute of Technology

**Dr. Sheila Flanagan**

Vice President for Academic Affairs & Registrar

# 1.0 Vice President for Academic Affairs & Registrar Functional Area - Description

The Vice President for Academic Affairs & Registrar Functional Area is divided into six areas as follows:-

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**

Refer to Appendix I for Vice President for Academic Affairs & Registrar Functional Area safety management organisational layout.

## 1.1 Academic Administration & Student Affairs

This office manages the Admissions Office, Examinations Office and Students Services. It is charged with providing a link between the academic functions of the Institute and the following areas concerned explicitly with student welfare:

- **Chaplaincy:** Provides personal support to all members of the Institute. It is comprised of a full-time Roman Catholic Chaplain and two part-time (Church of Ireland and Presbyterian) Chaplains.
- **Access Office:** The role of the Access Office is to promote access to the Institute for groups that have been traditionally under-represented in third level education.
- **Counselling Service:** This service provides support for students who have personal and emotional problems and helps them make a successful transition into life at college.
- **Student Health Unit:** All full-time students at DKIT have access to the services of the Doctor and Institute Nurse free of charge. Students with conditions or disabilities requiring special attention are invited to notify the nurse at time of registration so that help is always available if needed.

- **Disability and Student Quality Office:** This service provides a focal point and a designated person whose job is to advocate on behalf of, and provide support to any student with physical, sensory or learning difficulty or who has a medical or mental health condition that interferes with the learning process.
- **Sport and Societies:** Sporting facilities in the Institute include a Multi-Purpose Centre, suitably equipped for all major indoor sporting activities, a Fitness Suite comprising an array of specialized fitness machines, and outdoor facilities that comprise G.A.A., Rugby and Soccer playing fields. This office co-ordinates the activities of sports and societies.
- **Careers & Employability Centre:** This Centre comprises 2 core functions – Careers Development and Student Placement. The Careers Development function works with students and recent graduates to support them develop their employability by providing career guidance, career skills workshops, job search strategies and post-graduate study and routes. A core aspect of their work is to build links with industry and community to develop and promote student and graduate work opportunities i.e. summer internships, graduate programmes and graduate jobs. The Placement Office manages formal student placements (structured, assessed and supervised) across academic programmes in DkIT.
  - The Careers Office, resourced by a Careers Officer and Employability Advisor and is located in the Student Services Office in the Faulkner Building. The Placement Office, resourced by a Placement Co-ordinator and Placement Development Officers is located upstairs in the Faulkner Building.
  - Within the Careers Office there is a dedicated meeting space which has a careers resource library and where the majority of 1-to-1 sessions take place.
  - Both the Careers and Placement functions regularly use the Student Services meeting room upstairs in the Faulkner building for 1-to-1's, group meetings and workshops.
  - The Centre would regularly host industry presentations that can be located across campus. The Annual Careers & Industry Fair is the biggest external industry event on campus, and is managed by the Careers & Employability Centre who liaises with the Estates Office to ensure Health & Safety standards are met.

## 1.2 Library

DKIT library is located on the 1<sup>st</sup> and 2<sup>nd</sup> Floors of the Whitaker Building. It holds 400 study places, houses over 50,000 books and journals and provides a wide selection of library services.

In addition to providing services to all members of staff and students of the Institute, the library is also open to members of the public.

The Library has designated areas for group work, individual study and use of computing facilities.

There are bookable seminar rooms available on both floors. All have audio visual equipment available to users.

Wireless connectivity is provided in most areas of the Library to facilitate the use of laptop computers.

Codes of Conduct are in operation in the library and are applicable to the Seminar Rooms and the Roof Garden as well as the main Library spaces.

### **1.3 Research Office**

The Research Office provides support for researchers and scholars and is responsible for developing and meeting DkIT's strategic objectives for research, specifically for:

- Governance and development of research in DkIT
- Strategic management of major research programmes and institutes
- Research support services
- Industry partnerships
- International programmes
- Infrastructural development
- Commercialisation of research through the Technology Transfer Office

### **1.5 Centre for Excellence in Learning and Teaching (CELT)**

The Centre for Excellence in Learning and Teaching in Dundalk is located in the South Building Room S201 to S205. It provides a range of services to both staff and students, including the following:

#### **1. Student Learning and Development Centre**

The Centre, which was established in May 2009, is located in Rooms S201 and S202. It aims to provide a space for students to feel comfortable in raising issues that may help them to study or learn more effectively.

The Centre operates a booking system for 1:1 and/or group tutorials for both undergraduate and postgraduate students.

## **2. e-Learning Development and Support Unit, S204**

This Unit co-ordinates and supports technology-enhanced learning activities within the Institute. It provides support to staff in their continuing professional development in learning and teaching, both in groups and on an individual basis. The activities of the Unit include:

- Workshops on a range of learning technologies
- Support for learning technology project pilots
- Support for programme boards to enable blended learning programme design and development
- The formation of internal communities of practice to share learning and teaching experiences and resources
- Promotion of educational research as an output of technology-enhanced learning initiatives
- Monitoring and tracking blended/flexible learning implementation

## **3. Master of Arts in Learning and Teaching**

This Master's award has been developed primarily to promote student-centred learning and teaching throughout DkIT, and to provide staff of the Institute with a range of opportunities for their continuing professional development.

These opportunities are offered in support of the Institute's student-centred agenda, a prominent feature of its Strategic Plan (2012-2016), and as a means of encouraging and supporting staff to deepen understanding of the effectiveness of their own practices.

## **4. Master Classes and Workshops**

The centre provides workshops and seminars covering a wide range of third level learning and teaching issues. Each semester, a Schedule of Workshop and Seminar inputs is produced and all staff are invited to participate. Workshops and Seminars are focused on "best practice" approaches and strategies drawn from both national and international contexts and research.

## **1.6 International Office**



The International Office promotes internationalization on campus through the Institute's collaborations with students, academics and partner colleges in Europe and the wider world.

The office offer practical support with all aspects of international study including:

- Programmes
- Entry Requirements
- Application Process
- Student Supports & Services at DkIT
- Accommodation
- Fees
- Cost of Living
- Visas & Immigration
- Orientation
- Getting to Dundalk

## 2.0 Vice President for Academic Affairs & Registrar– Overview of Risk Assessment Process

This Ancillary Safety Statement covers all activities carried out by the Vice President for Academic Affairs & Registrar Functional Area, and should be read in conjunction with the Institute Parent Safety Statement. The hazards currently pertaining to the Vice President for Academic Affairs & Registrar Functional Area are listed on Quantitative Risk Assessment Sheets, which have been compiled for the three areas within the Vice President of Academic Studies Functional Area, as are the control measures required to deal with the risks posed by these hazards.

Risk Assessment will be carried out annually in the three areas of the Vice President for Academic Affairs & Registrar Functional Area. The person responsible for ensuring that Risk Assessment procedure is carried out is Dr. Sheila Flanagan, Vice President for Academic Affairs & Registrar.

The Risk Assessment process, adopted by the Vice President for Academic Affairs & Registrar identifies all hazards posed by activities within the Vice President for Academic Affairs & Registrar's Functional Area and quantifies the risk posed by same. In most cases these hazards can be controlled by adhering to procedures detailed in Safe Work Practice Procedures.

Safe Work Practice procedures are in place throughout the Vice President for Academic Affairs & Registrar's Functional Area and copies of Safe Work Practice Sheets for different hazardous activities in the three areas within the Vice President for Academic Affairs & Registrar Functional Area are listed in this document. The primary objective of the Safe Work Practice procedures is to eliminate, reduce or control any risks posed as a result of the hazards that exist throughout the Functional Area.

Adherence to the Safe Work Practice Procedures is the primary means of risk control in the Vice President for Academic Affairs & Registrar Functional Area. However, hazards may arise from time to time, which are not covered by these procedures. **Under Section 13 of the 2005 Safety, Health & Welfare at Work Act, all staff are required to report any hazards that they notice or observe to their employer. Within the area, any hazard noted or observed by any member of staff must be reported to their immediate superior.**

As part of the annual Risk Assessment process, all Safe Work Practice Procedure Sheets will be reviewed and updated to ensure that they take account of any changing circumstances that have arisen during the course of the year.

### **3.0 Risk Assessment Section**

**Please note that Risk Assessment is carried out annually in each Functional Area of DKIT. Records of Risk Assessment for the Vice President of Academic Studies Functional Area are maintained in the Vice President for Academic Affairs & Registrar Office (Carroll Building) as part of the Functional Area Safety File. A copy is also available on line <https://www.dkit.ie/health-safety/safety-statements/academic-affairs-registrar-functional-area>**

#### **Important information regarding Covid-19**

**Please note that a separate Risk Assessment document has been compiled based on the current Covid 19 restrictions.**

# APPENDICES

# **APPENDIX I**

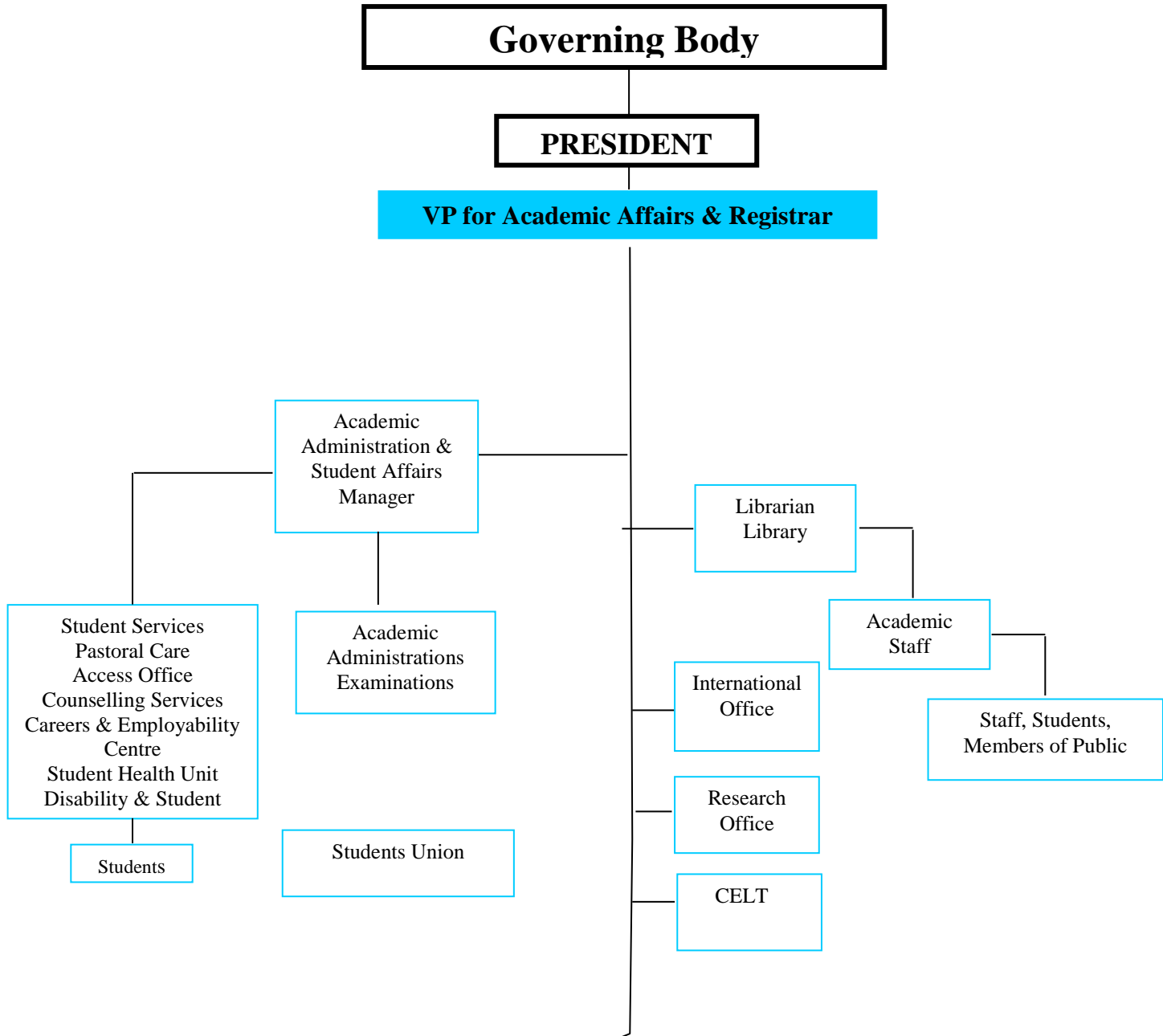
## **LIST OF RESPONSIBLE PERSONS & VICE PRESIDENT OF ACADEMIC STUDIES FUNCTIONAL AREA SAFETY MANAGEMENT ORGANISATIONAL CHART**

## **List of Responsible Persons within the Vice President of Academic Studies Functional Area**

<b>Vice President of Academic Studies</b>	<b>Dr. Sheila Flanagan</b>
<b>Academic Administration &amp; Student Affairs</b>	<b>Linda Murphy Derek Crilly Diarmuid Cahill</b>
<b>Library</b>	<b>Lorraine Mulligan</b>
<b>Exams</b>	<b>Olly Keegan</b>
<b>Careers &amp; Employability Centre</b>	<b>Catherine Staunton</b>
<b>Research</b>	<b>Tim McCormack</b>
<b>Centre for Learning and Teaching (CELT)</b>	<b>Moira Maguire</b>
<b>International Office</b>	<b>Noreen Carney</b>

# Vice President for Academic Affairs & Registrar Functional Area Safety

## Management Organisational Chart



# **APPENDIX II**

## **SAFE WORK PRACTICE PROCEDURE SHEETS**



## **Safe Work Practice Section; for Academic Affairs & Registrar Functional Area**

**Please note the Safe Work Practice Sheets are prepared and reviewed annually in each Functional Area of DKIT.**

**Copies of Safe Work Practice Sheets for the for Academic Affairs & Registrar Functional Area are maintained in the for Academic Affairs & Registrar (Carroll Buiding) as part of the Functional Area Safety File. Copies are also available on line <https://www.dkit.ie/health-safety/safety-statements/academic-affairs-registrar-functional-area>**

# **APPENDIX III**

## **ACCIDENT / INCIDENT REPORT FORM**

### **NEAR MISS REPORT FORM**

## ACCIDENT / INCIDENT REPORT FORM

Note:

This form should be completed whenever an accident or incident occurs which results in injury or damage to personnel or property. If personnel or property WERE NOT injured or damaged during the Accident/ Incident, do not use this form. Use the NEAR MISS REPORT FORM.

Accident / Incident Report Form	
<b>i</b>	<b>Name of person involved in Accident/Incident:</b>
<b>ii</b>	<b>Address:</b>
	<b>Phone:</b>
<b>iii</b>	<b>Who was involved in the Accident/Incident:</b>  <input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Public <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor
<b>iv</b>	<b>Occupation:</b>
<b>v</b>	<b>If an employee of the Institute please state Department:</b>
<b>vi</b>	<b>If no, please elaborate:</b>
<b>vii</b>	<b>Particulars of Accident/Incident &amp; circumstances under which the Accident/Incident occurred:</b> <i>Use additional pages and/or photos if necessary.</i>
<b>viii</b>	<b>Place:</b>
<b>ix</b>	<b>Time:</b> _____ <b>Date:</b> _____
<b>x</b>	<b>Witness Phone No &amp; Address:</b>
	<b>Witness Phone No &amp; Address:</b>
<b>xi</b>	<b>When and to whom was the Accident/Incident initially reported?</b>

<b>xii</b>	<b>Details of injury/damage:</b> Indicate type of injury (put an 'x' in one box only)			
	<input type="checkbox"/> Bruising, contusion	<input type="checkbox"/> Suffocation, asphyxiation		
	<input type="checkbox"/> Concussion	<input type="checkbox"/> Gassing		
	<input type="checkbox"/> Internal injuries	<input type="checkbox"/> Drowning		
	<input type="checkbox"/> Open wound	<input type="checkbox"/> Poisoning		
	<input type="checkbox"/> Abrasion, graze	<input type="checkbox"/> Infection		
	<input type="checkbox"/> Amputation	<input type="checkbox"/> Burns, scalds and frostbite		
	<input type="checkbox"/> Open fracture (i.e. bone exposed)	<input type="checkbox"/> Effects of radiation		
	<input type="checkbox"/> Closed fracture	<input type="checkbox"/> Electrical injury		
	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Property damage,		
	<input type="checkbox"/> Sprain, torn ligaments	Specify _____		
		<input type="checkbox"/> Other, Specify _____		
<b>xiii</b>	<b>Indicate part of body most seriously injured (put an 'x' in one box only):</b>			
	<input type="checkbox"/> Head, except eyes	<input type="checkbox"/> Fingers, one or more		
	<input type="checkbox"/> Eyes	<input type="checkbox"/> Hip joint, thigh, knee cap		
	<input type="checkbox"/> Neck	<input type="checkbox"/> Knee joint, lower leg, ankle		
	<input type="checkbox"/> Back, spine	<input type="checkbox"/> Foot		
	<input type="checkbox"/> Chest	<input type="checkbox"/> Toes, one or more		
	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Extensive parts of the body		
	<input type="checkbox"/> Shoulder, upper arm, elbow	<input type="checkbox"/> Multiple injuries		
	<input type="checkbox"/> Lower arm, wrist, hand	<input type="checkbox"/> Other, Specify _____		
<b>xiv</b>	<b>Consequences of the Accident/Incident:</b>			
	Fatal	<input type="checkbox"/>	Date of resumption of work if	Anticipated absence if not
	Non Fatal	<input type="checkbox"/>	back	back
			Year    Month    Day	4-7 days <input type="checkbox"/>
			_____    _____    _____	8-14 days <input type="checkbox"/>
				More than 14 days <input type="checkbox"/>
<b>xv</b>	<b>Treatment:</b>			
<b>xvi</b>	<b>Doctor's report and recommendation:</b>			
<b>xvii</b>	<b>Steps taken to prevent reoccurrence of this type of Accident/Incident:</b>			
	<b>Signature of person completing report:</b>		<b>Date:</b>	
	<b>Print Name &amp; Job Title:</b>			
	<b>Signature of Head of Department/School/Function:</b>		<b>Date:</b>	
	<b>Print name:</b>			

(Copies of the completed Institute Accident Report are to be sent separately to the Institute Health & Safety Co-ordinator, the Vice President for Finance & Corporate Affairs and the Estates Office)

## NEAR MISS REPORT FORM

**Note:**

This form should be completed whenever a Near Miss occurs - that is an incident WITHOUT injury to person or damage to property.

If personnel or property were injured or damaged during the incident, do not use this form. Use the 'ACCIDENT / INCIDENT REPORT FORM'.

NEAR MISS REPORT FORM									
<b>i</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 40%; border: none; padding: 5px;"><b>Date of Near Miss:</b></td> <td style="border: none; padding: 5px;"><b>Time of Near Miss:</b></td> </tr> </table>	<b>Date of Near Miss:</b>	<b>Time of Near Miss:</b>						
<b>Date of Near Miss:</b>	<b>Time of Near Miss:</b>								
<b>ii</b>	<b>Location of Near Miss:</b>								
<b>iii</b>	<b>Who was involved in the Near Miss:</b> <input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Public <input type="checkbox"/> Contractor <input type="checkbox"/> Visitors								
<b>iv</b>	<b>Name of person(s) involved in Near Miss:</b>								
<b>v</b>	<b>Name, Address &amp; Contact details of any witnesses to Near Miss:</b>								
<b>vi</b>	<b>Description of Near Miss:</b>								
<b>vii</b>	<b>Steps taken to prevent a reoccurrence of this type of Near Miss incident:</b>								
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none; padding: 5px;"><b>Signature of person completing report:</b></td> <td style="border: none; padding: 5px;"><b>Date:</b></td> </tr> <tr> <td colspan="2" style="border: none; padding: 5px;"><b>Print Name &amp; Job Title:</b></td> </tr> <tr> <td style="border: none; padding: 5px;"><b>Signature of Head of Department/School/Function:</b></td> <td style="border: none; padding: 5px;"><b>Date:</b></td> </tr> <tr> <td colspan="2" style="border: none; padding: 5px;"><b>Print name:</b></td> </tr> </table>		<b>Signature of person completing report:</b>	<b>Date:</b>	<b>Print Name &amp; Job Title:</b>		<b>Signature of Head of Department/School/Function:</b>	<b>Date:</b>	<b>Print name:</b>	
<b>Signature of person completing report:</b>	<b>Date:</b>								
<b>Print Name &amp; Job Title:</b>									
<b>Signature of Head of Department/School/Function:</b>	<b>Date:</b>								
<b>Print name:</b>									

(Copies of the completed Near Miss Report Form are to be sent to the Health & Safety Co-Ordinator, the Vice President for Finance & Corporate Affairs and the Estates Office)