



# **School of Surveying & Construction Innovation Safety Arrangements and Risk Assessments**

30<sup>th</sup> September 2024

*This Template (version 2.0 October 2022) is to be used by Schools/Functions in the development of risk assessments and the determining of safety arrangements. It should be used by a working group assigned by the Head of School/Function and kept under periodic review.*

*It should be developed against the backdrop of the University Safety Statement.*

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## 2. Document Control Summary

There are further details on document management in section 9.

Area	Document Information
Author e.g. School/ Function working group	School of Surveying and Construction Innovation
Owner e.g. Head of School/ Function	Dr Mark Mulville/ Head of School
Version	2.0
Status e.g. draft/ Final	Final
Approved by	Dr Mark Mulville/ Head of School
Approval date	30/09/2024

## 3. Introduction / Context

This document has been prepared by *the School of Surveying and Construction Innovation* and reviewed by the Safety, Health and Welfare (SHW) Office.

This document is based solely on the information provided to the author(s) on the date of completion. If there is any inaccuracy, misstatement, omission or any other error of whatever nature contained herein, it should be reported immediately to the Head of School/ Function and the Safety, Health and Welfare Office.

This document is our written commitment to managing safety, health welfare and the measures we have implemented to achieve this. It outlines the following:

- the results of risk assessments;
- the names and job titles of those appointed to be responsible for any safety and health matters;
- the [duties of employers and employees](#), including the co-operation required from employees on safety and health matters;
- our commitment to employee consultation and participation, including arrangements for appointing safety representatives;
- our welfare arrangements;
- our plans and procedures for dealing with fire and emergency evacuation;
- our arrangements to ensure the safety of young persons, pregnant employees and visitors to the workplace or anyone else who may be affected by our activities;
- our personal protective equipment policy and register of equipment;
- our first-aid procedure, and details about the equipment and facilities available;
- our procedures for accident reporting and investigation; and
- our training details.

## 4. Purpose

This document outlines the local arrangements in place to achieve the objectives of the University Safety, Health and Welfare Policy.

## 5. Scope

This document applies to all employees of the School/ Function and others at TU Dublin who may be exposed to any risks associated with the activities of the School/Function e.g., undergraduate/postgraduate/apprentice students, visitors, contractors, service providers etc.

The School of Surveying and Construction Innovation is predominantly based on the Bolton Street campus. The school delivers undergraduate and postgraduate programmes in the fields of Geospatial Surveying, Quantity Surveying, Digital Construction, Real Estate and Valuations and Construction Management.

## 6. Definitions

We utilise the following [definitions and glossary](#)

## 7. Policy Details

### Policy Overview and Details

The School of Surveying and Construction Innovation is committed to working in accordance with the provisions of the *Safety, Health and Welfare at Work Act 2005* and other associated legislation.

We are fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and, as far as is reasonably practicable, commit to ensuring that:

- Work activities are managed to ensure the safety, health and welfare of our employees and others who may be affected;
- Our safety documentation is maintained and updated, and written risk assessments are carried out and reviewed as required and brought to the attention of employees at least annually;
- Identified protective and preventive measures are implemented and maintained;
- Improper conduct likely to put an employee's safety and health at risk is prevented;
- A safe place of work is provided that is adequately designed and maintained;
- A safe means of access and egress is provided;
- Safe plant and equipment are provided;
- Safe systems of work are provided;
- Risks to health from any article or substance are prevented;
- Appropriate information, instruction, training and supervision are provided;
- Where hazards cannot be eliminated suitable protective clothing and equipment are provided;
- Emergency plans are prepared and revised;
- Welfare facilities are provided and adequately maintained; and
- Competent personnel who can advise and assist in securing the safety, health and welfare of our employees are employed when required.

Signed:  Date: 30/09/2024

## 8. Related Documents

- University Safety Statement

## Approval Process

This document is approved by the Head of School/ Function and noted at the relevant Campus Safety Health and Welfare Committee and at the University Safety, Health and Welfare Steering Committee.

## Document Review

This document must be relevant at all times. Therefore, it should be reviewed at least annually by the School/ Function working group in consultation with the Safety, Health & Welfare Office or reviewed more frequently if;

- Changes occur - your activity changes and your employees/others are exposed to new hazards, for example the introduction of new machinery/equipment/chemicals, new work practices, procedures or emerging risks are introduced;
- new technical knowledge becomes available, or when new legislation or standards are brought in;
- there is reason to believe that the information it contains is no longer adequate, for example changes to health and safety arrangements and resources, or a review of policy following an incident.

All updates and changes will be conducted through the consultation process. Reviews will be brought to the attention of all employees and others (relevant stakeholders) whenever it is changed or updated and when new recruits commence. It will be brought to their attention in a form and language that is understood.

## Version Control

To be used when changes occur within the School/ Function in advance of the annual review.

VERSION NUMBER	VERSION DESCRIPTION / CHANGES MADE	AUTHOR	DATE
1	N/A	M.Mulville	05.05.2023
2	General Updates	M.Mulville	30.09.2024

## Document Approval

VERSION NUMBER	APPROVAL DATE	APPROVED BY (NAME AND ROLE)
01	13/06/2023	Dr. Mark Mulville, Head of School.
02	30/09/2024	Dr. Mark Mulville, Head of School.

## Document Storage

This document is available on the [SHW website](#) and the School/ Function website.

## 9. Safety Arrangements for the School of Surveying and Construction Innovation

### Names and Job Titles

Those appointed to be responsible for any safety, health & welfare matters

Name	Role	Location	Contact Number	Email Address
Mark Mulville	Head of School	City	(01) 220 6555	<a href="mailto:mark.mulville@tudublin.ie">mark.mulville@tudublin.ie</a>
Ruairi Hayden	Head of Discipline	City	01 220 6539	<a href="mailto:Ruairi.hayden@tudublin.ie">Ruairi.hayden@tudublin.ie</a>
Seamus Harrington	Head of Discipline	City	01 220 6540	seamus.harrington@tudublin.ie
Barry McAuley	Head of Discipline	City	01 220 6661	<a href="mailto:Barry.mcauley@tudublin.ie">Barry.mcauley@tudublin.ie</a>
Frank Harrington	Head of Discipline	City	01 220 6537	<a href="mailto:Frank.Harrington@tudublin.ie">Frank.Harrington@tudublin.ie</a>
Louise Keeley	School Operations Lead	City	01 220 6186	<a href="mailto:Louise.keeley@tudublin.ie">Louise.keeley@tudublin.ie</a>
Deirdre O'Reilly	School Administrator	City	01 220 6172	<a href="mailto:Deirdre.OReilly@tudublin.ie">Deirdre.OReilly@tudublin.ie</a>
Jane Cullen	School Administrator	City	01 220 6572	<a href="mailto:Jane.Cullen@tudublin.ie">Jane.Cullen@tudublin.ie</a>
Louise Keeley	Person responsible for document control	01 220 6186		<a href="mailto:Louise.keeley@tudublin.ie">Louise.keeley@tudublin.ie</a>

Louise Keeley	Person responsible for training register	01 220 6186		<a href="mailto:Louise.keeley@tudublin.ie">Louise.keeley@tudublin.ie</a>
Louise Keeley	Person responsible for PPE register	01 220 6186		<a href="mailto:Louise.keeley@tudublin.ie">Louise.keeley@tudublin.ie</a>
David Fitzsimons	Person responsible for equipment register	01 220 6535		<a href="mailto:David.fitzsimons@tudublin.ie">David.fitzsimons@tudublin.ie</a>

### SHW Staffing Details

Name	Role	Location	Contact Number	Email Address
Edel Niland	SH&W Senior Manager	City	(01) 2206266/ 086 389 1080	edel.niland@tudublin.ie
Rosie Fleming	Occupational Health Advisor	City	(01) 2206270/087 980 9194	rosie.fleming@tudublin.ie
General	Central contact	City		<a href="mailto:shw@tudublin.ie">shw@tudublin.ie</a>
Orlaith Waters	Occupational Health Advisor	City	(01) 2206269/087 980 9131	orlaith.waters@tudublin.ie
Sinead Collins	SH&W Administrator	City	(01) 2206267	sinead.m.collins@tudublin.ie

### Duties of Employers, Employees and Others

The full listing of roles and responsibilities within TU Dublin is available on the SHW website [click here](#).

Categories of School/ Function Personnel	Tick (✓) which is relevant to your School/ Function
<b>Employees</b>	
○ <b>Academic staff</b>	✓
○ <b>Technical staff</b>	✓
○ <b>Professional Services staff</b>	
○ <b>Administrative staff</b>	✓
○ <b>Other (please specify)</b>	

<b>Contractors/Service Providers</b>	
<b>Franchise Holders, Campus Companies, Others with Shared Occupancy</b>	
<b>Students</b>	✓
<b>Visitors</b>	✓
<b>Campus users</b>	✓

## Plans and Procedures for Dealing with Fire and Emergencies

Action for fire/evacuation warning - The immediate response to fire/evacuation warning for all campus users

### On suspecting a fire i.e. smelling or seeing smoke

- Do not investigate alone; and
- Alert front desk/reception and wait for further instruction. Prepare to evacuate.

### On discovering a fire:

- Do not panic;
- Activate the nearest alarm call point or break glass unit, after which;
- Alert the front desk/reception or Emergency Services if possible;
- Fight the fire with the appropriate fire extinguisher **only** if it is safe to do so and you are trained; and
- Follow the evacuation procedure below.

### If you hear the evacuation alarm (the alarm will sound continuously)

- Proceed to evacuate without delay;
- Do not return for personal belongings or wait for further information or instruction;
- If there is time and it is safe to do so, shut down electricity and gas, and close doors and windows;
- Leave the building using the nearest emergency exit following the green emergency exit signs;



- Do not use the lift;
- Form a single file on stairways and corridors and leave the centre passageway clear for emergency access;
- If you encounter crowd congestion, smoke or other danger proceed to another exit if possible;
- If, for some reason you cannot exit the building, make your way to a refuge area and use the call point (see picture below) to inform colleagues of your whereabouts;
- Disperse from the building and report any issues to the Incident Controller;
- Move away to the designated Assembly Point; and
- Do not re-enter the building until the “all clear” has been given by the Incident Controller/ person in charge.

### Refuge call point (press the button to communicate)





### CONTACTING EMERGENCY SERVICES

- Dial 112 or 999 (if dialling from a campus landline phone you may need to dial “0” for an outside line);
- Ask for correct service(s); and
- Give the following information: Your name, telephone number, exact location (TU Dublin Campus building, street, landmarks, Eircode if known), type of incident, contact details, number of casualties, type of injuries, any hazards etc.

#### **DON'T HANG UP THE PHONE UNTIL THE OPERATOR CLEARS THE LINE**

- If dialling 112 or 999 from a campus landline phone, remember you may need to dial “0” first to get an outside line. The dial tone may differ from the usual tone;
- Designate someone to inform the front desk/reception of the situation; and
- Designate a person to go to the front of the building to guide the Emergency Services to the scene.

### Evacuation Marshals (ALL EMPLOYEES)

All employees are required to act as evacuation marshals during an evacuation. The main role of an evacuation marshal is to carry out a “sweep/search” of rooms in their area and instruct all occupants to leave the building promptly by the nearest and safest exit and report to the Assembly Point. They report information about their area to the Incident Controller outside the building. Evacuation marshals are advised not to put themselves in any danger while undertaking their duties. The role and duty of an evacuation marshal is covered in Emergency Response Training.

Emergency Preparedness details may be found at this [link](#)

Assembly Points and pictures of same relevant to your campus may be found at this [link](#)

First Response procedures in emergency scenarios are available [here](#)

## First-Aid and Details about the Equipment and Facilities Available

TU Dublin First-aiders details are available from this [link](#)

Local first-aiders for the School/ Function are listed in the table below. **Where a School/ Function has first-aid details on their One Drive they can insert the link here**

FIRST-AIDERS			
Name	Location	Contact Number	Email Address
Mark Mulville (emergency first aid only)	City	(01) 220 6555	<a href="mailto:Mark.mulville@tudublin.ie">Mark.mulville@tudublin.ie</a>
David Fitzsimons (emergency first aid only)	City	(01) 3266535	David.fitzsimons@tudublin.ie
Louise Keeley	City	(01) 220 6186	Louise.keeley@tudublin.ie
<p><b>First-aiders are responsible for checking first-aid kits and equipment in their areas.</b></p> <p><b>Replenishment of first-aid stocks can be ordered from the Safety, Health &amp; Welfare Office email <a href="mailto:shw@tudublin.ie">shw@tudublin.ie</a></b></p>			

First-aid response to medical conditions are available from this [link](#).

**Please insert the location of your nearest first-aid room** some of these rooms also serve as a rest facility for pregnant women and breastfeeding mothers.

Building	Room/Area
Aungier St.	Room 4007*, 4 <sup>th</sup> Floor
Blanchardstown	Medical Centre, An Croí Building, 1 <sup>st</sup> Floor, Room C108/109*
Bolton Street	Room 136.1, Ground Floor
Central Quad, Grangegorman	Room, CQ-0372, Ground Floor
East Quad, Grangegorman	Room EQ-020, Ground Floor
Lower House, Grangegorman	Room LH-036, Ground Floor
Park House	First-Aid room, 4 <sup>th</sup> Floor
Rathdown House, Grangegorman	Room RD003, Ground Floor
Tallaght	Medical Centre, 1 <sup>st</sup> Floor of Main building, Room 110

\* Aungier Street and Blanchardstown rooms are available for pregnant women and breastfeeding mothers, however full fit-out is still in progress.

Location of First-Aid Equipment	
First-Aid Kits	First-aid kits are available at the front desk/reception in main buildings. <b>A first aid kit is held in the Survey Store (rm 121)</b>
Automated External Defibrillators (AEDs)	AEDs are available at the front desk/reception in main buildings. A full listing of all AED locations is available on the website <a href="#">click here</a>
Emergency Showers	N/A
Eye-Wash Stations	N/A

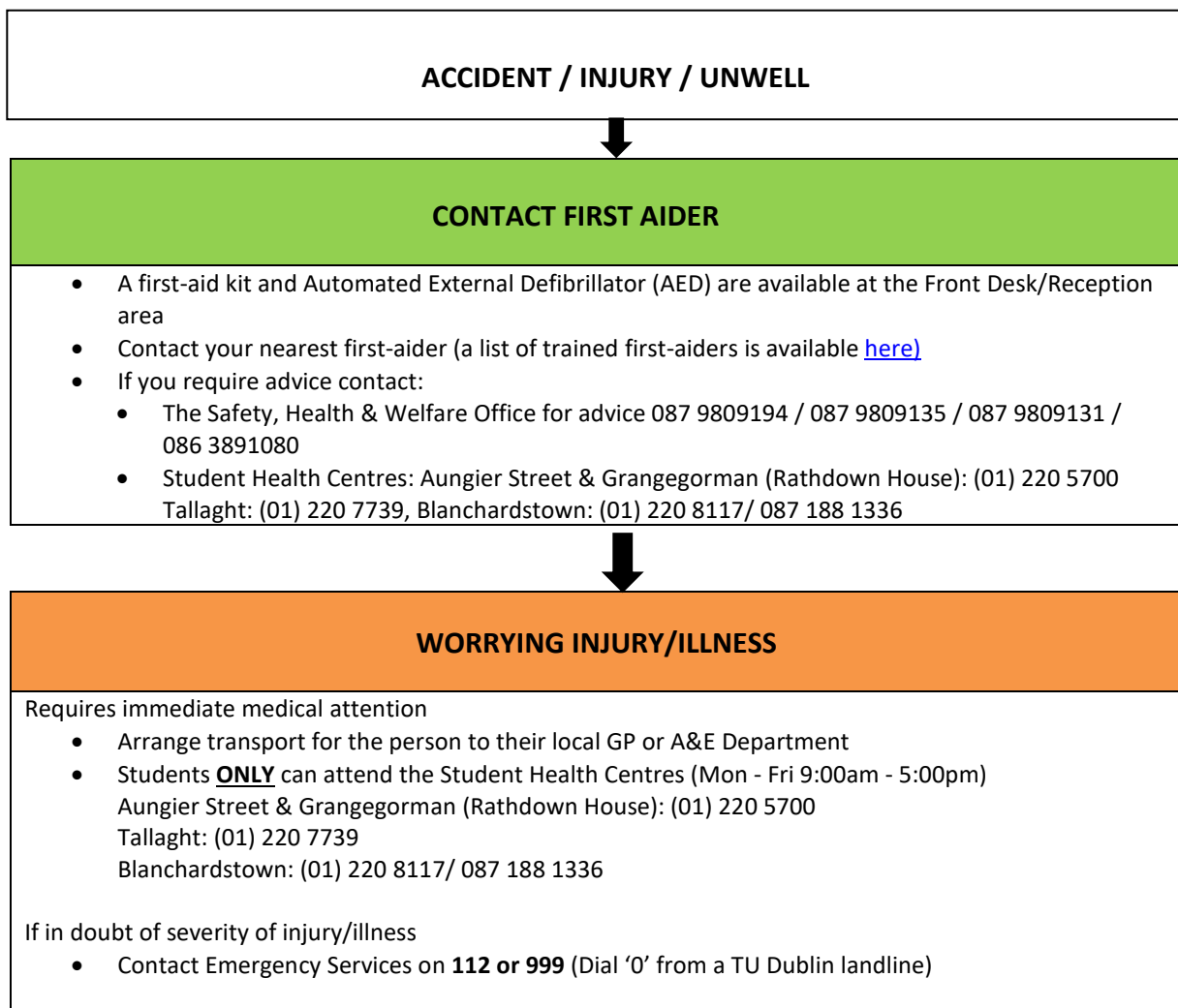
### Internal and External Emergency Numbers

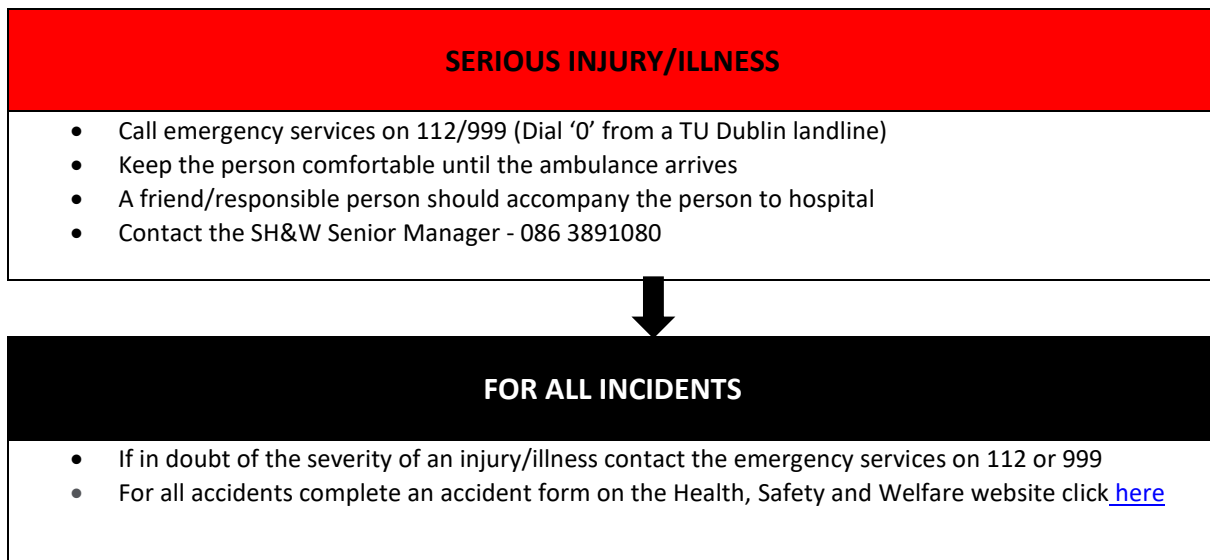
TU Dublin City Internal Contact Numbers	
Central Switchboard	(01) 220 5000
<b>Chaplaincy</b>	
City	(01) 2207076
Tallaght	(01) 220 7671 / 086 102 2698
Blanchardstown	(01) 220 7089 / 086 0671548
Security Control Centre 24 hour (Grangegorman, Orchard House)	(01) 220 7615 (01) 220 7616
Student Counselling Service	086 0820543
Corporate Employee Assistance Programme (Spectrum Life) 24 hours a day/365 days per year	Call freephone <b>1800 814 243</b> or text "Hi" using WhatsApp or SMS to <b>087 369 0010</b> or you may email an enquiry to the specialist information service at <a href="mailto:eap@spectrum.life">eap@spectrum.life</a>
Estates Helpdesk	(01) 220 7666
<b>Student Health Centres:</b>	
Aungier Street (Room 2051, Second Floor)	(01) 220 5700
Grangegorman, Rathdown House (First floor)	(01) 220 5700
Tallaght (Room 110, First Floor of Main Building)	(01) 220 7739
Blanchardstown (Room 108/109, First Floor Croí Building)	(01) 220 8117/ 087 188 1336

External Emergency contact numbers	
Emergency Services	<b>112/999</b> (If dialling from a landline phone you may need to dial "0" for an outside line)
Hospitals	<b>Northside</b> (01) 803 2000 Mater Hospital (01) 646 5000 Blanchardstown <b>Southside</b> (01) 401 3000 St. James Hospital (01) 414 2000 Tallaght Hospital
Dublin City Council	(01) 222 22 22
Garda Síochána	<b>Northside:</b> Bridewell: (01) 666 8200 Mountjoy Square: (01) 666 8600 <b>Southside:</b> Kevin Street: (01) 666 9400

	Fitzgibbon Street: (01) 666 8400 Store Street: (01) 666 8000 Tallaght: (01) 666 6000 Blanchardstown: (01) 666 7000	Pearse Street: (01) 666 9000
<b>Gas Networks Ireland 24-hour Emergency</b>	1850 20 50 50	
<b>ESB Fault Emergency Line</b>	1850 372 999 Fault and Emergency: 021 4537000 (open 24 hours, 7 days per week)	
<b>Health and Safety Authority</b>	0818 289 389	
<b>Samaritans</b>	116 123	
<b>Environmental Protection Agency</b>	0818 33 55 99	
<b>National Poisons Information Centre</b>	Members of Public: (01) 809 2166 (8.00 a.m. to 10.00 p.m. 7 days a week)	

**TU DUBLIN EMERGENCY FIRST-AID PROCEDURE**





## Commitment to Employee Consultation and Participation Including arrangements for appointing safety representatives

It is recommended that Schools/ Functions with significant hazards should consider setting up a school/function safety committee to ensure full compliance with the requirements of the 2005 Act and associated regulations. Please refer to the guidance document on School/ Function safety committees in appendix 1. Otherwise, safety must be a standing agenda item at each School/Function/ Faculty/ Head of Service meeting.

*Heads of School/Function will:*

- Communicate relevant risk assessments to employees, students and others who may be affected e.g. tell them about the control measures in place and know who is responsible for implementing any additional controls and by what date;

*Employees:*

- Are encouraged to monitor the effectiveness of the control measures in place;
- Will ensure they read and understand safety documentation (including risk assessments) and what is expected to ensure a safe working environment; and
- Will communicate with management if they feel additional control measures are required.

## Arrangements to Ensure the Safety of Sensitive Work Groups young persons, pregnant employees and visitors to the workplace or anyone else who may be affected by our activities

Young persons, pregnant employees, and visitors are addressed in the risk assessment section.

## Personal Protective Equipment Policy and Register of Equipment

All PPE and safety equipment purchased by the School/Function (or by students at the request of the School/Function) must be of approved standards and comply with relevant EC Directives regarding design and manufacture. Defects shall be reported to Managers/Supervisors.

The various areas where PPE must be worn are outlined in the risk assessments. This is further complemented with mandatory signage. PPE shall be provided and worn in designated areas and whilst carrying out specific tasks, based on the risk assessments.

The School of Surveying and Construction Innovation (SSCI) does not operate any labs or specialist spaces on campus that require PPE. There is a limited amount of use of labs by some students. Where these labs are being used the lab supervisor is provided with PPE by their host school. Students (and any SSCI staff attending) must wear appropriate PPE when using the labs as stipulated in the relevant lab risk assessment. Students will be notified in advance of attending any labs as to what PPE is required and how to obtain it (i.e. if it is to be provided by the school or the students are required to provide their own).

When undertaking visits to off-campus construction sites students will be provided with hi-vis vests, safety helmets, eye protection and gloves (by the School). Students must provide their own safety boots. Students must also provide any additional safety equipment required by the specific contractor (i.e. ear protection). Students will be notified of any such requirements in advance.

Tick ✓ the yellow box for PPE relevant to your School/Function.



Eye protection must be worn



Ear protection must be worn



Safety gloves must be worn



Safety overalls must be worn



Face protection must be worn



Safety harness must be worn



Chef Uniform

Laboratory Coat (Howie)

Safety Shoes



Other, Please list

**Please outline if PPE is disposable or if reusable, the cleaning and maintenance required N/A**  
**Please outline the PPE training provided to staff and students N/A**

### Procedure for Reporting Accidents/ Near misses/ Dangerous Occurrences/ Hazards

Employees and students are required to immediately inform their Supervisor/Line Manager of any accident/near miss/dangerous occurrence/hazard. An online [report form](#) must be submitted to the SHW Office within 24 hours.

Accidents will be investigated by the Manager/Supervisor in charge of the area in which the accident occurred and assisted as necessary by the Safety, Health and Welfare Office. The purpose of this investigation is to identify the causes of the accident and allow corrective action to be taken to prevent a re-occurrence. All staff, students and contractors/service providers are obliged to co-operate with such investigations and to provide any information which may be useful in establishing the circumstances surrounding the accident.

The reporting of certain accidents and dangerous occurrences to the Health and Safety Authority (HSA) will be completed by the Safety, Health and Welfare Office as required.

In the event of a serious accident/fatality the Safety, Health & Welfare Senior Manager will liaise with the Health & Safety Authority and Gardaí regarding the reporting and investigation of the accident.

### Statutory Testing/ Register of Equipment

Each School/ Function must keep a register of equipment that requires statutory testing (**please complete details in the table below**).

Item	Location	Test Frequency	Test Company Details
N/A			

### Training details

In addition to the general health and safety training requirements outlined in the Health & Safety Training Policy, the following specialised training is required for specific hazards relevant to this school/function (**Please tick box ✓**):

- Chemical     
  Gas     
  Biological     
  Laser     
  Machinery and plant  
 Working at heights     
  Child Protection Training     
  Other (see below)

- Specialist instrumentation under use by students must be supervised by a lecturer
- Students on work placement on construction site are required to undertake safe pass training

## 10. Hazard Identification

Please use the checklist below to assist in the identification of hazards and complete the risk assessment in accordance with the risk assessment procedure and template provided below.

Further resources on risk assessment development and templates is available from the [SHW website](#) and the [HSA website](#). The Safety, Health & Welfare Office is available to provide risk assessment training, review risk assessments completed by Schools/Function, and offer professional judgement and advice.

### Risk Assessment Procedure & Templates

#### Introduction

*Section 19 of the Safety, Health and Welfare at Work Act 2005* requires every employer, the self-employed, and those who control workplaces to any extent, to identify the hazards in the workplace under their control and to assess the risks presented by those hazards. Employers are required to do all that is reasonably practicable to minimise the risk of injury. A School/Function can achieve all that is reasonably practicable by:

- identifying the hazards and associated risks relating to the School/Function, and
- putting in place appropriate control measures such that it would be grossly disproportionate to do more.

#### Purpose

The purpose of this procedure is to set out how risk assessments are completed at TU Dublin.

#### Scope

The hazard identification, risk assessment and control process relates to all activities and equipment in the place of work under TU Dublin's control.

#### Responsibilities

*Each Head of School/Function is responsible for:*

- Ensuring written risk assessments are carried out for all work activities and equipment in areas under his/her control;
- Convening a working group, where necessary, to assist with the risk assessment process (see working group section below);
- Consulting with and involving his/her employees as part of the risk assessment process;
- Keeping records of risk assessments completed;
- Ensuring control measures outlined in the risk assessments are implemented;
- Reviewing risk assessments annually or as necessary; and
- Communicating findings of risk assessments to all employees and others under their remit or to those who may be affected by their work activities.

*The Safety, Health & Welfare Office is appointed to facilitate and support Heads of School/Function with the risk assessment process by:*

- Developing standard template forms for completion;
- Ensuring training is provided in the form of legal briefings and risk assessment methodology;



- Advising of changes in legislation or associated guidance that will impact on the requirement to carry out or revise a risk assessment;
- Reviewing risk assessments completed by Schools/Function and offering professional judgement and advice as appropriate; and
- Sourcing external expertise where necessary.

### Working Groups

Collaboration and employee involvement is fundamental in ensuring risks are effectively managed as often they have the most knowledge of the hazards and risks associated with their work.

For Schools/Functions with considerable hazards to be risk assessed, in terms of the place of work or work activities or both, a working group of competent persons will be convened by the Head of School/Function to assist him/her with the risk assessment process. The group may consist of a mixture of employees to ensure a broad range of subject matter knowledge, skills and experience within the group e.g. school/function representatives from management, academic, technical, administration and support staff. Led by the Head of the School/Function, the working group will carry out the following:

- Undertake risk assessment workshop provided by the Safety, Health & Welfare Office;
- Assist in the preparation of risk assessments (steps 1-5 below);
- Head of School/Function consults with all his/her employees and takes feedback on board;
- Head of School/Function approves final version and brings to the Faculty Dean and University Safety Steering Committee for noting.

### Procedure

The five main steps to completing a risk assessment are:

#### **Step 1: Look at the hazards**

The first step is to identify all the hazards in the workplace (see hazard check list below to assist). A hazard is anything with the potential to cause injury or ill health. Within your School/Function there may be several different types of hazard:

Physical hazards, such as manual handling, slip or trip hazards, poor housekeeping, fire, working at height, working with hot items, working in cold environments or using poorly maintained equipment.

Health hazards, such as noise, vibration, unsuitable light levels, harmful dusts or stress.

Chemical hazards, such as working with common everyday products from cleaning agents, glues and correction fluids to industrial solvents, dyes, pesticides or acids.

Human factor hazards, such as bullying by or violence from other employees or members of the public.

#### **Step 2: Assess the risks**

Risk means the likelihood that someone will be harmed by a hazard, together with the severity of the harm suffered. When we look at likelihood matched up with severity using the below categorisations, we can determine the level of risk associated and classify it numerically and by colour code (see risk matrix below). Risk also depends on the number of people who might be exposed to the hazard. In assessing the risk, you should estimate:

- how likely it is that a hazard will cause harm,
- how serious that harm is likely to be, and

- how often and how many individuals are exposed.

When assessing the risk, it is important to consider who may be exposed to a specific hazard. Apart from direct employees, think about the people who may not be in the workplace all the time, for example:

- students,
- cleaners,
- visitors,
- other employers' workers such as contractors/service providers, and
- maintenance personnel.

Where the public access your offices/work areas under your control, you will need to assess the hazards that they are exposed to. Hazards could vary from slips, trips and falls to unauthorised entry to dangerous areas.

You also need to consider vulnerable groups for which you may need to put in place additional control measures. These vulnerable groups may include:

- young people, who may be more at risk due to their inexperience and lack of training;
- elderly people;
- pregnant, post-natal and breastfeeding employees;
- people with language difficulties or for whom English is not a first language;
- people with different abilities or disabilities; and
- people who are handling money or dealing with the public.

### **Step 3: Decide on control measures**

Decide on the control measures to reduce risks and assign ownership for implementation. When deciding on the appropriate control measures to put in place, the working group need to ask themselves:

- Can we eliminate the hazard altogether?
- Can we change our activities to make it safer?
- If not, what safety precautions are necessary to control this risk as much as possible?

Schedule 3 of the SHWW Act 2005 general principles of prevention should be implemented with reliance on personal protective equipment being the last option.

1. The avoidance of risks.
2. The evaluation of unavoidable risks.
3. The combating of risks at source.
4. The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
5. The adaptation of the place of work to technical progress.
6. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
7. The giving of priority to collective protective measures over individual protective measures.
8. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
9. The giving of appropriate training and instructions to employees.

**Step 4: Take Action**

Implement the control measures in the agreed timeline.

**Step 5: Review**

Monitor the effectiveness of the control measures implemented and review the risk assessments at least annually.

RISK FACTOR MATRIX		Severity (What could the impact be?) → → → →				
		1	2	3	4	5
		Trivial Injury	Minor Injury	Potential Major Injury	Major Injury	Fatality
<b>Likelihood</b> (How likely is it to occur) ↓ ↓ ↓ ↓		A trivial injury or condition not requiring hospital treatment could occur	A minor injury or condition could occur which may require minor hospital treatment	A major injury or condition could occur resulting in an over three days absence from work	A major injury or condition will occur unless risk controls are put in place	A fatality will occur unless robust risk controls are put in place
5	<b>Certain</b> It will almost certainly occur?	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH
4	<b>Frequent occurrence</b> It could occur on a regular basis?	4 LOW	8 MEDIUM	12 HIGH	16 HIGH	20 HIGH
3	<b>Likely occurrence</b> It could occur but not on a regular basis?	3 LOW	6 MEDIUM	9 MEDIUM	12 HIGH	15 HIGH
2	<b>Occasional occurrence</b> It is unlikely to occur but it is possible?	2 LOW	4 LOW	6 MEDIUM	8 MEDIUM	10 MEDIUM
1	<b>Improbable occurrence</b> It is very unlikely to occur?	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
<b>RISK ACTION</b>						
Severity (S) X Likelihood (L) = RISK FACTOR RATING (RFR) before risk controls.						
After risk controls are applied = RESIDUAL RISK RATING (RRR)						
1 - 5		Indicates a <b>LOW</b> risk		Proceed with caution as there could still be risks present		
6 - 10		Indicates a <b>MEDIUM</b> risk		Proceed with caution as there are Medium risks still present. Improve control measures if reasonably practicable.		
12 - 25		Indicates a <b>HIGH</b> risk		<b>DO NOT PROCEED.</b> Further control measures need to be applied to reduce the risk to a Medium or Low risk		



# Risk Assessments

<b>School/ Function:</b> School of Surveying and Construction Innovation	<b>Locations (building location):</b>
<b>Risk assessment working group members:</b> Mark Mulville, Ruairi Hayden, Frank Harrington, Seamus Harrington, Barry McAuley, David Fitzsimons, Louise Keeley	Bolton Street, City Campus

**RISK ASSESSMENT TEMPLATES**

*Chemical, biological and infectious diseases risk assessment templates are available [here](#).*

*For all other hazards use the standard template provided below in word. The template is also available in excel format on request.*

<b>HAZARD CHECKLIST</b>			
<b>HAZARD CHECKLIST</b> <i>(please tick (✓) yes or no)</i>	<b>No</b>	<b>YES</b>	<b><i>If YES, please provide details and complete the risk assessment below</i></b>
<b>Biological agents</b> e.g. Blood/ food/air/ water borne pathogens, hepatitis sharps, clinical waste, other	✓		
<b>Chemicals</b> e.g. solvents, paints, degreasers, cleaning products, asbestos, acetylene	✓		
<b>Gases</b> (natural gas, gases in cylinders and piped gases)	✓		
<b>Lasers</b>	✓		
<b>Physical</b>			
Manual handling		✓	Equipment used for field surveying to be moved from store to field. Specialist instrumentation under use by students must be supervised by a lecturer. All staff are required to undertake manual handling training
Display Screen Equipment/Visual Display Units (i.e. computers, laptops)		✓	Desktops and laptops

Equipment/Machinery		✓	Equipment used for field surveying. Specialist instrumentation under use by students must be supervised by a lecturer. All staff are required to undertake manual handling training
Electricity	✓		
Hand Tools	✓		
Heat Sources / High Temperatures / Hot Surfaces	✓		
Instrumentation		✓	Equipment/instrumentation used for field surveying. Specialist instrumentation under use by students must be supervised by a lecturer. All staff are required to undertake manual handling training
Lifting Equipment / Mechanical Aids Vehicles	✓		
Noise	✓		
Power Tools	✓		
Pressure Systems	✓		
Machinery & Plant	✓		
Portable Electrical Appliances (Note: PAT risk assessment to be completed)	✓		
<b>Radiation</b>	✓		



<b>Vibration</b>	✓		
<b>Working at Height</b> (incl. use of ladders)		✓	Potentially while on work placement on construction sites – NOTE: This is subject to the work placement employers Health and Safety requirements.
<b>Human Factors</b>			
<b>Sensitive Work Groups:</b> Pregnant Employees /Students & Nursing Mothers		✓	Pregnant employees and students, nursing mothers
Young Persons, Students on Placement		✓	Students on work placement in a variety of environments – potentially international placements. Students undertaking work placement on construction sites are required to undertake safe pass training.
People with Disabilities		✓	Potentially students or staff with disability. The disability support service will provide an assessment and support and refer to the Safety, Health and Welfare for completion of a Personal Emergency Egress Plan where appropriate.
Visitors		✓	Visiting lecturers or industry representatives. A staff member will accompany them at all times.
Contractors/ Service Providers	✓		
Out of hours access	✓		
<b>Allergens</b>	✓		
<b>Psychosocial</b> e.g. Violence, aggression, stress, bullying, harassment, horse play		✓	Students and staff are required to follow the rules and regulations of the University. All staff are required to attend Anti-Bullying and Harassments sessions, emergency response and manual handling training.

<b>OTHER HAZARDS / ANY OTHER RELEVANT INFORMATION :</b>			
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PHYSICAL							
			<b>Date of Assessment: February 2023</b> <b>Review Date:</b>  <b>Risk Assessor(s): School Working Group (membership listing on page 22)</b>				
Ref No/ ID number:	Hazard	Risk(s) Associated/Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <b>implemented</b> to reduce the risk	Action completed by whom and by when?	Status (In progress/ Outstanding/ Complete)
				Severity (1-5) X Likelihood (1-5)			
001	Fire Emergency Response & Evacuation	<ul style="list-style-type: none"> <li>Staff unfamiliar with evacuation procedure</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained in Emergency Response Training (ERT)</li> <li>Occupants escort visitors out</li> <li>Staff members act as evacuation marshals</li> </ul>	3X2 = 6 Medium	n/a	n/a	Ongoing
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)							

<p><b>002</b></p>	<p><b>Manual Handling</b></p> <ul style="list-style-type: none"> <li>• Office supplies</li> <li>• Bench projectors</li> <li>• Exam scripts</li> <li>• Handling and transport of surveying equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Manual Handling-related injuries, e.g. back injury Slips, trips, falls</li> </ul>	<ul style="list-style-type: none"> <li>• All staff with manual handling duties must complete and adhere to mandatory manual handling training</li> <li>• Mechanical aids in use where possible e.g. trolleys</li> <li>• Footstools available for access to high shelves</li> <li>• Manual handling risk assessments available to all staff, contact Safety, Health &amp; Welfare Office</li> <li>• Good housekeeping</li> <li>• Safe work environment</li> <li>• Implement team lifting where required</li> <li>• Adequate lighting maintained</li> </ul>	<p>2X3 = 6 Medium</p>	<p>n/a</p>	<p>n/a</p>	<p>Ongoing</p>
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			<ul style="list-style-type: none"> <li>• Assistance from colleagues - team lifting</li> <li>• Report issues and health concerns to Line manager</li> <li>• Heavy items not stored above shoulder height</li> <li>• Surveying equipment provided with carry handles and shoulder straps. Some larger items are mounted on wheels.</li> </ul>				
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)							
<b>003</b>	<b>Portable Appliances &amp; Handheld Equipment</b> <ul style="list-style-type: none"> <li>• Operating and maintaining surveying equipment such as tripods, GPS receivers , lasers</li> <li>• Charging of batteries for</li> </ul>	<ul style="list-style-type: none"> <li>• Manual handling injuries</li> <li>• Electric shock</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment manuals available for safe operating instructions</li> <li>• Service and maintenance carried out and records kept by Technical Officer</li> <li>• Warning signage in place</li> </ul>	<b>2X3 = 6 Medium</b>	<b>n/a</b>	<b>n/a</b>	<b>Complete</b>

	portable surveying equipment		<ul style="list-style-type: none"> <li>• Supervision of use</li> <li>• Visual check before use</li> <li>• Report defects to Technical Officer</li> <li>• Personal Protective Clothing &amp; Equipment (PPE) in use</li> <li>• CE mark on equipment</li> <li>• Equipment is shut down after use and end of day</li> <li>• Electrical faults to be reported to estates management team</li> </ul>				
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)							
<b>004</b>	<b>Noise</b> <ul style="list-style-type: none"> <li>• Outdoor/ environmental noise from traffic or machinery while in the field or on site visits</li> </ul>	<ul style="list-style-type: none"> <li>• Hearing loss / damage</li> <li>• Disruption/ distraction</li> <li>• Interference with communications and warning signals</li> <li>• Fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• Observe local/site safety rules and warning signage</li> <li>• Provision and use of hearing protection where required (by others)</li> </ul>	<b>2X2 = 4</b> <b>Low</b>	<b>n/a</b>	<b>n/a</b>	<b>Ongoing</b>

		<ul style="list-style-type: none"> <li>Tinnitus</li> </ul>	<ul style="list-style-type: none"> <li>Supervision to ensure wearing of hearing protection (by on-site responsible person)</li> <li>Safe Pass training for students on work placement on construction sites</li> </ul>				
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)							
005	<b>Office Equipment:</b> <ul style="list-style-type: none"> <li>Photocopiers</li> <li>Printers</li> <li>Shredders</li> <li>Guillotine</li> <li>Filing Cabinets</li> </ul>	Personal injury: <ul style="list-style-type: none"> <li>chemical contact when changing toner</li> <li>burns from clearing jams</li> <li>electrical shock</li> <li>entanglement</li> <li>Incorrect disposal</li> </ul> Lack of information / training	<ul style="list-style-type: none"> <li>Turn off power before clearing jams or making adjustments</li> <li>Use as per manufacturer's instructions</li> <li>Scheduled maintenance</li> <li>Correct disposal of waste cartridges</li> <li>Ensure no loose or dangling clothing/personal</li> </ul>	1X2 =2 <b>Low</b>	n/a	n/a	<b>Ongoing</b>

			<p>effects when operating shredder</p> <ul style="list-style-type: none"> <li>• Do not overload electrical sockets</li> <li>• Filing cabinets fitted with ant-tilt mechanism</li> <li>• Label defective equipment and report to line manager</li> </ul>				
<p><b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)</p>							
006	<p><b>Ergonomics</b></p> <ul style="list-style-type: none"> <li>• Staff Offices</li> <li>• Computer Laboratories</li> </ul>	<ul style="list-style-type: none"> <li>• Musculoskeletal Disorders (MSD's)</li> <li>• Upper limb disorders</li> <li>• Poor posture</li> <li>• Back problems</li> <li>• Fatigue</li> <li>• Eyestrain</li> <li>• Thermal discomfort</li> </ul>	<ul style="list-style-type: none"> <li>• Workstation risk assessments and information and training available for staff from the Safety Health &amp; Welfare Office on request</li> <li>• Eye tests available for staff computer users at the TU Dublin National Optometry Centre (NOC)</li> <li>• Adjustable chairs provided</li> </ul>	<p>2X2 = 4 Low</p>	n/a	n/a	Ongoing



			<ul style="list-style-type: none"> <li>• Window blinds in place</li> <li>• Good housekeeping</li> <li>• Good cable management</li> <li>• Standing desks purchased on request for staff on medical grounds</li> </ul>				
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)							

OPERATIONAL							
		<b>Date of Assessment: February 2023</b> <b>Review Date:</b> <b>Risk Assessor(s): School Working Group (membership listing on page 22)</b>					
Ref No/ ID number:	Hazard	Risk(s) Associated/Description	Current Control measures	Risk Factor Rating	Further Control measures or actions to be <u>implemented</u> to reduce the risk	Action completed by whom	Status (In progress/Outstanding)

				(1-25)		and by when?	ng/ Complete)
				Severity (1-5) X Likelihood (1-5)			
007	<b>Work Activities &amp; Processes</b> <ul style="list-style-type: none"> <li>Lecturing and teaching duties and associated academic management and administration</li> </ul>	<ul style="list-style-type: none"> <li>Slips, trips, falls</li> <li>Defective electrical equipment</li> <li>Defective furniture</li> <li>Poor lighting</li> <li>Poor ventilation</li> <li>Poor access/egress</li> <li>Fire and emergencies</li> </ul>	<ul style="list-style-type: none"> <li>Maximum capacity /occupancy of rooms established prior to timetabling and adhered to</li> <li>Good housekeeping practices</li> <li>Potential safety issues (electrical/mechanical/fire/access/egress etc.) reported to estates team</li> </ul>	2X2 = 4 Low	n/a	n/a	Ongoing
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)							
007	<b>Work Activities &amp; Processes</b> <ul style="list-style-type: none"> <li>Management of surveying stores</li> </ul>	<ul style="list-style-type: none"> <li>Unauthorized access</li> <li>Slips, trips, falls</li> </ul>	<ul style="list-style-type: none"> <li>Restricted access to stores. Stores manned by technical officer and locked when not in use</li> </ul>	3X2 = 6 Medium	n/a	n/a	Complete

		<ul style="list-style-type: none"> <li>• Defective electrical equipment</li> <li>• Poor lighting</li> <li>• Poor ventilation</li> <li>• Poor access/egress</li> <li>• Fire and emergencies</li> <li>• Manual handling</li> </ul>	<ul style="list-style-type: none"> <li>• Service area within the stores in place for dealing with queries from other staff and students.</li> <li>• Good housekeeping practices</li> <li>• Sufficient number and position of fixed power points</li> <li>• Floors kept clear of trailing cables and other trip hazards</li> <li>• Secure shelving/racking in place</li> <li>• Shelving not overloaded</li> <li>• Frequently used and heavier items stored at easily accessible locations</li> <li>• Potential hazards reported to estates team for addressing</li> </ul>				
<p><b>Persons at risk/ Who is harmed (please tick):</b> <input type="checkbox"/>Students <input checked="" type="checkbox"/>Staff members <input type="checkbox"/>Visitors <input type="checkbox"/>Contractors/ Service provider <input type="checkbox"/>Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/>Other (please specify)</p>							
008	<p><b>Incidents</b></p> <p><b>Hazard Reporting</b></p> <p><b>First-aid</b></p>	<ul style="list-style-type: none"> <li>• Lack of first-aid supplies</li> <li>• Lack of trained first aiders</li> <li>• Lack of knowledge/skills in the event of an incident</li> <li>• Lack of reporting of incident(s)</li> <li>• Lack reporting of hazards</li> </ul>	<ul style="list-style-type: none"> <li>• First-aid kit available in the surveying stores and at the porter's desk</li> <li>• First-aid supplies available from Safety, Health &amp; Welfare Office, online order form available.</li> <li>• Training for staff in Emergency Response and First-aid</li> <li>• List of trained first-aiders at</li> </ul>	3X3 = 9 Medium	<p>Encourage staff to undertake training for first aid emergencies</p> <p>Notify all staff of hazard and incident reporting</p>	Operations Lead - March 2023	

			<ul style="list-style-type: none"> <li>• Emergency first-aid procedure posted</li> <li>• AED available at the front desk</li> <li>• All hazards, accidents, near misses and dangerous occurrences to be reported immediately using the relevant online report <a href="#">form</a></li> </ul>				
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities) <input type="checkbox"/> Other (please specify)							
<b>009</b>	<b>Trips</b> <ul style="list-style-type: none"> <li>• Surveying</li> <li>• Site visits</li> </ul>	<ul style="list-style-type: none"> <li>• Injuries</li> <li>• Medical emergencies</li> <li>• Accidents and incidents</li> <li>• Missing persons</li> <li>• Substance abuse</li> <li>• Road Traffic Accidents</li> <li>• Inclement weather</li> <li>• Site terrain</li> <li>• Exposure to physical/chemical/biological agents</li> <li>• Human factors</li> </ul>	<ul style="list-style-type: none"> <li>• Separate trip risk assessment template completed for each trip and control measures implemented</li> <li>• Health and safety information provided to trip participants</li> <li>• Adequate supervision of students</li> <li>• Provision of PPE where appropriate</li> <li>• Adherence to local/site rules</li> </ul>	<b>3X2 = 6</b> <b>Medium</b>	<p>An overarching risk assessment is to be developed for field surveying</p> <p>An overarching risk assessment is to be prepared for office visits</p> <p>Both are low risk but frequent</p>	<p>Technical Officer</p> <p>School Operations Lead</p>	

<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)							
<b>010</b>	<b>Work Placement</b>	<ul style="list-style-type: none"> <li>Injuries</li> <li>Accidents and incidents</li> <li>Lack of familiarity with work environment and work practices</li> </ul>	<ul style="list-style-type: none"> <li>TU Dublin work placement supervisor appointed</li> <li>Report all incidents and accidents to TU Dublin</li> <li>Insurance cover in place</li> <li>Training and supervision of students by host organization</li> <li>All students working in construction sites as part of placement are required to undertake safe pass training</li> </ul>	3X2 = 6 Medium	n/a	n/a	Ongoing
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors/ Service provider <input type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)							
<b>011</b>	<b>Events Hosting</b>	<ul style="list-style-type: none"> <li>Injuries</li> <li>Accidents and incidents</li> <li>Unfamiliar with TU Dublin premises and emergency plans</li> </ul> <ul style="list-style-type: none"> <li>Gatherings, seminars, conferences and visits from guest lecturers. These take place in rooms provided by the Faculty</li> </ul>	<ul style="list-style-type: none"> <li>Emergency plans in place with regard to evacuation and first aid</li> <li>Report all incidents and accidents to TU Dublin</li> <li>Provide relevant health and safety information to event participants</li> <li>Rooms maintained in good order</li> </ul>	2X2 = 4 Low	Implement requirement for specific risk assessment for events. Guidance available on the Event Risk Assessment template available here <a href="https://www.tudublin.ie/for-staff/safety-health-welfare/safety-hub/trips-travel-and-events/">https://www.tudublin.ie/for-staff/safety-health-welfare/safety-hub/trips-travel-and-events/</a>	Operations Lead/ Head of School April 2023	

	<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						
<b>012</b>	<b>Conferences / Seminars</b> <ul style="list-style-type: none"> <li>Gatherings, seminars, conferences and visits from guest lecturers. These take place in rooms provided by the Faculty</li> </ul>	<ul style="list-style-type: none"> <li>Travel to and from</li> <li>Road traffic accidents</li> <li>Unfamiliar with venue</li> <li>Medical emergency</li> </ul>	<ul style="list-style-type: none"> <li>Taxi vouchers available to staff for travel in Dublin</li> <li>Staff obey rules of the road if driving or cycling</li> <li>Adequate insurance, tax and NCT on vehicles used for transport</li> <li>Familiarise yourself with local emergency procedures and first aid arrangements</li> <li>Report defects and incidents to venue management</li> <li>Approval for attendance to be sought from Line Manager as per TU Dublin procedures</li> </ul>	3X2 = 6 Medium	n/a	n/a	Ongoing
	<b>Persons at risk/ Who is harmed (please tick):</b> <input type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors/ Service provider <input type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						
<b>013</b>	<b>Storage</b> <ul style="list-style-type: none"> <li>Inadequate storage</li> <li>Improper storage</li> <li>Inadequate space for safe manual handling</li> <li>Poor housekeeping</li> </ul>	<ul style="list-style-type: none"> <li>Storage avoided above shoulder height where possible</li> <li>Items stored appropriately</li> <li>Items segregated where necessary</li> <li>Storage units secure and fit for purpose</li> <li>Locking system in place</li> </ul>	3X1 = 3 Low	n/a	n/a	Ongoing	

	<ul style="list-style-type: none"> <li>• Slips, trips and falls</li> <li>• Unsafe access and egress</li> <li>• Inadequate lighting and/or ventilation</li> </ul>	<ul style="list-style-type: none"> <li>• Step ladder/foot stool available for accessing higher shelving units</li> <li>• Staff trained in manual handling</li> <li>• Defects reported to estates team</li> </ul>				
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)						

HUMAN FACTORS							
	<b>Date of Assessment: February 2023</b> <b>Review Date:</b>  <b>Risk Assessor(s): School Working Group (membership listing on page 22)</b>						
Ref No/ ID number :	Hazard	Risk(s) Associated/Description	Current Control measures	Risk Factor Rating (1-25)	Further Control measures or actions to be <u>implem</u> <u>ed</u> to reduce the risk	Action complete d by whom and by when?	Status (In progress/ Outstanding / Complete)
				Severity (1-5) X Likelihood (1-5)			

014	<p><b>Sensitive Work Groups:</b></p> <p><b>Young Persons</b></p>	<ul style="list-style-type: none"> <li>• Lack of training and experience</li> <li>• Lack of familiarity with TU Dublin work environment, work practices and emergency plans</li> <li>• Exposure to special risks:                         <ul style="list-style-type: none"> <li>○ Physical agents</li> <li>○ Chemical agents</li> <li>○ Biological agents</li> </ul> </li> </ul>	<p>Induction programme for all new students</p> <ul style="list-style-type: none"> <li>• TU Dublin Policy in place for the Protection of Children and Vulnerable Adults</li> <li>• TU Dublin emergency plans in place</li> <li>• Student support services available</li> <li>• Garda vetting in place for staff</li> <li>• No special risks (physical/chemical/biological agents) identified in the School</li> </ul>	<p>2X2 = 4 Low</p>	n/a	n/a	Complete
<p><b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/>Students <input type="checkbox"/>Staff members <input type="checkbox"/>Visitors <input type="checkbox"/>Contractors/ Service provider <input checked="" type="checkbox"/>Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/>Other (please specify)</p>							
015	<p><b>Sensitive Work Groups:</b></p> <p><b>New Recruits</b></p>	<ul style="list-style-type: none"> <li>• Lack of experience</li> <li>• Lack of training</li> <li>• Accidents and incidents</li> <li>• Lack of training and experience</li> </ul>	<ul style="list-style-type: none"> <li>• Induction available for new staff</li> <li>• Line Manager gives induction specific to local department</li> </ul>	<p>2X2 = 4 Low</p>	n/a	n/a	Ongoing



		<ul style="list-style-type: none"> <li>Lack of familiarity with work environment, work practices and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>Mandatory training to be completed as soon as possible after recruitment</li> </ul>				
<b>016</b>	<p><b>Sensitive Work Groups:</b></p> <p><b>Disabled Staff/Students/Visitors</b></p>	<ul style="list-style-type: none"> <li>Difficulty evacuating the building in an emergency situation</li> <li>Lack of familiarity with options available</li> </ul>	<ul style="list-style-type: none"> <li>Personal Emergency Egress Plan developed with support of Safety, Health and Welfare Office</li> </ul>	4X1 = 4 Low	n/a	n/a	<b>Ongoing</b>
<p><b>Persons at risk/ Who is harmed (please tick):</b> <input type="checkbox"/>Students <input checked="" type="checkbox"/>Staff members <input type="checkbox"/>Visitors <input type="checkbox"/>Contractors/ Service provider <input checked="" type="checkbox"/>Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/>Other (please specify)</p>							
<b>017</b>	<b>Stress</b>	<ul style="list-style-type: none"> <li>Health effects – physical and mental</li> <li>Absence from work/university</li> </ul>	<ul style="list-style-type: none"> <li>Communication between staff, students and management</li> <li>Employee Assistance Programme (EAP) in place</li> <li>Student health centre and counselling service available</li> <li>Occupational Stress Management Policy &amp; Procedures in place</li> </ul>	3X3 = 9 Medium	n/a	n/a	<b>Ongoing</b>

			<ul style="list-style-type: none"> <li>• Training and development courses available to staff on Stress Management, Time Management personal skills etc.</li> </ul>				
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)							
<b>018</b>	<b>Bullying &amp; Harassment</b>	Effects on physical and mental well-being	<ul style="list-style-type: none"> <li>• TU Dublin Dignity and Respect at Work Policy in place</li> <li>• Dignity at Work training programme for staff</li> <li>• Employee Assistance Programme (EAP) in place</li> <li>• TU Dublin Procedure for complaints and investigations</li> <li>• Student support services available</li> </ul>	3X1 = 3 Low	n/a	n/a	<b>Complete</b>
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors/ Service provider <input checked="" type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)							
<b>019</b>	<b>Visitors</b>	<ul style="list-style-type: none"> <li>• Lack of experience</li> <li>• Lack of training</li> <li>• Injuries</li> </ul>	<ul style="list-style-type: none"> <li>• Visitor accompanied by staff member</li> </ul>	2X2 = 4 Low	n/a	n/a	<b>Ongoing</b>

	<ul style="list-style-type: none"> <li>External examiners</li> </ul>	<ul style="list-style-type: none"> <li>Accidents and incidents</li> <li>Lack of familiarity with TU Dublin work environment, work practices and emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>Front desk manned at all times by porter</li> <li>Visitors report to front desk</li> <li>Safety signage throughout building with regard to emergency procedures</li> </ul>				
<b>Persons at risk/ Who is harmed (please tick):</b> <input type="checkbox"/> Students <input type="checkbox"/> Staff members <input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Contractors/ Service provider <input type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)							
<b>020</b>	<b>Behaviour</b>	<ul style="list-style-type: none"> <li>Aggression</li> <li>Violence</li> <li>Stress</li> <li>Bullying</li> <li>Harassment</li> <li>Noise</li> <li>Disturbance</li> <li>Horseplay</li> </ul>	<ul style="list-style-type: none"> <li>TU Dublin Dignity and Respect at Work Policy in place</li> <li>Employee Assistance Programme (EAP) in place</li> <li>Occupational Stress Management Policy &amp; Procedures in place</li> <li>Training courses available on Stress Management, personal skills etc. to staff</li> <li>All incidents are reported immediately</li> <li>TU Dublin Disciplinary procedures in place</li> </ul>	2X2 = 4 Low	n/a	n/a	Ongoing

			<ul style="list-style-type: none"> <li>TU Dublin Procedure for the Resolution of Disputes/Grievances in place</li> </ul>				
<b>Persons at risk/ Who is harmed (please tick):</b> <input type="checkbox"/> Students <input type="checkbox"/> Staff members <input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Contractors/ Service provider <input type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)							
<b>021</b>	<b>Personal Protective Equipment (PPE)</b> <ul style="list-style-type: none"> <li>PPE for field trips is provided on an as needs basis e.g. hard-hats, safety boots, hi-vis vests</li> </ul>	<ul style="list-style-type: none"> <li>Improper fit and use</li> <li>Incorrect type</li> <li>Exposure to physical agents or hazardous substances</li> <li>Lack of awareness of PPE requirements</li> <li>Contamination</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate selection of PPE</li> <li>Defective PPE reported and taken out of use</li> <li>Proper storage for reusable PPE</li> <li>Signage in place to indicate mandatory PPE</li> <li>Follow manufacturer’s instructions</li> <li>Personal use only for hygiene reasons</li> </ul>	<b>3X1 = 3</b> <b>Low</b>	School to implement a PPE inventory management system via the school operations lead	<b>n/a</b>	<b>In progress</b>
<b>Persons at risk/ Who is harmed (please tick):</b> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff members <input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Contractors/ Service provider <input type="checkbox"/> Sensitive risk groups (young persons, pregnant women, people with disabilities <input type="checkbox"/> Other (please specify)							





## Appendices

## Appendix 1

### School/Function Safety Committees

School/Function management can either choose to have health and safety as a standing agenda item at School/ Function meetings or set up a safety committee. The School/Function Safety Committee has an advisory and consultative function.

### Guidance Document for School/Function Safety Committee

#### School/Function Safety Committee

**This Committee has an advisory role regarding health and safety in their School/Function.**

Examples of activities that Safety Committees may undertake at the School/Function level include:

- Assistance in the identification and control of hazards;
- Encouragement of safe work practices;
- Assistance in the development of safe working procedures, operating procedures and maintenance schedules;
- Assistance in the development of School/Function laboratory safety manuals (where relevant) and specific induction programs;
- Identification of employee and student training needs;
- Development and review of School/Function policies, practices and consultative procedures;

#### 1. Structure

It is recommended that School/Function Safety Committees have involvement from both staff and students where applicable. Each area of teaching and research should be represented on the committee. Members will include as appropriate:

- Head of School/Function, Manager or their nominee
- Academic staff
- Professional services staff
- Technical staff
- Student representatives.

Membership and the Chair of the committee are reviewed at the first meeting of each year. The Chair should be the Head of School/Function or their nominee. New membership should be encouraged each year. If requested, a representative from the Safety, Health & Welfare Office can attend as a non-voting member.

#### 2. Meetings

Meetings should be conducted at least every 3 months or more frequently if required.

#### 3. Agendas and Minutes

Recommended agenda items include:

- Business arising from previous meeting;
- School/Function risk assessments
- Recent hazard and accident reports;
- Workplace inspections/audits findings;
- Training needs or upcoming courses of interest;
- First-aid requirements e.g. first responders and first-aid equipment needs;
- Feedback from the Campus and University Safety Health and Welfare Committees;
- Legislative or policy changes that are applicable to the work area; and
- Any issues that may affect the health and safety of employees/ students/ others in the School/ Function.

Minutes of meetings are to be recorded and circulated to the members of the School/Function Safety Committee.

#### 4. Issue Resolution

Issues should be attempted to be resolved at the School/Function Safety Committee level. If the issue cannot be resolved it should be forwarded to the Campus Safety Committee for assistance in issue resolution. Urgent issues should be brought to the attention of the Head of School/Function and/or the Dean/Head of Service as soon as possible for resolution.