



lyit

***Letterkenny Institute
Of
Technology***

Parent Safety Statement

*This Parent Safety Statement is to be read in conjunction with the
Ancillary Safety Statements
for
The School of Engineering
The School of Business
The School of Science
The School of Tourism
Administration and Library
Estates Function
An Dánlann*

Document Location

The document will be made available via the College Intranet to all staff and students.

History

Revision Number	Revision Date	Summary of Changes	Changes marked
005	14-12-15	Sec 1.4 - Executive Board, Sec. 2.2 - Safety Committee & Appendix 3 – Procedures. Approval by EB	
006	28-3-17	Updating Safety Committee members list	
007	7-2-19	Updating policy, job titles, contractor sec., first aid sec., training sec., management list & risk assessments	

Approvals

This document was approved by:

Title	Date
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Health & Safety Committee	4-12-18

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Letterkenny Institute of Technology

Health & Safety Policy

It is the objective of the Letterkenny Institute of Technology to provide a safe place of work for its employees, students, contractors and visitors and for all of those affected by its activities.

The Institute has established a safety management programme to further the effective implementation of this policy. This programme is described in the Institute's Safety Statement.

Implementation of the policy and programme is the responsibility of all staff of the Institute under the overall direction of the President.

Safe working is a condition of employment. Every employee will assume responsibility for working safely. The success of the programme depends upon the co-operation of staff. All staff should be aware of their responsibilities under the Safety Health and Welfare at Work Act 2005.

The Student Charter contained in the Students Handbook sets out the conduct and behaviour expected of students on Institute premises.

A copy of the Parent Safety Statement and appropriate Ancillary Safety Statements are available on the Institute's intranet.

It is important that employees carefully read the documents and their revisions annually.

Signed on behalf of the Institute



Paul Hannigan
President

12 March 2019

Date

1. Introduction

This document sets out the Institute Safety Statement for all personnel, students, visitors and contractors at Letterkenny Institute of Technology (hereafter referred to as LYIT). It has been prepared in accordance with the Safety, Health & Welfare at Work Act, 2005 and all associated relevant legislation.

The purpose of the Safety, Health and Welfare at Work Act 2005, (herein after referred to as the Act) is to ensure the safety, health and welfare of all employees in the workplace and to ensure that non-employees present in the workplace are safe. The Act applies to employees in all types of work and embraces all the activities of the Institute.

Section 20 of the Act requires the Institute to prepare a written safety statement specifying the manner in which the safety, health and welfare at work is to be secured and managed. The Institute Safety Statement is a program for safeguarding health and safety of all individuals at the Institute, represents management's commitment to health and safety, and states how resources will be implemented in order to maintain the above.

The Safety Statement is based on the principle that health and safety can be managed, since accidents are foreseeable and can usually be prevented. It is a commitment to comply with all the relevant health and safety legislation and provides a framework for continual improvement by setting targets and objectives. Due to the diverse working activities of the Institute this Safety Statement is not a stand-alone document but is used in conjunction with ancillary safety statements for each school or functional area, Institute rules, operating instructions, guidance documents and health and safety procedures.

Ancillary Safety Statements have been prepared to address health and safety in each school/function and focus on the unique activities of that school/function. These ancillary safety statements will be updated as necessary in light of new legislation, structural changes, changes in systems of work etc. and will be reviewed annually by the Head of Function or School.

Letterkenny Institute of Technology has prepared this *Parent Safety Statement* describing management's safety programme and employee co-operation. Institute *Ancillary Safety Statements* have been prepared for different functional areas in recognition of the diverse working activities within the Institute. Consequently, the Institute's overall Safety Statement comprises the following documents:

- Parent Safety Statement
- Ancillary Safety Statement – School of Business
- Ancillary Safety Statement – School of Engineering
- Ancillary Safety Statement – School of Science
- Ancillary Safety Statement – School of Tourism
- Ancillary Safety Statement – Administration and Library
- Ancillary Safety Statement – Estates Function
- Ancillary Safety Statement – An Dánlann
- Institute Procedure Documents

Provisions which apply across the Institute are included in the Parent Statement. The separate Ancillary Statements give details particular to these areas of activity and include the relevant Hazard Identification and Control Sheets, Safe Work Practice Sheets where necessary and Laboratory Rules arising from their specific activities.

2. Health and Safety Management – General Principles of Prevention

This Safety Statement sets out the broad principles, which the Institute has adopted to ensure the health and safety of its employees, students and others affected by its activities. The central thrust of health and safety management at the Institute is encapsulated in the nine General Principles of Prevention, which are as follows:

General Principles of Prevention:

- 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 with regard to 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. This approach to health and safety will be undertaken on a department-by department basis. Departmental safety statements contain detailed hazard identification and risk assessments and form an integral part of the Institutes safety management approach.

3. Safety Management Programme

3.1 Purpose

The Institute has designed a safety management programme which will

- a) identify and eliminate or control hazards to the greatest extent feasible
- b) identify training needs and provide training where necessary and appropriate
- c) ensure employee consultation and distribution of necessary information on safety, health and welfare matters

- d) promote adequate employee co-operation to achieve the success of the programme
- e) ensure regular revision of the programme as necessary
- f) allocate the resources necessary to implement the programme
- g) Develop safe work practice sheets

3.2 *Employers Responsibilities*

The Institute will, in so far as is reasonably practicable, ensure the safety, health and welfare at work of all employees and persons not in its employment but who may be affected by its work activities. In achieving this, the Institute recognises its express responsibilities under Section 8 of the Act which outline the employers' duties.

These duties cover:

- The management and conduct of work activities.
- Preventing improper conduct or behaviour (e.g. violence or bullying at work).
- The design, provision and maintenance of:
 - Safe workplaces
 - Safe means of access to and egress from the workplace
 - Safe plant and machinery.
- Ensuring safety and prevention of risk from the use of any substances or articles, from noise, vibration or ionising or other radiations or any other physical agent at the place of work.
- Providing safe systems of work.
- Providing adequate welfare facilities.
- Provision of adequate instruction, training and supervision and any necessary information.
- Preparing risk assessments and safety statements.
- Take account of the general principles of prevention when implementing necessary safety, health and welfare measures.
- Provision and maintenance of suitable personal protective equipment where risks cannot be eliminated, or where such equipment is prescribed.
- The preparation and, where necessary, the revision of adequate plans and procedures to be followed and measures to be taken in the case of an emergency or the presence of serious or imminent danger.
- The reporting of accidents and dangerous occurrences to the Health & Safety Authority.
- To obtain, where necessary, the services of a competent person to assist in ensuring the safety, health and welfare of his or her employees.

3.3 *Responsible Persons*

Under the overall direction of the President, and within the formal reporting structure, the various heads of function and holders of specialised posts within Institute management will be charged with the responsibility for implementing the programme and will be known as *responsible* persons. These include the VP for Academic Affairs and Registrar, the VP for Finance and Corporate Services, Heads of School, Heads of Department, the Human Resources Manager, the Estates Manager, and the Information Technology Manager. The assignment of responsibilities to individual post-holders is outlined in Section 2 entitled *Organisation and Responsibilities*.

3.4 *Executive Board*

The Executive Board has formed an Executive Board Safety Sub-Committee to promote the LYIT safety management programme. The EB committee will review the LYIT Safety Statements and associated Risk assessments.

3.5 *Safety Committee*

A Safety Committee will monitor the safety management programme and will make recommendations on its operation from time to time. The composition and terms of reference of this committee are set out in Section 2.2.

3.6 *Safety Sub- Committees*

Each Head of School/Functional area will ensure a safety sub committee is formed and meets on a regular basis to deal with health and safety in their functional area for example revision of Ancillary safety statements and risk assessments. It is up to each Head of School/Function how this sub-committee operates and who makes up its membership. Any health and safety issues that can not be dealt with at a school or departmental level should then be referred to the Safety Committee.

4. *Organisation and Responsibilities*

4.1 *Responsibility*

The President, on behalf of the Institute, has signed the general policy statement and, in doing so, has committed Institute management to the implementation and on-going review of the safety management programme.

The current '*responsible persons*', i.e. the holders of the posts referred to in paragraph 1.2, are specified in Appendix One.

4.2 *The Safety Committee*

The functions of the Safety Committee for the Institute as a whole are to:

- (a) Serve as a consultation forum between Institute management and employees on matters relating to safety, health and welfare at work.
- (b) Promote safety awareness within the Institute
- (c) Make representations to the President and to the Safety Officer on matters of safety, health and welfare at work including the improvement or, if necessary, the halting of work practices where there is a risk to health and safety
- (d) Assist the Executive Board in the development of the Safety Statement and safety policies/procedures for approval by the President and to advise management on health and safety issues affecting the Institute.

The membership of the Safety Committee:

1. **Henry McGarvey** – VP for Finance and Corporate Services
2. **Shay Henry** – Human Resources Manager
3. **Mary Daly** – Estates Manager
4. **Patrick Patton** – Safety Representative
5. **Janice Margey** – Safety Representative
6. **Ken MacIntyre** – Safety Representative
7. **Elizabeth McKenzie** – Safety Representative
8. **Brian Campbell** – Safety Representative
9. **Sean McEntee** – Safety Representative
10. **Aidan Finnan** – Safety Representative

At LYIT safety representatives sit on the Safety Committee. The LYIT Safety Committee is made up of three members from management as listed above and the remaining seven members are safety representatives appointed by employees. For a list of LYIT safety committee membership please see LYIT intranet – Safety Committee. Safety representatives will sit on the Safety Committee for three years. After this period is up outgoing safety representatives are eligible for reselection on the Safety committee.

The President or his nominee (e.g. Head of School) may attend meetings of the Safety Committee.

The committee will meet as it considers appropriate but at least once in the Spring Semester and once in the Winter Semester.

4.3 *Consultation, Representation and Information*

4.3.1 *Consultation*

The Institute continues to consult employees in establishing arrangements for consultation on safety, health and welfare. Any representations made by Unions regarding the Safety Statement will be taken into consideration when reviewing the Statement.

Each Head of School or Functional area will communicate the Parent Safety Statement, applicable ancillary Safety Statement and LYIT Procedures to all staff, students, contractors, visitors and persons in these areas.

A Safety Committee has been established comprising management representatives and staff Safety Representatives. Its composition and terms of reference are outlined in Section 2.2. It is intended that this committee will help meet the obligation to consult staff.

4.3.2 *Safety Representatives*

Under section 25 of the Safety, Health and Welfare at Work Act 2005, employees will be afforded the opportunity to select and appoint a Safety Representative.

The following guidelines set out the terms of reference for Safety Representatives:

- a) A safety representative, having given reasonable notice to the Institute, has the right to inspect the place of work at a frequency or on a schedule agreed between him or her and the Institute, based on the nature and extent of the hazards in the place of work.
- b) Safety representatives have the right to immediately inspect where an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person has occurred or is present.
- c) The safety representative may also investigate accidents and dangerous occurrences, provided this does not interfere with another person carrying out statutory duties under safety and health legislation, such as a Health & Safety Authority Inspector. Investigations may include visual examinations and speaking to people who have relevant information on the matter at hand, but physical evidence must not be disturbed before an inspector has had the opportunity to see it.
- d) After giving reasonable notice to the Institute, the safety representative may investigate complaints relating to safety, health and welfare at work that have been made by an employee whom he or she represents.
- e) Accompany an inspector carrying out an inspection other than the investigation of an accident or a dangerous occurrence (although this may be allowed at the discretion of the inspector).
- f) At the discretion of the inspector, and where the employee concerned so requests, be present when an employee is being interviewed by an inspector about an accident or dangerous occurrence at a place of work.
- g) Make representations to the employer on safety, health and welfare at the place of work.
- h) Receive advice and information from inspectors in relation to safety, health and welfare at the place of work.
- i) Consult and liaise with other safety representatives appointed within the Institute.

The Safety Representative will not suffer any disadvantage through discharge of these functions.

4.4 The President

The President, as chief officer of the Institute, has overall responsibility for ensuring that the Institute is provided with the means to meet its statutory obligations under the Safety, Health and Welfare at Work Act and in particular:

- a) To designate an appropriate officer as Safety Officer.
- b) To direct and monitor the implementation of the safety, health and welfare policy.
- c) To ensure that adequate resources are provided so that sufficient provision can be made for safety, health and welfare.
- d) To ensure that structures exist for consultation on safety, health and welfare.
- e) To ensure that those responsible for safety discharge their duties with respect to health, safety and welfare.
- f) To promote in association with the Health and Safety Office a safety culture in LYIT.

- g) To ensure that each School/Department complete a health and safety statement, ensuring that hazards in their areas are identified, the risks are assessed and the remedial/recommended action is taken when necessary.
- h) To periodically review and amend as necessary the safety statements.
- i) To ensure that the various components of the Ancillary health and safety statements are communicated to all staff, students, visitors and contractors.
- j) To ensure existing health and safety management arrangements, Codes of Practice etc., and critically assess their effectiveness.
- k) To ensure that a safety audit of all School/Department is carried out on an annual basis or more often if necessary.
- l) To include in annual report an evaluation of the extent to which the LYIT policy statement was fulfilled during the period covered by the Presidents report.

4.5 *The Estates Manager*

In addition to the general functions listed under of Head of School/Function below, the Estates Manager will also be responsible:

- a) To ensure that all works are carried out by competent and qualified personnel and in accordance with health and safety legislation.
- b) To ensure that appropriate health and safety documentation is received from all contractors at contract award stage and ensure that all building and maintenance contracts are subject to receipt of satisfactory information on their safety arrangements from the contractors.
- c) To communicate the relevant components of this safety statement to all contractors.
- d) To provide contractors with access to the safety files for particular areas prior to the commencement of the new works and to put in place the necessary controls.
- e) To implement a hot works system for relevant works and other relevant permits.
- f) To ensure that the client provisions of the Safety, Health and Welfare at Work (Construction) Regulations 2013 are implemented for all relevant works within the Institute.
- g) To ensure that safe systems of work are implemented in particular where there is special equipment or instruments or where specialist tasks are to be performed.
- h) To promote a safety culture in line with the safety policy of the Institute.
- i) To ensure that the maintenance staff discharge their duties in relation to health and safety.
- j) To manage statutory testing of equipment and maintain registers of such.
- k) To ensure that all fire and emergency equipment is regularly inspected and maintained.
- l) To Maintain Fire Register.

4.6 *IT Manager*

In addition to the general functions listed under of Head of School/Function below, the IT Manager will also be responsible:

- a) To ensure that all works are carried out by competent and qualified personnel and in accordance with health and safety legislation.
- b) To ensure that appropriate health and safety documentation is received from all contractors at contract award stage.
- c) To communicate the relevant components of this safety statement to all contractors.

- d) To ensure that the client provisions of the Safety, Health and Welfare at Work (Construction) Regulations 2013 are implemented for all relevant works within the Institute.
- e) To provide contractors with access to the safety files for particular areas prior to the commencement of the new works and to put in place the necessary controls.
- f) To ensure that safe systems of work are implemented in particular where there is special equipment or instruments or where specialist tasks are to be performed.
- g) To promote a safety culture in line with the safety policy of the Institute.
- h) To manage statutory testing of equipment and maintain registers of such.

4.7 *The Human Resources Manager*

Under the direction and supervision of the senior manager to whom the post-holder reports and of the President, the Human Resources Manager will:

- (a) implement relevant training programmes in conjunction with Health and Safety Officer.
- (b) investigate unusual absenteeism patterns which may be related to occupational health problems,
- (c) arrange induction for new employees to include address by safety officer.
- (d) organise periodic safety information workshops with employees.
- (e) identify general training needs of staff; report them to the Head of School.
- (f) maintain employee attendance on training records,
- (g) organise consultation with staff and service to Safety Committee.

4.8 *Heads of School/Function*

Heads of School will act with the assistance of Heads of Department and/or may delegate certain functions to Heads of Department.

The following functions shall be carried out by Heads of School in respect of School Ancillary Statements, by the Estates Manager in respect of the Ancillary Statement for Estates Function, by Head of School/Facilities for School of Tourism Ancillary Statement and by the VP for Finance and Corporate Services & VP for Academic Affairs and Registrar for the Administration and Library Ancillary Statement:

- a) Ensure that an Ancillary Safety Statement is prepared for each relevant sub-area, including completed Hazard Identification, Control Sheets and Safe Work Practice Sheets to the extent necessary
- b) That the parent and ancillary safety statements are brought to the attention of all staff and students within their department/function
- c) Students receive safety information and training appropriate to the hazards and risks that they may be exposed to
- d) Maintain and keep readily available Safety Data Sheets and Risk Assessments on all chemicals in use
- e) Monitor the performance of the programme by reviewing incident trends and annual resource allocations,
- f) Investigate incidents (accidents, near misses, damage) and ensure that Incident Report Forms and Corrective/Preventative Reports are completed and forwarded to the Safety Officer
- g) Report incident trends to the Safety Officer and to the President
- h) Regular safety inspections/audits are carried out to monitor the Schools/Functions compliance with the Act.

- i) Monitor work performance to ensure compliance with Safe Work Practice Sheets
- j) Arrange safety induction for new employees,
- k) Organise periodic information workshops with employees to clarify requirements of Safety Statement
- l) Take appropriate action on any safety representations,
- m) Bring safety requirements to the attention of the appropriate authority for attention
- n) Estimate the annual resource allocation for execution of the safety programme in their functional area
- o) Prepare a Hazard Control works schedule prioritising work
- p) Keep the Ancillary Safety Statement under review
- q) Keep copies of the Parent and appropriate Ancillary Safety Statement available for inspection
- r) Ensure that adequate resources are provided on a Departmental basis to ensure that sufficient provision can be made for health and safety.
- s) Ensure that staff are adequately trained to carry out their duties. That existing staff and new staff are provided with adequate information, training and instruction of the hazards and risks associated with work in their department/function. Records of formal and informal health and safety training of staff and students must be in written form and copied to the Health & Safety Officer.
- t) Promote in conjunction with relevant staff a safety culture within their areas of responsibility.
- u) Ensure that all work equipment within their area of responsibility is properly installed and maintained in consultation with the Estates Manager.
- v) Ensure that staff are familiar with the emergency procedures associated with their work and other emergencies which may arise.
- w) Ensure that Heads of Departments have discharged their duties with respect to health and safety.
- x) Ensure that everyone in the Department is familiar with and complies with relevant safety, health & welfare legislation and approved Codes of Practice.
- y) Ensure that all staff and students fully understand and observe the arrangements for health and safety and are aware of their responsibilities under the health and safety statement.
- z) Ensure that students who are not familiar with equipment are not allowed to operate such equipment until the required training is provided and where necessary are supervised by an appropriate qualified person.
- aa) Ensure that appropriate personal protective equipment is provided and that staff are provided with adequate information, training and instruction.
- bb) Ensure that structures exist for consultation on safety, health & welfare matters in the Department
- cc) Organise and chair Health and Safety Sub-Committee meetings.
- dd) Ensure that the annual audit of Safety, Health & Welfare corrective actions are completed by the Head of School.
- ee) All staff are appropriately trained to carry out their duties safely and to ensure the attendance of staff at designated training courses as appropriate.
- ff) Carry out a risk assessment for pregnant staff members or students once they notify their Head of School/Function see section 4.11.

4.9 Safety Officer

Under the direction and supervision of the VP for Finance and Corporate Services to whom the post-holder reports, the Safety Officer will monitor the way in which the Institute meets its statutory obligations under the Health and Safety Legislation and advise senior management on their responsibilities under this legislation.

The main responsibilities of the Health and Safety Officer are as follows:

- a) To act as an advisor to the Institute on matters of safety, health and welfare.
- b) To advise the Institute on any new safety, health and welfare legislation.
- c) To provide information in support of the safety, health and welfare policy.
- d) To carry out regular safety inspections in conjunction with President, Heads of Schools, Heads of Departments, Estates Manager and Safety Representatives and to make appropriate recommendations where necessary.
- e) To specify what resources are available for Health and Safety.
- f) To ensure that the Parent safety statement and all ancillary safety statements are prepared and revised as appropriate by senior management.
- g) To ensure that adequate arrangements for first aid, emergency response and fire safety are provided for and that appropriate training is made available.
- h) To monitor aspects of health and safety in the Institute.
- i) To liaise with Safety Representatives and Safety Committee members on matters relating to safety, health and welfare.
- j) To advise and assist the Institute regarding the development of policies, procedures and Codes of Practice.
- k) To ensure that evacuation procedures are practised.
- l) To record and analyse incidents and near misses.
- m) To attend Safety Committee meetings.
- n) To liaise with the Institute Nurse in the development of pro-active programmes in relation to Health, Safety and Wellbeing.
- o) To consult and advise management to ensure that activities are ceased if they pose a serious risk to the safety, health and welfare of staff, students, visitors, contractors or others.
- p) To implement relevant safety training in conjunction with Human Resource Manager.

4.10 Role of employee

Staff have a duty to co-operate in the operation of this policy as set out in the Safety, Health and Welfare at Work Act 2005. The programme will not succeed unless each employee co-operates fully by observing and following the Safe Work Practices as outlined in this document and the relevant Ancillary Safety Statement.

Each employee in this Institute must assume responsibility for safety. The observation and adherence to the safe work practices as outlined in this document and relevant Ancillary Safety Statement is a fundamental condition of employment. *Section 13* of The Safety, Health and Welfare at Work Act 2005, which is included as appendix 2 in this statement, lists an employee's responsibilities.

In addition, staff have the following responsibilities:

- a) To co-operate with training provided by LYIT, to ensure compliance with safety, health & welfare legislation.
- b) To co-operate with those responsible for health and safety.
- c) To familiarise themselves with the contents of the health and safety statement, safety policies and procedures and Codes of Practice.
- d) To assist and co-operate with periodic safety inspections/audits.
- e) To advise in the completion of standard hazard identification control sheets and risk assessments and co-operate with the investigation of incidents.
- f) To ensure that equipment is operated in a safe manner and good housekeeping standards are maintained at all times.
- g) To promote safe work practices.
- h) To ensure that all safety rules are communicated to students, contractors and visitors.
- i) To use equipment only if authorised and trained.
- j) Staff who have responsibility for students should ensure that such students have received any appropriate safety information and recommended training.
- k) To ensure that any safety measures associated with new equipment/machinery is brought to the attention of the Head of School/Department/Function, implemented, documented in the health and safety statement and communicated effectively.
- l) To report to the Head of Department/Function any person abusing facilities or equipment.
- m) Competent staff should ensure that they do not carry out repairs or servicing on plant or machinery unless it is isolated and they should ensure that any guards removed to carry out repairs are properly replaced.
- n) All staff, visitors and contractors must wear appropriate protective equipment when they enter a hazardous area.
- o) To notify the Health and Safety Officer of any perceived shortcomings in the safety arrangements.

4.11 Safety in respect of Pregnant Employees or Students

In accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007: Protection of Pregnant, Post Natal and Breastfeeding Employees, when a staff member or student informs the Institute of her pregnancy, an assessment of any risk to the safety and health of the staff member or student and any possible effect on the pregnancy or nursing mothers will be done by their Head of School or Function.

This risk assessment will examine the following factors mainly:

- 1.) Physical Agents
- 2.) Chemical Agents
- 3.) Industrial Processes
- 4.) Working Conditions

The appropriate action will be taken to eliminate or minimise the risks that may arise during this risk assessment. If the agent, working area or processes display a risk to the pregnant or breastfeeding mothers and is not practicable to ensure the safety and health of that staff member or student through preventative and protective measures, then the Institute will adjust temporarily the working conditions of that person so that exposure to such risk is avoided.

4.12 Non-management employees

Institute specific responsibilities have been assigned in this section to the holders of identified management posts in the Institute. Other employees, who in the course of their duties engage in activities which involve students, other staff or members of the public must ensure that they carry out their duties with due regard for Safety, Health and Welfare. This includes the identification of hazards and the need for Safe Work Practice Sheets and preparing or contributing to the preparation of appropriate Hazard Identification and Control Sheets and of Safe Work Practice Sheets. It may also include specific functions in relation to fire and evacuation procedures.

4.13 Students

Students must not endanger themselves or others by their acts or omissions.

Thus they must:

- a) Take reasonable care of their own safety and the safety of others.
- b) Co-operate fully with all safety rules and regulations issued by LYIT.
- c) Co-operate with those with responsibility for safety.
- d) Not interfere or misuse any specified items of safety equipment or any safety device.
- e) Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained.
- f) Use personal protective equipment (PPE) as necessary. (Students are required to provide their own PPE – laboratory coat, safety shoes etc.).
- g) Use equipment only if authorised and properly trained.
- h) Report any incident, dangerous occurrence, defective equipment or potential safety hazard to the Head of Department/School.
- i) Not access or use laboratory /workshop facilities and equipment without the permission and supervision of their academic supervisor and where necessary the staff member in charge of these facilities.
- j) Adhere to policies and procedures in the case of lone working/out of hour's access.
- k) Not be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that he or she is likely to endanger his or her own safety, health or welfare at work or that of any other person.
- l) Not engage in improper conduct or other behaviour such as violence, bullying or horseplay, which could endanger another person or his/her safety, health and welfare.
- m) Inform their head of department if they are pregnant or breastfeeding to ensure an appropriate risk assessment can be carried out.

4.14 Contractors

The following responsibilities are allocated to contractors providing services to LYIT under the direction of the Estates Manager, IT Manager or other staff member responsible for engaging their services.

- a) All contractors engaged by LYIT will be expected to comply with the Institute's Procedure for safety health and welfare and must ensure that their own health and safety statement management systems are operational whilst work is being carried out. It is the Institutes policy to ensure that all contractors

- have a safety statement in accordance with the *Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007-2016*.
- b) Contractors involved in construction work must comply fully with the Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013 and associated amendments.
 - c) All work must be carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site.
 - d) Contractors must not commence any work on the premises or project site until the relevant safety management documentation is in place.
 - e) The contractor must have adequate insurance cover to the levels specified by LYIT and must provide copies of their public and employer's liability insurance policy documents and, where appropriate, contractors all risks insurance before works commence.
 - f) Contractors must supply a safety statement, and where necessary, relevant method statements for the works/services, in advance of commencing works.
 - g) Contractors personnel will liaise with the Estates Department on arrival on site to complete the Contractors Safety Registration process and obtain work permits as required prior to the commencement of all building and maintenance works not requiring the appointments of a PSDP or a PSCS. Contractors must also report to Estates Manager on completion of works.
 - h) Where contractor's personnel are engaged in Lone or Out of Hours Work on LYIT premises, they must provide a detailed written method statement for Lone and Out of Hours work including detailed risk assessments and permits to work for all staff involved, prior to commencement of works.
 - i) Scaffolding and other access equipment used by contractor's employees must be erected and maintained in accordance with current regulations and Codes of Practice.
 - j) All plant and equipment brought onto the site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and have all necessary statutory certificates available for inspection.
 - k) All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. No power tools or electrical equipment of greater than 110 volts should be used outdoors. Ideally battery operated tools should be used outdoors. If it is necessary to use equipment operating from a 220-volt supply outdoors, a residual current device with a rated tripping current of 30mA and trip operation of 30m sec must be used and IP65 rated external fittings.
 - l) All portable electrical equipment used in the institute by contractors must be PAT tested.
 - m) Battery chargers must be PAT tested and situated in a well ventilated area. Chargers and leads must be tidy and must not present trip hazards.
 - n) Any injury sustained by a contractor's employee must be reported immediately to the Estates Department who will report it to the Safety Officer.
 - o) LYIT Estates Department personnel may carry out safety inspections. Contractors' personnel informed of any hazardous situations or practices identified during these inspections must comply with any safety instructions issued.
 - p) LYIT must be notified of any material or substance brought onto the site which has health, fire or explosive risks. Such materials must be stored and used in accordance with the recommendations contained in the current relevant material safety data sheets supplied by the manufacturer.
 - q) Contractors are not allowed to use equipment owned by the Institute unless permission is received from the Estates Manager or other staff member responsible for engaging their services and a competent person approves it as being safe.
 - r) Access to roof areas is by permit only and must be arranged through the Estates Department. All personnel permitted to access the roof must demonstrate that their Working at Height training is up to date. Harnesses for use with fall arrest systems must be worn while contractors' personnel undertake activities on the building roof.
 - s) Where contractors are undertaking work operations in circulation areas and other areas occupied by LYIT personnel, visitors etc., appropriate barriers and signage must be used to isolate the immediate work area for the protection of all such personnel.

- t) All contractor's personnel engaged on LYIT premises must have suitable training to undertake the works being undertaken.
- u) Contractors personnel will take reasonable care of themselves and others who may be affected by their acts or omissions and will co-operate as appropriate with LYIT employees.
- v) Contractors must provide all equipment necessary to undertake the works and to clean works areas on completion.
- w) Contractors must remove any temporary dust covers from smoke detectors on completion of works on a daily basis.

Further details of the process for the management of contractors is provided in the LYIT Contractors Management Safety Procedure.

4.15 Visitors

All visitors to departments must identify themselves to the relevant Institute personnel in that department and must follow the Institutes safety procedures.

4.16 Incident Reporting

All incidents must be reported regardless of their severity. The term incident in this context refers to all incidents including "near misses" and property damage. All incidents must be brought to the attention of the Head of School/Department or Functional area and Safety Officer who will carry out an appropriate investigation or cause one to be carried out. The Incident Report Form must be filled in for an incident involving injury or damage. It should also be filled in for a near miss or an incident not involving injury or damage. The form should be filled in by the responsible person i.e. Head of School/Department or Functional area. If you are a staff member the incident report form should be completed with your Head of School/Department or Functional area. If you are a student the incident report form should be completed with your lecturer or Head of Department.

Completed forms should then be forwarded to the Safety Officer. The Safety Officer will review the circumstances of the incident with Head of Function or School. The report should identify the root cause of an incident and the corrective/preventive actions which will be undertaken by management to prevent a similar incident occurring again.

Incident records will be examined to identify incident trends. These will be taken into account in identifying the main hazards. Records also include damage and near miss incidents. Please refer to the Institutes intranet for a copy of the Incident Report Form and Corrective/Preventative Report.

4.17 Reporting to Health & Safety Authority (HSA):

In compliance with legislative requirements, the Institute will report an injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays. These reports will be sent to the H.S.A.

In the case of a dangerous occurrence, the Institute will report all dangerous occurrences as outlined in the twelfth schedule of the Safety, Health and Welfare at Work (General Application) Regulations 2007.

These official report forms will be prepared by the Health & Safety Officer. All cases of injuries and ill health affecting contractors and visitors to the Institute should be reported to the Head of Department/Head of Function in which they are working/visiting or to the Health & Safety Officer. If it is a member of the public i.e. visitor or student who is seen by a medical practitioner due to a workplace related incident these incidents will also be reported to the HSA.

5 Hazard Identification

5.1 Nature of Hazard

A hazard is any object, condition or practice which can cause an injury or loss. There is general recognition of many common hazards, e.g. an unguarded saw-blade, a wet stairway or an untidy floor. There is a need to recognise that unsafe working is equally hazardous and can cause serious injury and loss, for example, poor lifting technique, mishandling of tools and chemicals, failure to wear or use properly personal protective equipment (PPE).

Common causes of accidents are categorised as Physical, Chemical, Biological and Human Factors.

Physical

This includes mishandling goods or equipment, manual handling, faulty equipment, falling objects, slipping, tripping or falling, handling loads, introduction of new machinery, electricity, special hazards of maintenance of equipment and workplace, internal transport, hot substances or surfaces, hand tools, poor housekeeping, collisions.

Chemical

Chemical substances of some sort are used in all areas of the Institute. They range from common everyday products like glues and correction fluids to acids etc. In most cases the hazards are well documented and information is available on safety precautions to be taken. Regulations require chemicals to be labelled according to their hazards. Manufacturers and suppliers are legally required to provide information on the safety and health risks of any chemical substances, usually supplied in the form of Material Data Sheets. The data supplied includes information on immediate problems, e.g. flammability, likelihood of explosion, long-term effects of exposure, likelihood of skin problems, and likelihood of chest problems.

Biological

These include viruses and bacteria that can cause infection and substances from plants or animals that can lead to other health problems.

Human Factors

Certain conditions have associated inherent hazards such as inexperience, pregnancy, infirmity or disability.

Behavioural Hazards

Identified unsafe employee work practices are detailed in the audit reports and proper practices are documented in the Safe Work Practice Sheets appended to the relevant Ancillary Safety Statements. The Institute expects all employees to read them. It recognises that inexperienced workers (new employees and students) are particularly vulnerable.

The Code of Conduct in the Student Handbook sets out the behaviour expected of students on Institute property.

The Institute has developed a code of practice to be followed in the case of harassment or sexual harassment and this is detailed in the Equality Code of Practice. In conjunction with this the Institute has developed a Dignity at Work procedure document.

5.2 Identification of hazards

The main process for identifying hazards is periodic safety inspections by a head of function or school. However, hazards by their nature may arise at any time through a change in activities, a change in work practice, installation of new equipment, etc. Hazards once identified should be brought to the attention of a responsible person without delay i.e. Head of School or Function. The primary objective will be the elimination of the hazard. If the hazard cannot be eliminated, an appropriate Hazard Identification and Control Sheet will be prepared by the responsible person.

5.3 Hazard Identification and Control Sheets

Hazard identification and control sheets are included in each ancillary statement. Once hazards have been identified which cannot immediately be eliminated, the appropriate responsible person will arrange for the preparation of appropriate Hazard Identification and Control Sheets and, if necessary, of Safe Work Practice Sheets. These may be prepared by the professional/specialist staff involved in the activity in question or specialist external assistance may be arranged. This task will be assigned by the appropriate Head of Function. Some Hazard Identification and Control Sheets and Safe Work Practice Sheets may be specific to the work of one individual staff member.

6 Risk Assessment

6.1 Risk

When a hazard is identified, it is necessary to rank them so that they can be controlled in an orderly way. The risk associated with a hazard is a measure of the likelihood or probability of an accident coupled with the potential severity of the injury or loss. The risk associated with each hazard in the Hazard Identification and Control Sheet shall be ranked according to the categories described below.

H (High)

This rating is applicable where there is

- (a) a possibility of fatality, serious injury or significant loss
- (b) a possibility of injury to a number of people
- (c) a serious violation of statutory regulation

Immediate control is necessary, justifying special maintenance activity. Hazards which are assigned on a high (H) risk rating will be dealt with on a priority basis. Where it is not reasonably practicable to eliminate the hazard immediately, as recommended, the appropriate controls will be put in place in the short term.

M (Medium)

This rating is applicable where there is

- (a) a conceivable though unlikely possibility of fatality, serious injury.
- (b) a possibility of minor injury to a small number of people

Control can be accommodated within normal maintenance activity.

L (Low)

This rating applies where injury is unlikely though conceivable. Control can be deferred until all other more serious hazards have been dealt with or until the plant or building concerned has been replaced.

Risk control measures are a combination of:

- a) Elimination Where the risk is removed
- b) Substitution Where the risk is exchanged for one of lesser classification
- c) Isolation Where the risk is contained (e.g. Enclosures, guards etc.)
- d) Engineering Where common systems are used to protect all exposed to risk (e.g. Fire alarms, ventilation systems etc.)
- e) Personal Protection Whereby the above means, the risk cannot be reasonably be reduced further, but an unacceptable level of risk remains, the team members are individually protected from the risk.
- f) Procedure Where procedural controls are used. This will include procedures such as Standard Operating Procedures and training and the provision of information may apply to any and all of the above control measures

7 **Hazard Control**

7.1 *Hazard Identification and Control Sheets*

It is a function of safety inspections carried out by Heads of School or Functional areas to recommend remedies for hazards observed. Where hazards cannot be removed, controls will be recommended to reduce the risk to an acceptable level, e.g. install machine guard or wear personal protective equipment (PPE). These will be the subject of *Hazard Identification and Control Sheets*.

7.2 *Safe Work Practice Sheets*

Many injuries and losses occur through poor work practices. With this in mind *Safe Work Practice Sheets* have been prepared for certain working activities within the Institute. These sheets detail the safe procedures and practices to be observed so that the risk of injury and loss is maintained at an acceptable level. The Safe Work Practice Sheets are appended to the relevant Ancillary Safety Statements.

Further sheets will be prepared as the programme develops. The responsible person will ensure an adequate supply and distribution. It is incumbent upon each employee to carefully read and understand the Safe Work Practice Sheets.

7.3 *Fire and Emergency Safety Management Procedure*

Procedures to be followed in the case of emergencies arising from fire or other emergency situations requiring evacuation of the buildings are set out in the institute's Fire and Emergency Safety Management Procedure. The procedure also outlines the Institute's Fire prevention procedure.

7.4 *Smoking Control*

Smoking is prohibited in all areas of the Institute in compliance with the Public Health (Tobacco) Act, 2002. However, there are a number of outdoor designated smoking areas where smoking is permitted. For further detail and a map of the designated smoking areas please consult the Fire Safety Procedure document.

The use of e-cigarettes or electronic cigarettes is also prohibited and is also only permitted in the designated external smoking areas.

7.5 *Personal Protective Equipment (PPE)*

It is the policy of the Institute to eliminate all hazards where reasonably practicable and to assess what PPE is required only when further risk reduction is not feasible. All safety equipment purchased by departments will be to approved standards.

PPE shall be provided and worn in designated areas and whilst carrying out specific tasks. Details of the tasks requiring PPE are outlined in departmental safety statements. Staff (as appropriate) will inform any person in the workplace observed not wearing protective equipment as required, of the statutory and departmental policy requirements and such persons will be instructed not to continue working until PPE is obtained and used. Visitors and Sub-Contractors working on site shall comply with the Institutes policy in respect to the wearing of personal protective equipment.

The Institute will replace any worn or defective protective equipment. Responsibility for ensuring that the equipment is used shall rest with the Heads of Department/Central Service Manager. The Heads of Department/Central Service Manager will be responsible for ensuring that suitable personal protective equipment is available. Students must provide and wear the PPE designated by the Head of Department or School and to the approved and recognised standards.

7.6 *Statutory Records*

The Institute is required by law to maintain records of certain periodic inspections, testing and incident reporting. These are maintained by the relevant Heads of School or Department and managers of functional areas.

7.7 *First-Aid*

The Institute provides first-aid boxes in all appropriate work areas. The Medical Centre of the Institute also has a first-aid box containing a bigger stock. The stocks in all the boxes are checked regularly and replenished where necessary. A team of first-aiders has been recruited from among staff. They have received training in First Aid and use of Defibrillators. **First aiders** can be contacted at **Letterkenny campus** by dialling **6007** from an internal phone or from a mobile 074 – 9186007 and at **Killybegs campus** by

dialling **6610** or from a mobile 074 – 9186610. If the injury is more serious or severity of the injury cannot be determined then call for an ambulance and the **emergency services** immediately on **112 or 999**.

The first aid contact details are displayed in prominent locations throughout the Institute, at first aid boxes and main reception areas. Defibrillators are located at main reception areas please familiarize yourself with their exact location. For further detail on First aid and defibrillators please refer to the LYIT First Aid and AED Procedure documents.

8 Training & Induction

The Institute recognises that training and instruction by competent personnel are important safety tools. The Institute undertakes a programme of training with regular reviews. The objective of the programme is to ensure that all employees receive training and instruction from competent persons in safe working techniques. Selected personnel have attended seminars on occupational safety and health matters. Others will attend future seminars as they arise. Where appropriate, occupational health and safety training is given as part of the on-going training programme.

The Heads of School/Function and Human Resources Manager/Safety Officer will regularly review safety-training and record those staff attending health and safety training. On appointment, new staff will undertake a general induction given by Human Resources and safety training relevant to their post will be arranged by their head of function. They will also receive orientation from their relevant Head of School or Function which will provide information or assistance in the general performance of their duties and communicate the relevant Ancillary Safety Statement(s), Risk Assessments, Safe Work Practice Sheets and Procedures for their School or Functional area.

9 Safety Statement Distribution

The Safety Statement will be brought to the attention of every employee. It will be available on the Institute intranet. Each employee is expected to read the Parent Safety Statement and applicable Ancillary Safety Statement. To emphasise the commitment of the Institute to safety, The Policy Statement will be framed, mounted and prominently displayed at Reception. Each Head of School and Function should communicate the Parent Safety Statement and relevant Ancillary Safety Statement to all their staff, students, visitors and contractors.

10 Specific information on hazards and safeguards

Specific information is contained in Hazard Identification and Control Sheets, Safe Work Practice Sheets, Laboratory Rules and Material Safety Data Sheets. Employees are expected to read and understand them as appropriate to their work and to work in accordance with their provisions and recommendations. These Sheets and Rules will be revised as necessary and will be distributed by the responsible person.

11 Revision

The President, Executive Board, Governing Body and the Safety Committee will review the safety management programme annually to assess performance and to consider any necessary revisions and approval of same. Training needs will also be reviewed and further training arranged where necessary. The programme will also be reviewed if new regulations, equipment or practices are introduced. Full consideration will be given to issues raised by the Safety Representatives.

Appendix 1 – Letterkenny IT Persons with Specific Responsibilities for the management of Health and Safety

President

VP for Finance and Corporate Services

VP for Academic Affairs and Registrar

VP for Research, Equality and External Affairs

Head of School of Business

Head of Dept. of Business Studies

Head of Dept. of Design & Digital Studies

Head of Dept. of Law & Humanities

Head of School of Engineering

Head of Dept. of Civil Engineering and Construction

Head of Dept. of Electronics and Mechanical Engineering

Head of School of Science

Head of Dept. of Science

Head of Dept. of Nursing and Health Studies

Head of Dept. of Computing

Head of School of Tourism

Head of Dept. Gastronomy and Culinary Arts

Head of Dept. Hospitality and Tourism

Estates Manager

Human Resources Manager

Information Technology Manager

External Services Manager

Student Affairs Manager

Finance Manager

CoLab Manager

Librarian

Appendix 2 - Safety, Health and Welfare at Work Act 2005**Sec. 13 Duties of Employees**

13.—(1) An employee shall, while at work—

(a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,

(b) ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,

(c) if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,

(d) co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,

(e) not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,

(f) attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,

(g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,

(h) report to his or her employer or to any other appropriate person, as soon as practicable—

(i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,

(ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or

(iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.

(i) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under *subsection (1)(f)*.

Appendix 3 - Procedures

Letterkenny Institute of Technology will develop Procedure documents to be adopted throughout the Institute. These procedures will be proposed, adopted and promoted by the Institutes Executive Board with the assistance of and in consultation with the Safety Committee to meet specific legal requirements not addressed in the confines of the Parent Safety Statement. The Procedure documents will be brought to the attention of every employee, student, visitor and contractor by the Heads of School/Function. They will be available on the Institute intranet. Each employee is expected to read the Procedure documents and be familiar with their content.

Appendix4 - Hazard Identification and Risk Assessment

Responsible Person	President of LYIT	Location	All Areas	Date Completed	November 2018
What are the hazards?	Who is at risk?	Level of Risk	Controls	Remaining Risk Level	Action by Whom
<p>Slips, Trips and Falls Can cause serious injuries for example fractures, head injuries</p>	All Staff, Students & Visitors to LYIT	Medium	<p>Food and drinks are not permitted in any room or office and must only be consumed in designated dining areas.</p> <p>All circulation areas are maintained free of litter and obstructions in so far as are reasonably practicable.</p> <p>All trailing leads will be secured in such a manner that they will not create a hazard to staff or persons accessing or egressing the area.</p> <p>Staff should take care not to leave drawers and filing cabinets open.</p> <p>Staff must not rearrange furniture within offices or in teaching areas where in doing so they give rise to risk from trailing leads.</p> <p>Where corridor space is to be used for presentations/exhibitions etc. the location and nature of exhibits must be agreed in advance by the events organisers with the estates office whose direction in relation to position, power supplies etc. must be observed. Please see Event Safety Procedure for further detail on event safety.</p> <p>Care to be taken to cover any trailing cables arising from the use of projectors or other equipment where dedicated power supplies have not been provided.</p> <p>All areas must be kept clean and tidy at all times and the contents of offices should be regularly reviewed to ensure redundant materials and equipment are disposed of so as to prevent congestion and restriction of circulation and working space.</p> <p>All workplaces, passageways and stairs must be adequately lit providing lighting levels suitable to the tasks to be undertaken.</p> <p>All rubbish and waste paper/plastic shall be placed in bins provided.</p> <p>Use mobile devices safely taking care of your immediate surroundings.</p>	Low	All Staff

Level of Risk Key		
PROBABILITY	SEVERITY	RISK FACTOR
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4-5 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Responsible Person	President of LYIT	Location	All Staff Work Areas	Date Completed	November 2018
What are the hazards?	Who is at risk?	Level of Risk	Controls	Remaining Risk Level	Action by Whom
Slipping on external areas in wet or icy Can cause serious injuries for example fractures, head injuries	All Staff, Students & Visitors to LYIT	Medium	<p>While most reasonably practicable efforts will be taken by the institute to ensure the safety of staff/students/visitors it is not possible to guarantee their safety during icy or similar adverse weather conditions.</p> <p>All staff must take care for their own safety during icy conditions and should wear appropriate clothing, footwear, gloves, etc. and should keep hands free in the event of a fall.</p> <p>Drivers should drive with extreme caution having particular regard to pedestrians.</p> <p>Drivers should ensure that they clear all frost/snow from their vehicle to ensure visibility before moving their vehicle.</p>	Low	All Staff

Level of Risk Key		
PROBABILITY	SEVERITY	RISK FACTOR
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4-5 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Responsible Person	President of LYIT	Location	All Staff Work Areas	Date Completed	November 2018
What are the hazards?	Who is at risk?	Level of Risk	Controls	Remaining Risk Level	Action by Whom
Unsafe work systems and layout May result in injury or illness	All Staff, Students & Visitors to LYIT	Low	Adequate office space is allocated for the working personnel. All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc. Ensure that sufficient room is available for opening filing cabinets. Care should be taken when filling filing cabinets – fill from bottom up with heavier materials at bottom. Take care when opening filing cabinets to ensure against tilt by opening one drawer at a time. All drawers should be closed after use. Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used where there is no other option. Chairs/desks should never be used to access higher areas. All items stored above head level shall be stored properly to prevent falling. Staff must not rearrange furniture within offices where in doing so they give rise to risk.	Low	All Staff
Electrical Hazard Can cause serious injuries.	All Staff, Students & Visitors to LYIT	Medium	The mains power supply shall be disconnected before attempting to move electrical equipment. No drinks shall be consumed/stored near any computer or electrical device. All damaged floor covering, furniture equipment or machinery shall be reported to the Estates Office. PAT testing procedure in place for electrical safety applies to all portable equipment. Portable Electrical equipment such as kettles toasters, etc. must not be used in areas other than kitchens. Other portable Electrical Equipment not belonging to the Institute must not be used – e.g. Desk lamps if required will be provided by the Estates Department.	Low	All Staff
Chemical Hazard toners/inks	All Staff & Students	Low	Before using chemicals (e.g. photocopier toners) read the instructions on the container and safety data sheet and avoid contact with skin or clothing.	Low	All Staff

Level of Risk Key		
PROBABILITY	SEVERITY	RISK FACTOR
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4-5 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Responsible Person	President of LYIT		Location	All Staff Work Areas	Date Completed	November 2018
What are the hazards?	Who is at risk?	Level of Risk	Controls		Remaining Risk Level	Action by Whom
Visual Display Units (Display Scree Equipment) Repetitive strain injuries/work related upper limb disorders (WRULD).	All Staff	Low	<p>Workstation assessments are available to all employees to ensure compliance with Display Screen Equipment of the Safety, Health and Welfare at Work (General Application) Regulations 2007, commonly known as VDU. This applies to all staff that habitually uses a VDU as part of their normal work activity.</p> <p>Eye screening/eye tests is available for all staff in line with the regulations. Where a member of staff experiences eye sight difficulties while using a VDU, an eye examination will be provided at no extra cost to the individual see Human Resources staff handbook.</p> <p>It is recommended to have periodic breaks or changes of routine, away from VDUs.</p>		Low	All Staff

Level of Risk Key		
PROBABILITY	SEVERITY	RISK FACTOR
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4-5 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Responsible Person	President of LYIT		Location	Grounds	Date Completed	November 2018
What are the hazards?	Who is at risk?	Level of Risk	Controls		Remaining Risk Level	Action by Whom
Traffic Collision with car/pedestrian may cause serious injuries, broken bones or death.	All Staff, Students & Visitors to LYIT	Medium	<p>Pedestrians should use walkways and road crossings provided.</p> <p>Obey all signage on campus. Speed is restricted in car park areas to 10 km/h.</p> <p>All staff, students and visitors are advised to exercise care for their own safety and the safety of others when driving into and out of the car park areas and walking around vehicles.</p> <p>All staff, students and visitors will take responsibility to park their cars in a reasonable and proper manner and ensure that in doing so, "no parking" areas are observed.</p> <p>Park only in designated car park spaces, parking in front of any exit door is prohibited. Vehicles are not allowed access to the Fire Brigade access roadway outside the restaurant (Letterkenny Campus). Bicycles must not be chained to handrails of steps or ramps as doing so may obstruct persons trying to use these.</p> <p>Motorists leaving the car-parks onto the public road should observe the yield right of way to traffic on the public road and exercise great care in moving out onto the road.</p> <p>Motorists entering the car-parks should indicate their intention in sufficient time to allow traffic from behind to react. Motorists are advised to drive into the car park when dropping off/collecting passengers as the public road is not a safe place to do this.</p> <p>Clamping is in operation for vehicles parked in undesignated parking spaces.</p>		Low	All Staff, Students & Visitors to LYIT

Level of Risk Key		
PROBABILITY	SEVERITY	RISK FACTOR
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4-5 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Responsible Person		President of LYIT		Location	All Areas	Date Completed	November 2018
What are the hazards?	Who is at risk?	Level of Risk	Controls			Remaining Risk Level	Action by Whom
Fire may cause serious injuries, burns, smoke inhalation or death.	All Staff, Students & Visitors to LYIT	High	<p>Lifts must never be used in fire situation. On activation of the fire alarm system all lifts descend to ground floor and doors remain in open position.</p> <p>The risk of occurrence of fire and its rate of propagation will vary due to the structure and layout of the building and the materials and substances in the area at any given time.</p> <p>It is institute policy to maintain low levels of combustible material in stock. The Institute is a building of modern concrete construction and has been built in accordance with the Fire Safety Regulations.</p> <p>The Institute has in place a Fire & Emergency procedure. The building is equipped with a number of Fire Hydrants and Firefighting equipment of various types is available. Fire Points have been set up in corridors throughout the institute.</p> <p>All persons should partake and co-operate with the periodic emergency evacuation drills on campus.</p> <p>PAT testing procedure in place for electrical safety to prevent electrical fires.</p> <p>Oil filled electric radiators must not be used. Staff or students must not arrange furniture in doing so they give rise to risk and obstruct access and egress from areas.</p> <p>Please read and consult the Fire and Emergency Procedure document and Personal Emergency Evacuation Procedure for persons with Disabilities.</p>			Medium	All Staff, Students & Visitors to LYIT

Level of Risk Key		
PROBABILITY	SEVERITY	RISK FACTOR
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4-5 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Responsible Person		President of LYIT		Location	All Areas	Date Completed	November 2018
What are the hazards?	Who is at risk?	Level of Risk	Controls			Remaining Risk Level	Action by Whom
Manual Handling may cause injuries	All Staff	Medium	<p>Head of School or Function will ensure the requirements of the Institutes Manual Handling Procedure are implemented.</p> <p>Loads should be risk assessed before any manual handling takes place. Manual handling should be avoided where other means of completing the same task is possible.</p> <p>Mechanical aids should be used where possible to reduce the need for manual handling.</p> <p>Loads size, weight etc. should be reduced i.e. appropriate ordering of materials and equipment to minimize the risk.</p> <p>Manual handling training should be completed by any staff that carry out manual handling as part of their work. This training should be refreshed every three years when certification is out of date.</p>			Low	<p>Head of School/Function</p> <p>All Staff</p>

Level of Risk Key		
PROBABILITY	SEVERITY	RISK FACTOR
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4-5 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		