Athlone Institute of Technology
Parent Health and Safety Statement

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Introduction

In accordance with the Safety Health and Welfare at Work Act 2005, Athlone Institute of Technology's Parent Health and Safety Statement sets out the Institute's Policy, its organisation and the arrangements in place for ensuring so far as is reasonably practicable, the Health Safety and Welfare of its employees, students and other persons who may be affected by Institute workplace activities. This Parent Safety Statement represents AIT's commitment to the prevention of accidents, incidents and ill health at its place of work.

As a third level educational establishment, AIT is home to a diverse and numerous range of work activities, taking place across many disciplines. This Parent Safety Statement provides a framework for the organisation of safety throughout the Institute dealing primarily with safety management and addressing generic issues.

The various Faculties, Departments, Research Institute and Campus Companies supplement the work of the safety statement through their completion of risk assessments for activities coming under their management control and which in a number of cases is retained within Local Area Safety Statements.

PARENT HEALTH & SAFETY STATEMENT

Part 1 - Safety Policy Statement

Declaration

It is the policy of Athlone Institute of Technology to ensure that high standards of health and safety are maintained throughout the Institute and that they comply with the requirements of the Safety, Health and Welfare at Work Act 2005.

The AIT Parent Safety Statement sets out the means by which the Institute's Health and Safety policy objectives are met. It provides a framework for the organisation of safety throughout the Institute, includes information on the management of Health and Safety and how it is delegated throughout the management and staff structure of the Institute.

Whether a manager, a member of staff or a student, we all play a role in the implementation of the Institute's Health & Safety Policy and as such it is important that you read this Safety Statement carefully, understand your role, responsibilities and duties and the overall arrangements in place to ensure that AIT remains a safe place to work and learn.

Co-operation is essential and I therefore request all members of the Institute, demonstrate their commitment towards a safe and healthy work and learning environment by ensuring they adhere to Institute, Safety Policies and Procedures and this Parent Safety Statement.

Signed on behalf of Athlone Institute of Technology

Professor Ciarán Ó Catháin
President of AIT

1.1 Policy & Objectives

In accordance with the Safety, Health and Welfare at Work Act 2005 (hereafter referred to as the 'Act') and its associated regulations, it is the policy of Athlone Institute of Technology, so far as it is reasonably practicable, to ensure the safety of its employees at work by maintaining safe plant/equipment/machinery, safe systems of work, safe premises, safe access and egress, and also by ensuring adequate instruction, training, demonstration and supervision. The Institute will also ensure the safety of other persons, including students, visitors and external service providers who may be affected by the Institute's work activities.

The Institute's Health & Safety policy objectives are:

- To ensure that all necessary arrangements are in place for the effective planning, development and review of this policy statement.

- To comply with all applicable National and European safety legislation, guidance and codes of practice.

- To identify, assess and control risks. This will be achieved by the relevant Institute Manager ensuring that risk assessments are undertaken and implemented for activities coming under their management control. These risks will be managed, documented and recorded & retained by the relevant AIT Unit, or department (Note: The Institute encourages Units to prepare Local Area Safety Statement and to retain their risk assessments in this documentation).

- To promote high standards of health, safety and welfare within the Institute and develop safe work practices through consultation.

- To provide adequate instruction, information, training, demonstration and supervision as is necessary to ensure safety, health and welfare at work.

- To ensure that adequate resources in the form of finance, equipment, personnel and time are provided to achieve the safety policy and its objectives.

- To ensure that Institute Health & Safety policies and procedures are given equal importance as all other management functions and objectives, and are fully integrated into management decision making processes.

- To ensure that arrangements are in place throughout the Institute for the communication of the Institute's safety policies, its organisation and arrangements with respect to health, safety and welfare at work.

- To consult with employee and student representatives on safety, health and welfare matters.

- To ensure the Institute provides plant and equipment that is safe to use and operate.

- To ensure Institute provided places of work are:-
  - i. Designed and maintained in accordance with the relevant regulations,
  - ii. Designed and provided with safe access, egress routes and exits.

- To ensure that Institute systems are in place for the reporting, recording and investigation of incidents, accidents and near misses and that corrective actions is taken to prevent recurrence.

- To ensure that staff, students, contractors and visitors are aware of their individual responsibility to exercise care in relation to themselves and their colleagues.

- To monitor and review the effectiveness of the safety management system.

The commitment and co-operation of all staff, students, visitors and contractors (serving the Institute) is required to ensure that the objectives of this policy are fulfilled. In order to effectively implement the policy objectives, the Institute is committed to the implementation and ongoing management of the Safety Management System which satisfies the requirements of the general employer duties as set out in the 2005 Act and any other legislation that applies to the workplace.
This policy will be reviewed annually, in the light of experience, legislation and new developments in the Institute.

1.2 Institute Safety Management System

This Parent Health and Safety Statement sets out the broad principles, which AIT has adopted to ensure the health, safety and welfare of its staff, students, visitors, contractors and others affected by its activities.
The Institute directed method for the management of health and safety at AIT is summarised below:

1. Identification of Management in control of activities and/or Institute areas
2. Responsibilities of Management
3. Responsibilities and Duties of Staff
4. Identification of hazards.
5. Assessment of the risks.
6. Risk elimination or mitigation to acceptable levels and application of the principles of prevention.
7. Implementation of adequate control measures using the hierarchy of control.
8. Development of safe systems of work.
9. Where required, the provision of safety training, information, instruction, demonstration and supervision.
10. Consultation and communication with staff and students on health and safety matters.
11. Monitoring of safety.
12. Periodic review of risk assessments and control measures.

This approach to health and safety management will be actioned by all AIT managers who are responsible for directing work activities or who are managing either Faculties, Departments, AIT Units or Campus Companies. The details of their respective hazard identification and risk assessments will be recorded and communicated to the relevant staff and other persons affected by the directed work activities. (Note: Where AIT Units have prepared Local Area Safety Statements, the risk assessments will be recorded and retained in these documents).

PARENT HEALTH & SAFETY STATEMENT

Part 2-Assignment of Responsibilities

2.1 Organisation

In order to implement the Institute's Safety Policy and comply with the requirements of Section 20 of the Health and Safety Act 2005, responsibilities and duties are assigned at various management and staff levels throughout the Institute's organisational structure. Within this Parent Safety Statement, non-Institute personnel such as students, visitors and contractors, are also assigned duties which include the requirement to co-operate with the Institute in all matters relating to safety, health and welfare at work.

Where Local Area Safety Statements exist for certain Institute Functions, (e.g. AIT Campus companies) they will contain the names of persons or posts responsible for assigned tasks under those local area safety statements.

Organisational arrangements are in place for the management of Health and Safety throughout the Institute and responsibilities and duties are assigned to all the office holders presented in the list below: -

1. Governing Body
2. President
3. Executive Management Team
4. Institute Vice President/s
5. Deans of Faculty
6. Heads of Department
7. AIT Managers
8. Directors of Research Institutes
9. Faculty Administrators
10. Estates Manager
11. Human Resources Manager
12. Director of Environment, Health and Safety
13. Radiation Protection Officer (RPO)
14. Supervisors (Senior Technical Officers, Caretaker Supervisor, Cleaning Managers)
15. All Institute Staff
16. Undergraduate/Postgraduate/Researcher/Apprentice Students
17. Contractors
18. Visitors

2.2 Safety Management Structure

The president has ultimate responsibility for the effective management of Institute Health and Safety. The operation of the health and safety management systems throughout the Institute in general follows the Institute hierarchical management structure and the President has delegated H&S responsibilities and duties to the relevant office holder, who are responsible to the Institute for ensuring that the requirements of the Parent Safety Statement are fully implemented within areas coming under their management control. In summary:-

- Vice Presidents and Deans of Faculty are responsible for ensuring the Policy & Statement is fully implemented in their functional areas and any AIT Units that report into their office.
- Estate Office is responsible for maintaining the Institute infrastructure and ensuring it continues to comply with the Institute H&S policy and the Parent Safety statement.
- Heads of Departments, Managers of AIT Units, and Campus managers are responsible for ensuring the Policy, & Statement is fully implemented in their Units.

AIT's organisational management structure is presented in Chart 1, Appendix 1 and it contains the post &titles of AIT managers, responsible for the various Institute functional areas and AIT Units. Names of the Office holders are also presented in this Appendix.

2.3 Governing Body

The Governing Body, manage and control the affairs of the Institute and perform the functions conferred on it, in accordance with the Institutes of Technology Act (1992 - 2006).
Ultimate responsibility for health and safety in the Institute rests with the Governing Body.
It is the responsibility of the Governing Body through the Institute President to ensure that statutory requirements are met and appropriate standards applied including the availability of resources essential to establish, implement, and maintain the Health and Safety Management systems.
Governing Body receives reports from the President and senior officers of the Institute, evaluates them and makes strategic and policy decisions as required. Implementation of these decisions is entrusted to the President and delegated to the appropriate management of the Institute. On academic matters the Governing Body is advised by the Academic Council.

2.4 Institute President

The President has overall responsibility to the Governing Body for the implementation of the Institute Health and Safety Management Systems, and for ensuring that the Institute meets its statutory obligations as set out in the Safety, Health and Welfare at Work Act, 2005 and its associated legislation and Regulations. These Responsibilities include: -

- Ensuring that adequate resources are made available to implement the Parent Safety Statement at the Institute.
- Taking a direct interest in Health and Safety and supporting all other management in complying with their duties.
- Ensuring that the safety policy and Parent Safety Statement is periodically reviewed and audited.
- Ensuring that health and safety management and planning forms an integral part of the overall management planning for the Institute.
- Receive and review an annual report from the Institute safety committee
- Regularly consult the Institute Director of Environment Health and Safety in order to keep abreast of all relevant statutory developments.
- Ensure that access is available to professional Health and Safety support, structure and expertise as required.
- Ensure that the importance of the Parent Safety Statement, Local Areas Safety Statements & any Institute Safety Manuals are understood at all levels of the organisation.

2.5 Executive Management Team

The day to day management of the institute is overseen by the executive management team (EMT), which reports to the Institute President. EMT is constituted as follows:
- President
- Vice Presidents
- Faculty Heads
- Human Resource Manager
- Director of Marketing & Communications

Meetings are normally held weekly and any member may submit any item to the agenda with the approval of the president who chairs the executive.

2.6 Institute Vice President(s)

The main responsibilities of the vice president/s are as follows: -

- To direct and monitor the implementation of the Institute Parent Safety Statement for their functional areas and for their reporting departments.
- Know how the Parent Safety Statement is structured and ensure that management levels reporting to them have been fully briefed on the implementation of the safety statement.
- Ensure that the president is advised on any serious issues arising in their areas of responsibility.
- Consult with and assist the Institute Director of Environment, Health and Safety on Health and Safety matters within their area of responsibility.
- Schedule regular audits and inspections of the Parent Safety Statement implementation in their area of responsibility, review the findings of these audits and ensure the closure of any significant non-conformances identified, in a timely manner.
- Review Accident/Incident reports & investigations appropriate to their area of responsibility.

2.7 Deans of Faculty

The main responsibilities of the Deans of Faculties are as follows: -

- To direct and monitor the implementation of the Institute safety, health and welfare policy in their Faculty.
- To report to the President and EMT on all matters relating to Faculty Safety, Health and Welfare.
- To ensure that adequate resources are provided within their Faculty so that sufficient provision can be made for safety, health and welfare.
- To ensure that structures exist in their Faculty area of operations for consultation and communication on safety, health and welfare.
- To promote in conjunction with their Heads of Department, and other faculty/department staff a safety culture within their areas of responsibility.
- To monitor, review and evaluate existing health and safety Faculty & Departmental management arrangements, Codes of Practice etc., and critically assess their effectiveness.
- To ensure that their Heads of Departments have discharged their duties with respect to health and safety, in particular risk assessments and H&S staff training requirements.
- To ensure that the Faculty prepares a Local Area Safety Statement and that the departments reporting to the faculty either contribute to the Faculty safety statement or where relevant have completed a departmental health and safety statement, ensuring that hazards in departments are identified, the risks are assessed and the remedial/recommended action is taken where necessary.
- To ensure that the Faculty and the Department risk assessments are periodically reviewed and amended as necessary.
- To retain the most recent version of any developed Local Area Safety Statements and/or completed risk assessments, review them periodically (recommended on an annual basis) and amend as necessary.
- To ensure that the departments reporting to them comply with relevant safety, health and welfare legislation and any Codes of Practice issued by the Institute.
- To ensure that all work equipment within their area of responsibility is properly installed and maintained and consult with the Institute Estates office where it has a bearing on Infrastructural Provisions (e.g. Structure, Services etc.)
- To ensure that the Faculty and its reporting departments provide, where relevant and appropriate, safe work areas and systems of work.

- Where relevant and appropriate, to introduce and document local procedures or requirements to deal with H&S matters that are exclusive to the faculty or its departments.
- To ensure the Faculty and its reporting departments staff are adequately trained and informed to undertake their assigned duties.
- To liaise with the Institute Staff Training and Development Committee, and the Institute Health and Safety office in relation to safety training needs for staff and identify pre-employment training requirements for new staff and internal transfers.
- To ensure that a safety audit of each Department is carried out on an annual basis or more often if necessary, and that a copy of this is submitted to the President and a copy issued to the Director of Environment Health and Safety.
- To assist the Director of Environment, Health and Safety with Institute Safety Audits and/or inspections.
- To ensure that Faculty and Department staff are familiar with the emergency procedures associated with their work and other emergencies which may arise.

2.8 Heads of Department (Academic Managers)

The main responsibilities of the Heads of Department are as follows:
(Note: - A Head of Department may delegate to a competent member of their reporting staff certain duties for implementation of the safety policy and procedures for their respective departments and/or to carry out the functions of the HOD in their absence).

- To ensure that their reporting staff and students performing activities, directed by the department, fully understand and observe the arrangements for health and safety and are aware of their responsibilities under the Parent Safety Statement and any prepared Local Area Health & Safety Statements.
- To produce & maintain where required by the Institute or Faculty, a Local Area Safety Statement for the department's work activities and/or for areas under their management control.
- To ensure that risk assessments are undertaken for their department directed activities and for areas coming under their management control and that reviews of such are undertaken periodically (recommended at least annually) and amended as necessary.
- To assist the Director of Environment, Health and Safety with Institute safety audits and/or inspections.
- To ensure that any changes to local area safety management and work practices are communicated to all staff, students and others who may be affected.
- To ensure that staff are adequately trained and informed to undertake their duties in a competent manner.
- To prepare emergency plans to control any specific risks in their areas and ensure that staff, students, visitors etc., are trained in emergency procedures and are instructed to comply with all emergency procedures in their areas.
- To ensure that safe systems of work are introduced in particular where there is special equipment/instruments or specialist tasks to be performed.
- To report to the Dean of Faculty on their management of departmental safety, health & welfare.
- To 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.
- To ensure that appropriate personal protective equipment (PPE) is provided and that staff are provided with adequate information, training, instruction and demonstration in relation to the use, maintenance, storage, repair and replacement of PPE.

- To ensure that arrangements for first-aid and emergency situations are made and that sufficient numbers of staff are designated as departmental first-aiders as outlined in Institute First Aid Policy and guidance documents.
- To promote a safety culture within their department in line with Institute Policy Objectives.
- To ensure that structures exist for consultation on, and communication of safety, health & welfare matters in the Department (e.g. Departments meeting and Programme Boards).
- To ensure that an annual audit of safety, health & welfare is carried out and is submitted to the Dean of Faculty.
- To ensure that all statutory registers, notices and documents are maintained and available for inspection.

2.9 AIT Managers

The main responsibilities of AIT managers are as follows:
(Note: AIT managers include, Directors, AIT line Managers, and Campus company managers who are responsible for Staff activities and/or units or departments)

- To ensure that Unit reporting staff, students, and visitors who perform activities under their management direction and/or in areas under their management control, fully understand and observe the Health & Safety arrangements in place and are aware of their responsibilities and duties as set out by the Parent Safety Statement and any prepared Local Area Safety Statements.
- To produce & maintain where required by the Institute, a Local Area Safety Statement for their Unit's operations and activities.
- To ensure that risk assessments are undertaken for their Unit directed activities and for any areas under their management control and that reviews of such are undertaken periodically (recommended annually) and amended as necessary.
- To assist the Director of Environment, Health and Safety with Institute audits/inspections.
- To ensure that any changes to local area safety management and work practices are communicated to all their reporting staff, students and others who may be affected.
- To ensure that reporting staff are adequately trained and informed to be able to perform their duties in a competent manner.
- To prepare emergency plans to control any special risks associated with their Unit's operation or activities and ensure where relevant, that the appropriate staff are trained in emergency procedures.
- To ensure where relevant and appropriate, safe systems of work are introduced for any specialist equipment/instruments or specialist tasks to be performed.
- To report to their line manager on all matters relating to the management of safety, health & welfare within their Unit.
- To ensure that staff who are not familiar with equipment are not allowed to operate such equipment until the required training is provided and where relevant are supervised by an appropriately qualified person.
- To ensure that any required personal protective equipment (PPE) is provided for staff, with adequate information, training, instruction and demonstration in relation to its use, maintenance, storage, repair and replacement.
- To ensure that plans & arrangements are in place for the Unit's first-aid requirements and other medical emergency situations and that sufficient numbers of staff are designated as departmental first-aiders.
- To promote a safety culture for staff, within areas under their management control.
- To ensure that structures exist for consultation on, and communication of safety, health & welfare matters to staff within areas under their management control.
- To ensure that Health & Safety Audits are carried out and any reports issued to their line manager.

- To ensure that all statutory registers, notices and documents are maintained and available for inspection.

2.10 Director of Research Institute

The main responsibilities of the Director are as follows:-
- To ensure that all reporting staff and students performing activities under their direction and/or in areas under their management control fully understand and observe the arrangements for health and safety and are aware of their responsibilities under the Parent Safety Statement and any prepared Local Area Health and Safety Statements.
- Where required by the Institute, to produce & maintain a Local Area Safety Statement for activities and/or areas under their management control.
- To ensure that risk assessments are undertaken for their Research Institute activities, staff and student activities taking place under their direction and/or in areas under their management control.
- Ensure that risk assessments are reviewed periodically (at least annually) and amended where necessary.
- To assist the Director of Environment, Health and Safety with Institute audits/inspections.
- To ensure that any changes to local area safety management and work practices are communicated to all staff, students and others who may be affected.
- To ensure that staff are adequately trained and informed to undertake their duties in a competent manner.
- To prepare emergency plans to control any specific risks in their areas and ensure that staff, students, visitors etc., are trained in emergency procedures and are instructed to comply with all emergency procedures in their areas.
- To ensure that safe systems of work are introduced in particular where there is special equipment/instruments or specialist tasks to be performed.
- To ensure that staff or 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.
- To ensure that any required personal protective equipment (PPE) is provided for staff, including information, training, instruction and demonstration in relation to its use, maintenance, storage, repair and replacement.
- To ensure that arrangements for first-aid and emergency situations are made and that sufficient numbers of staff are designated as departmental first-aiders as outlined in Institute First Aid Policy and guidance documents.
- To promote a safety culture within areas under their management control in line with the objectives of the Institute.
- To ensure that Research Institute structures exist for consultation on, and communication of safety, health & welfare matters in their Research Institute.
- To ensure that all statutory registers, notices and documents are maintained and available for inspection.
- To report to the President on all matters relating to the management safety, health & welfare with their Research Institute.
- To ensure that an annual audit of safety, health & welfare is carried out and is submitted to the President of the Institute and the Director of Environment, Health and Safety.

2.11 Faculty Administrators

It is the responsibility of Faculty Administrators to assist and support the Faculty as Follows: -
- To assist the Faculty Dean in ensuring compliance with the Parent Safety Statement.

- To assist the Faculty Dean in any preparation & maintenance of a Local Area Safety Statement.
- Where required by the Dean, to assist the Faculty Departments with the preparation and maintenance of Departmental Local Areas Safety Statements.

2.12 Estates Manager

The main responsibilities of the Estates Manager are as follows:
- To report to the Vice President of Finance and Corporate Affairs as appropriate on the management of health and safety relating to new works, maintenance of existing Institute Infrastructure and to ensure that such works are carried out in compliance with all safety, health & welfare legislation and the relevant codes of practice.
- To consult and work with the Director of Environment Health and Safety in relation to preparation of Institute Emergency Planning.
- To consult with the Deans of Faculty, Directors of Research Institutes, Heads of Department, other AIT managers and staff, prior to any works being undertaken in their areas and provide relevant Communications Plan.
- To liaise regularly with the Estates office Maintenance staff (Head caretaker, Electricians, plumbers, Housekeeping manager) and Health and Safety Office regarding new works prior to their commencement.
- To ensure that all fire and emergency equipment is regularly inspected and maintained.
- To ensure that Fire emergency evacuation procedures & Drills are practised as specified.
- To ensure that all works are carried out by competent and qualified persons and in accordance with health and safety legislation.
- To ensure that a health and safety statement is received from all contractors at tender stage.
- Where relevant, issue a contractor with a copy of the Institute's Parent Health and Safety Statement or the relevant components of Estates Health and Safety Policy and Procedures.
- To ensure that contractors are advised of any potentially hazardous areas prior to the commencement of the works and to ensure that necessary controls are in place.
- To ensure that all building and maintenance contracts are subject to receipt of satisfactory information on their safety arrangements from the contractors.
- To ensure that the client provisions of the Safety, Health and Welfare at Work (Construction) Regulations 2006 are implemented for all contracted building and maintenance work within the Institute.
- To ensure that a Project Supervisor (Design and Construction Stage) where appropriate is appointed under the Construction Regulations.
- To ensure that appropriate safe systems of work are put in place prior to commencement. This includes the provision of scaffolding, hoists, ladders or other equipment used for working at heights.
- To ensure that any required Institute specified training for contractors is provided prior to commencement of task.
- To consult and advise the Estates Maintenance staff of their responsibilities in relation to safety, health & welfare.
- To ensure that an appropriate emergency plan has been put in place in connection with any work being carried out.
- To ensure that contractors have appropriate first-aid facilities, training, method statements and work permits completed as necessary.

2.13 Director of Human Resources

The main responsibilities of the Human Resources Manager are as follows:

- Ensure that the responsibility of Institute managers and other staff in relation to safety, health and welfare are included in each relevant conditions of service.
- Implement relevant training programmes through the Staff Training and Development Committee.
- Investigate unusual absenteeism patterns which may be related to occupational health Safety matters.
- Implement effective Induction programmes for new employees including internal transfers and which should include a health and safety component.
- To ensure that the health and safety statement is brought to the attention of all staff.
- To promote a safety culture in line with the objectives of the Institute.
- To liaise with the Institute Health and Safety Office in developing an effective Occupational Health service for staff and students.
- To ensure that existing Industrial Relations Procedures, arrangements and practices are consistent with the requirements of the Institute safety, health and welfare policies.
- To keep fully informed and up to date regarding legislation and other developments pertaining to staff.

2.14 Director of Environment, Health and Safety

The main responsibilities of the Director are as follows:

- To act as an advisor to the Institute on matters of safety, health and welfare.
- To advise the Institute on any new safety, health and welfare legislation and assist in the preparation of policies and procedures to aid in its implementation.
- To provide information in support of the safety, health and welfare policy.
- To carry out Institute level safety audits/inspections in conjunction with Deans, Directors, Heads of Departments, line managers and Safety Representatives and to make appropriate recommendations where necessary.
- To consult with Deans, Heads of Departments, Directors and Line managers and others prior to the design and installation of new extensions, plant or processes with a view to avoiding potential safety hazards.
- To ensure that the Parent Health and Safety Statement and where required by the Institute, any ancillary health and safety statements are prepared and revised as appropriate by the relevant managers and staff.
- To ensure that adequate arrangements are in place for Institute first-aid, emergency response and fire safety and that appropriate training is made available.
- To monitor aspects of health and safety in the Institute.
- To liaise with Safety Representatives, Safety Committee Members on matters relating to safety, health and welfare.
- To ensure that the Institute incidents are investigated, recorded and analysed.
- To assist in incident investigation and advise on corrective action and procedures where necessary.
- To develop and attend Health and Safety Committee meetings.
- To support the Institute in the implementation of an overall safety management system and achieve the goals as specified in the strategic plan.
- 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.

2.15 Radiation Protection Officer (RPO)

The Radiation Protection Officer is responsible for ensuring that the Institute complies with the terms and conditions of the licence granted by the Radiological Protection Institute of Ireland

(RPII). The RPO advises the Institute President on all matters in relation to radiation safety in AIT.

The RPO is responsible for:

- Ensuring that all relevant regulations and licence conditions, including radiation safety procedures, are upheld.
- Reviewing, revising and updating where necessary the Institute radiation safety procedures.
- Ensuring that radiation surveys and quality assurance tests are carried out, such as regular testing and calibration of monitoring equipment and regular operational checks of safety and warning systems.
- Reporting to the Institute and to the RPI any incident that could give rise to a radiation hazard.
- Arranging where necessary and with the support of the Institute, dose assessment for exposed workers.
- Assisting the licensee in the classification of controlled and supervised areas.
- Ensuring the safe keeping of all records required by the conditions of license.
- Acting as the contact person with the RPII, as appropriate, on all licensing matters and matters generally relating to radiological protection.
- Ensuring the manual of regulations for the safe use of sources of ionising radiation in AIT is retained in the Institute Health and Safety Office.

2.16 Supervisors (i.e. Senior Technical Officers, Caretaker Supervisor, Cleaning Managers)

The main responsibilities of the Supervisor is as follows: -

- Understand how the Parent Safety Statement is structured and ensure that all staff reporting to them are fully briefed on the implementation of the Parent Safety Statement and any Local Area Safety Statement that relates to their Unit's work area activities.
- Ensure that due cognisance is given to safety in all operational decisions.
- Ensure adequate resource levels are applied in relation to health & safety requirements.
- Ensure that risk assessments are completed for their reporting staff work activities and that control measures identified, are implemented.
- Ensure that the safety rules and procedures are adequately communicated to all reporting staff and safe work practices implemented.
- Ensure that all plant and equipment being used by reporting staff conforms to current health and safety legislation and is safe to use.
- Ensure health & safety training certificates for reporting staff are current and up to date.
- Ensure that accidents and incidents within their area are immediately reported to their line manager and cooperate with follow up investigations.
- Consult with and assist the Institute Health and Safety Office on safety matters within their area of responsibility.

2.17 All Institute Staff

All employees/staff have a duty to take responsibility for their own safety, health & welfare and for that of and any other person who may be affected by their acts or omissions while at work. Chapter 2, Sections 13 & 14 of the Safety Health and Welfare at Work Act 2005 places a number of obligations on employees whilst at work as outlined in this section:

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.

(2) 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).

14.—A person shall not intentionally, recklessly or without reasonable cause—

    (a) interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or

    (b) place at risk the safety, health or welfare of persons in connection with work activities

In addition to the above legal requirements, the following general safety requirements apply and all AIT Staff are required: -

- To participate in and put into practice all training provided by AIT, to ensure compliance with safety, health & welfare legislation.
- To co-operate with those responsible for implementing and managing health and safety.
- To familiarise themselves with the contents of the parent Health & Safety Statement and any local area Safety Statements, procedures and Codes of Practice.
- To assist in the preparation and updating of Faculty or Departmental Health & Safety Statements.
- To assist and co-operate with periodic safety inspections/audits.
- To assist their Line manager with hazard identification & contribute to departmental risk assessment completion and implementation.
- To assist and co-operate with the reporting and investigation of incidents.
- To report immediately all accidents, dangerous occurrences, unsafe conditions and unsafe acts to line management & co-operate with follow up incident investigations.
- To use equipment only if authorised and trained.
- To ensure that equipment is operated in a safe manner and good housekeeping standards are maintained at all times.
- To report immediately to line management any damage to plant and equipment, or equipment in need of repair or any perceived shortcomings in the safety arrangements.
- To adhere to all safe systems of work, and not interfere with or misuse equipment designed to protect operators/users.
- To use the prescribed Personnel Protective Equipment as directed by Institute safety policies and procedures. Take proper care of personal protective equipment, its storage and maintain in the correct manner in accordance to manufacturer's instructions.
- To ensure their works area or station is kept clean and tidy.
- To cooperate with the promotion of safe work practices.
- To adhere to policies and procedures in the case of lone working/out of hours access.
- To select and appoint a Safety Representative.
- To notify the Director of Environment, Health and Safety of any perceived shortcomings in the safety arrangements.

In addition to the above general requirements, Academic Staff shall ensure that:

- Undergraduates/postgraduates/post doctorates and apprentice students assigned to them and coming under their academic supervision, shall receive relevant safety information and training appropriate to the hazards and risks that they may be exposed to by the academic directed activity.
- That Safety rules and requirements are communicated to students and that they are informed of the identified hazards and risk associated with their academic directed activity.
- When delivering lecture or practical's in workshops and/or laboratories, that students in attendance are adequately supervised and that unsafe acts are not ignored.

In addition to the above general requirements Technicians, Technical Staff & Support Staff shall ensure that: -

- In workshops that all dangerous moving machinery parts are adequately guarded.
- Ensure that all materials and substances used or prepared by them, shall be properly labelled, dispensed and safety stored after use.
- Ensure that all documented safe operating procedures are adhered to while undertaking their work activities.
- Ensure that all new chemicals, equipment, machinery are fully assessed in conjunction with their manager with respect to the safety and ill health potential prior to purchase/use in the Institute.

- Ensure that updated Safety Data Sheets are available for all hazardous chemicals and preparations being used by them or under their supervision.

2.18 Undergraduate/Postgraduate/Researcher/Apprentice Students

Students have a legal responsibility (refer to: Section 14 of the 2005 Act) not to endanger themselves or others by their acts or omissions. As Students of AIT they must: -

- Take reasonable care of their own safety and the safety of others.
- Abide by all AIT and local departmental or research safety procedures & rules for safe systems of work, fire safety, risk reduction control measures and the wearing of personal protective equipment. (Note: In most case students are required to provide their own PPE – laboratory coat, safety glasses etc. refer to the academic department for requirements).
- Not interfere or misuse any specified items of safety equipment or any safety device.
- Use equipment only if authorised by their academic supervisor and are properly trained.
- Ensure that equipment is operated in a safe manner in in accordance with safety rules.
- Report any incident, dangerous occurrence, defective equipment or potential safety hazard to their Head of Department or Academic Supervisor.
- Not access or use laboratory/workshop facilities and equipment without the permission of their academic supervisor and where necessary the staff member in charge of these facilities.
- Participate in any safety training programmes facilitated by their Academic Department or Health and Safety Office.
- Adhere to Institute & Local Area policies and procedures in relation to Out of Hours Work or Lone Working.
- Where required postgraduate students must complete a full safety review of their research/project activities in conjunction with their Academic Supervisor to include; a full risk assessment of any activity undertaken and any hazardous substance used as necessary. Examples of activities that may require such assessment include, but are not limited to, those where fieldwork is required, where hazardous substances are used, where students are entering areas or institutions where their safety may be at risk, where students are dealing with members of the public, etc.

2.19 Contractors

The following responsibilities are allocated to contractors:

- All contractors will be expected to comply with the Institute's Policy for safety health and welfare and must ensure that their own health and safety statement is made available whilst work is being carried out. It is the Institutes policy that all contractors have a health and safety statement in accordance with the Safety, Health and Welfare at Work Act 2005.
- All work must be carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site. The contractor must have adequate insurance cover.
- Contractors must not commence with any work on the premises or project site until the Contractor has fully complied with the condition contained in the AIT Estates Office Local Area Safety Statement.
- Contractors will take reasonable care of themselves and others who may be affected by their acts or omissions and will co-operate as appropriate with AIT employees as necessary.
- Contractors must supply at tender stage a safety statement, relevant method statements, copies of their public and employers liability insurance and complete the AIT Estates Office Contractors Compliance Form before a contract is awarded.

- Contractors shall liaise with the AIT Estates Office to obtain work permits as required.
- Scaffolding and other access equipment used by contractor's employees must be erected and maintained in accordance with current legislation and Codes of Practice.
- 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 certificates available for inspection.
- 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. If it is necessary to use equipment operating from a 220-volt supply, a residual current device with a rated tripping current of 30mA and operation of 30m sec must be used.
- Any injury sustained by a contractor's employee must be reported immediately to the AIT Estates Office and the AIT Health and Safety Office.
- Contractors must comply with any safety instructions given by AIT.
- AIT reserves the right to undertake at any time spot checks or inspections of contractors work undertaken at AIT. Contractors will be informed of any hazards or defects identified during these inspections and they will be expected to take immediate action.
- Contractors will be accountable for the maintenance of good housekeeping practices at all times within their respective work areas in AIT.
- Contractors are not allowed to use equipment owned by the Institute unless written permission is received from the relevant AIT Estate Office Manager.

2.20 Visitors

Visitors may not be familiar with the Institute's campus, its buildings and internal spaces and must therefore identify themselves to the AIT reception desk or an AIT member of staff. Where required by Institute or local departmental safety rules, visitors will wear safety shoes, safety glasses or other appropriate personal protective equipment (PPE), particularly in the laboratories/workshops/kitchens etc. The AIT staff member or host department must ensure that the visitor has been provided with any necessary safety information.
While at AIT a Visitor shall:
- Not enter any area where they do not have the authority to do so.
- Not interfere with any of the Institutes property, equipment, materials or substances unless they have permission to do so from the person in charge.
- Not remain on the premises any longer than necessary and should return PPE on leaving.

The AIT Parent Health and Safety Statement is available on request from the Institute Health and Safety Office.

Please Note there are additional requirements in relation to visiting Minors & their supervision and this information can be found in Section 4.14, 'Protection of Children and Young Persons'.

PARENT HEALTH & SAFETY STATEMENT

Part 3 Consultation, Communication & Participation

3.1 Consultation

It is the policy of AIT to consult with its employees and ensure they are represented on matters that affect their safety, health and welfare. The Institute will consult with employees at all levels concerning Institute Safety Policy and the implementation of the Parent Safety Statement. Institute employee are required to cooperate with the Institute management in its implementation.
The following Institute arrangements are in place for securing and maintaining consultation in relation to matters of Health and Safety: -

i) The Institute is committed to taking account of any representations made by an employee or their safety representative. Employees who wish to make representations in relation to H&S matters that relate to work activities taking place in their AIT Unit should in the first instance (or through their elected safety representative) raise the matter with the local line management of that AIT Unit.

ii) The Institute recognizes the right of its employees to elect safety representatives, and cooperation with the employee safety representatives will include: -
   a) Providing Institute H&S information.
   b) Advising a safety representative in the case of an H&S Inspector visiting any area coming under their representation.
   c) Facilitating safety representatives to discharge their functions.
   d) Permitting time off for training.
   e) Providing safety representatives with the required information in relation to any notifiable accidents and dangerous occurrences.

iii) AIT has established an Institute Health & Safety Committee which facilitates consultation on Institute Health and Safety matters between the Employer (AIT), its Employees and Students.

3.2 Safety Representatives

The 2005 Act provides for consultation between employers and employees to help ensure co-operation in the prevention of accidents and ill health. Under Section 25 of the 2005 Act, employees are entitled to select a safety representative to represent them on safety and health matters with their employer.

Institute Safety Representatives
Institute employees have the right to select (normally by election) a safety representative/s to consult and make representations to AIT ('Employer') on Safety, Health and Welfare matters relating to employees in the place of work.
The rights, obligations & functions of Institute Safety Representatives are as follows: -

   i)   Make representations to management on any aspect of safety, health and welfare at work.
   ii)   Receive information from management as is necessary to ensure so far as is reasonably practicable, the safety, health and welfare of employees at the place of work.
   iii)   Investigate accidents and dangerous occurrences provided it does not interfere with or obstruct the performance of any statutory obligation required to be performed by any person.
   iv)   Carry out inspections and investigate hazards and complaints subject to agreement and prior notice.

v) Be informed of any visits from the Health and Safety Authority (H.S.A) and be invited to accompany a H.S.A Inspector, at the discretion of the inspector, on any visit except when it is for accident/ dangerous occurrences investigation.

vi) Make verbal or written representations to inspectors on matters of safety, health and welfare.

vii) Be allowed time off as may be reasonable to act as a safety representative or to acquire the knowledge to carry out that function.

viii) Be given the opportunity to receive appropriate health and safety training.

Election of Institute Statutory Employee Safety Representatives

An Institute Safety Representative & where possible a deputy safety representative is elected from each Institute Health & Safety constituency (Note: An Institute H&S Constituency is made up of a group of employees from an Institute specified AIT Unit or a group of employees who perform similar Institute duties (e.g. an Academic Faculty, Department or campus company or group of Technicians who perform similar duties).

In accordance with the Act, the following Institute conditions apply to the election/re-election and term of office of Institute Safety Representatives.

i) Changes to the makeup of a constituency will be at the discretion of the chair of the Health and Safety Committee.

ii) No specific term of office is laid down in the 2005 Act, and unless the chair considers that extenuation circumstances apply, then the term of office for safety representatives shall be 3 years before the election process recommences.

iii) Outgoing safety representatives are eligible for re-election.

iv) A safety representative must be employed for two years by AIT before they are eligible to be a candidate for election.

v) Section 25 entitles employees to decide on, select and appoint a safety representative. AIT Units shall as required by the Institute arrange for nominations to be received and local elections to be held.

vi) If only one nomination is received, this person will be deemed the elected safety representative.

3.3 Communication

In accordance with Section 20.3 of the Safety, Health and Welfare at Work Act 2005, the Institute will bring the contents of the Parent Safety Statement to the attention of its employees. The Parent Safety Statement is available for viewing and download from the Institute website (*www.ait.ie* H&S Office Section). In cases where particular AIT Units have produced Local Area Safety Statements, they are to make available this information for viewing by all relevant persons including their directly reporting staff.

3.4 Institute Health & Safety Committee

Athlone Institute of Technology has an established Institute Health & Safety Committee to facilitate consultation between the Employer (AIT) and the Employee safety representatives for the purpose of securing and maintaining cooperation on safety, health and welfare in the Institute.

At these meetings, employee safety representatives are consulted on the steps taken by the Institute to safeguard employee, student and visitor safety, health and welfare and on the

effectiveness of Institute H&S management systems. The committee is chaired by the President of the Institute, meeting once a semester. (Note: Please see Appendix 2 for information on Institute Health and Safety Committee Structure, terms of reference and most up to date membership).

3.5 Provision of Information

Athlone Institute of Technology ensures that adequate and relevant Institute Health and Safety information is made available to its employees, students, and where relevant, external service providers (e.g. Contractors) and visitors.

All Institute managers and Campus Company managers are required to ensure that for work activities coming under their management control, that the relevant personnel and any external services providers, receive relevant Institute Health and Safety information on risks associated with any hazards they may be exposed to while undertaking work activities within areas under their control. Safety policies, Procedures and guidance information can be found in the Parent Safety Statement, risk assessments for AIT units and where prepared, Local Area Safety Statements.

Institute disseminating of relevant Health and Safety information includes: -

  AIT Parent Safety Statement
  AIT Health and Safety Policies & Procedures
  Safety Inductions
  Safe Operating Procedures
  Toolbox Talks
  Safety Bulletins
  Health & Safety Training Courses
  Institute Topic Specific Guidance Documents
  Local Area Safety Statements

PARENT HEALTH & SAFETY
STATEMENT

Part 4 - Organisation & Arrangements for Safety

4.1 Introduction

In accordance with the requirements of the Health and Safety Act 2005, Institute arrangements are in place for protecting safety, health and welfare. These arrangements include: -

- Resources
- A safe place of work
- Safe systems of work
- Change Management & Procurement Control
- Training, demonstration and supervision
- Emergency Plans
- First Aid
- Personal protective equipment (PPE)
- Protection of Children and Young Persons
- Driving for work
- Work Equipment
- Safe access and egress from Institute buildings
- Safe plant and machinery
- Safety information.
- Safety instructions.
- Facilities and arrangements for welfare
- Health and safety statements, risk assessments and control measures
- Services of a competent person

The following sections set out the Institute policies and procedures for implementing and maintaining the arrangements for safety.

4.2 Resources

The Institute undertakes to ensure sufficient resources are in place for the effective implementation of the AIT's Parent Safety Statement, its policies, and procedures. Accordingly, and for the purposes of protecting safety, health and welfare at the place of work, the Institute will allocate resources as follows: -

Safety Training - Resources and funding will be provided and made available for any required Health and Safety Training

Facilities & Equipment – The Institute will provide so far as is reasonably practicable the required funding and sufficient resources to ensure any required Health and Safety upgrades or repairs of facilities or equipment comply with Health and Safety Requirements.

New Works (buildings)/Refurbishments/Repairs: - The Institute will ensure that all new work, refurbishments, repairs and making good any defects carried out will comply with the relevant Building Regulations and codes of practice.

Ongoing Monitoring - The Institute will provide resources for the ongoing monitoring of safety, health and welfare in the workplace. The Institute will risk assess hazards and control the risk taking account of the Hierarchy of control measures, time and cost factors.

4.3 Safe Systems of Work

Safe systems of work are operated in AIT and it is Institute policy that employees or students are not instructed or permitted to perform tasks outside their competency and capacity. Certain work activities will give rise to risks which may only be mitigated by additional controls including adherence to specific written procedures. In cases where written safe working procedures operate, the relevant employees and/or students should be issued with or informed that they are required to read it and adhere to the procedure when undertaking the relevant work activity. The Institute Policy & Procedure on' Safe Systems of Work' can be found in Appendix 3.15 (available on the AIT Webpage under the H&S Section) and is applicable to all management and staff.

4.4 Change Management & Procurement Control

In cases where there is an introduction of new materials, plant/equipment and/or changes to existing work practices or procedures it is vital to avoid any potential negative effect in relation to health, safety or environmental impact.
In such circumstances it is AIT Policy and the responsibility of the host AIT Faculty, Department or AIT Unit to ensure that any new processes, plant, equipment or chemicals proposed to be introduced to the AIT workplace are:-

1) Risk assessed and the required control measures implemented.
2) That any pertinent information such as instructions for use, maintenance requirements and material safety data sheets (for chemicals) are retained by that Faculty, Department or Campus Company in their Local Area safety Statement or Safety file.
3) That no alteration is made to the Institute Building Structure or Services without first receiving the approval of the Institute Estates Office.
4) That proposed changes to any recognised work procedure are risk assessed and receive the approval of the manager responsible for that work activity.

Further elaboration on the procedures to be followed by the host faculty or department in relation to Chemicals, Equipment Purchase and Contractors, is given below:

Purchasing Equipment
The purchasing of plant and Equipment is subject to the provisions of the Safety, Health and Welfare at Work Act 2005 and associated regulations, thus all plant & equipment must undergo risk assessment prior to acceptance into the Institute. . The assessment should determine all hazards associated with the item, the frequency of exposure to the hazards, the consequence of contact or exposure, the level of risk as a result of exposure and the necessary control procedures will be determined in consultation with host department manager. The host AIT department shall ensure that the equipment complies with all ergonomic and safety standards, and where there is potential impact on the Institute infrastructure, they shall consult with the AIT Estates Manager. Machinery suppliers shall be requested to supply all relevant information including specifications for machine guarding, maintenance, noise, fumes, dust, special training needs etc. which will assist in the risk assessment process.

Chemicals:
Any staff member or postgraduate requiring a new chemical, either for process activity or as a sample, must obtain the relevant safety data sheet & complete a written risk assessment for its use, storage and operation. Before purchase, they must first have the approval of the manager of the department where that chemical is proposed to be used.

Contractors:

Before any contractor can be engaged they must submit all the required documentation and fully comply with the terms, conditions, policies and procedures of this safety statement and for infrastructure works, the Estates Office requirements for contractors.

4.5 Training

The Safety, Health and Welfare at Work Act 2005, strongly emphasises the need to provide instruction, information and training necessary to ensure health and safety and reduce the chance of injury or ill health. The provision of appropriate training and instruction is an important arrangement to control hazards identified by Institute risk assessments.
Training supports staff and students acquiring the skills, knowledge and attitude to make them competent in the safety and health aspects of their work and instils a positive health and safety culture. Training also serves to improve safety awareness and attitudes that are essential for effective safety management.
It is the policy of AIT to provide any required Health & Safety training to all new and existing staff and students.

The Institute policy on the arrangements for the provision of Health and Safety training are as follows:

- All employees where required must attend & complete Health & Safety training arranged for them by the Institute or by their reporting AIT Unit.

- The Institute requires that instruction and training is provided in a form, manner and language that would be reasonably likely to be understood by those receiving it.

- Health and safety training will be provided at no financial cost to the employee. Such training shall include information and instruction in the job to be carried out and measures to be taken in an emergency.

- In assigning an employee to a specific task, the Institute will take account of his or her capabilities in relation to safety, health and welfare. Employees must not be put at risk by being given work that they do not have the competence to undertake. Training and/or instruction will precede the task.

- In the case of groups of particularly sensitive employees and employees covered by specific safety and health legislation, such as persons with disabilities, pregnant workers or young persons, the Institute will endeavour to ensure they are protected against the dangers that affect them.

- Employees will be provided with safety induction training on appointment to a new post, arranged by the Institute Human Resources Department. Each employee will be made aware of emergency action procedures during induction and safety arrangements pertinent to their workplace as per section 11 of the 2005 Act.

- Where necessary training will be repeated periodically to ensure continued competence.

- Training will be adapted to changed circumstances or new risks. Training shall be provided to employees on recruitment, in the event of transfer or change of task, or when new work equipment, systems of work or new technology is introduced.

- The Institute will ensure that employees of another employer (for example, maintenance contractors, cleaners, etc.) carrying out work at the Institute must receive

appropriate instruction in any risks associated with the place of work by means of short induction presentations.

- Employees are required to make reasonable efforts to develop competence and implement what they have learnt about safe systems of work, and to report to their managers any perceived gaps in their knowledge and understanding of the health and safety requirements and systems of work.

- Where a staff member considers their training or skills level for any task, inadequate they should report the matter to their Manager/Supervisor. The Institute will where necessary make arrangements and provide any required training and development to enable the staff member achieve the appropriate level of competence.

- Faculties and departments shall ensure that all reporting staff who undertake specialist tasks or activities receive the necessary training prior to undertaking this work.

- Training records must be retained by a staff member's reporting AIT Unit, and staff attending training courses are required to sign the attendance sheets.

Institute Arrangements for the Provision of Health & Safety Training
Current arrangements for certain types of Institute supported Health and Safety Training is presented in the table below. This is by no means an exhaustive list of Health & Safety training but it gives an indication of the many type of H&S training provided and how Training is managed in the Institute.

Current Institute Arrangements for the Provision of certain types of Health & Safety Training

Type of Health & Safety Training	Management responsible for Training Identification & Completion	How the Institute Training Arrangements & Provisions are made	Who is Trained	Who Retains the Training Record
Induction Training	Human Resources Office	AIT H&S office	New staff	HR Department
Equipment Training	The relevant AIT Unit (This is a Line Management Function)	Can be arranged in consultation with the supplier and/or manufacturer or their national agent	Staff operating plant, equipment or machinery	The trainee's AIT Unit
Process or Directed Activity	The relevant AIT Unit (This is a Line Management Function)	In-house staff trainer or External Training Provider. Training arranged by the relevant AIT Unit	Staff involved in new process or directed activity	The trainee's AIT Unit
First Aid	The Institute & the relevant AIT Unit	In House trainer or external approved Training Provider. AIT Units must identify First Aid requirements, training requirements and provision. The Provision of training can also be supported by the AIT H&S Office.	Staff First Aiders	The relevant AIT Unit & Health & Safety Office
Evacuation Marshall	The AIT Unit with the support of the H&S office	The AIT Unit with the Support of the AIT Health & Safety Office	Staff Evacuation Marshalls	The AIT Unit & Health & Safety
Fire Wardens	Estates Office	1)External Approved training provider Provider.2)Estates office, 3) health & Safety office	Institute Estates Office Staff	Estates Office
Ergonomic workstation Assessment & Training	The Institute	Training arrangements and provisions are supported by the Institute Estates Office and Health & Safety Office	DSE workstation staff	The Health & Safety Office
Handling, Use & Storage of Compressed gas cylinders	The relevant AIT Unit (This is a Line Management Function)	AIT Unit & supported by the AIT Health and Safety Office. Normally arrangements are made to engage external training provider.	Staff where duties include handling use and storage of gas	The trainee's AIT Unit
Manual Handling	The relevant AIT Unit (This is a Line Management Function)	AIT Unit & supported by the Institute Health and Safety Office. Normally, arrangements are made to engage external training provider.	Staff where duties include manual handling	The trainee's AIT Unit
Institute Post graduate Researcher Induction Training	Institute Registrar & Research Institutes	Arranged & organised by the Research Institute , Research Officer & on request supported by the Institute Health & Safety Office	Post Graduate Researchers	Research Office
Workshop Safety	The relevant AIT Unit (This is a Line Management Function)	Normally organised by the relevant Institute Academic Faculty or department. External Training Providers may support training for special circumstances.	Staff/Students where duties include accessing & working in workshops	The trainee's AIT Unit
Laboratory Safety	The relevant AIT Unit (This is a Line Management Function)	Normally organised by the relevant Institute Academic Faculty or department. External Training Providers may support training for special circumstances.	Staff/Students where duties include accessing & working in workshops	The trainee's AIT Unit

4.6 Emergencies or Serious and Imminent Dangers

In accordance with section 11 of the Act, the Institute has prepared and will revise as necessary adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger.

The Institute has emergency plans and procedures to cover the following areas:

- First-aid
- Fire-fighting
- Evacuation of employees and others in the workplace
- Contact with the appropriate emergency services
- Employee duties in relation to Emergency Planning, Procedures and Operation.

In the event of an emergency the Institute will activate and operate the emergency procedures, inform the affected employees of the risk and the protective measures to be taken.
Only adequately trained and instructed employees are permitted to have access to any areas restricted as a result of an ongoing emergency or serious and imminent danger.
The Institute operates an emergency management system for serious emergencies that constitute a category 3 Incident. To ensure the Institute is prepared to respond effectively and appropriately to such incidents, the Institute has prepared an AIT Critical Incident Management Plan [CIMP]. The Plan is intended to address Institute pre-planning and management of any arising Institute Category 3 Critical Incidents. The CIMP is designed to ensure that, in the event of a Category 3 Incident occurring, that there is a cohesive and co-coordinated management structure and plan in place, which can be effectively implemented and which achieves the appropriate Institute response to such Incidents while protecting so far as is reasonably possible, the safety of staff, student, visitor and the Institute's reputation.

4.7 First-Aid

First aid means "treatment for the purposes of preserving life or minimizing the consequences of injury or illness until the services of a registered medical practitioner or registered general nurse are obtained". It is also the "treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a registered medical practitioner or registered general nurse".
The SHWW General Application Regulations, 2007, require that the Institute provides and maintains adequate First Aid provisions in the workplace.
The first aid measures implemented by the Institute include an appropriate number of staff trained in First Aid, the provision of adequate levels of first aid equipment, the provision of a Student Health Centre staffed by a registered nurse and the campus emergency response team which are available to provide assistance in medical emergencies. The Institute First Aid Policy and guidance is contained in Appendix 3.2 & 3.3 (*Located & Accessible on the AIT Website H&S Section*) sets out how First Aid is managed by the Institute.

4.8 Accident/Incident Reporting & Investigation

AIT is committed to reducing accidents and ill-health to staff, students & visitors.
In this regard, Institute procedures are in place to ensure that all Accidents, Near Misses and Dangerous Occurrences are reported and recorded and where appropriate investigated to prevent the potential for a similar occurrence.
The full version of the Institute Policy and Procedure on Accident & Incident Reporting & Investigation is located in Appendix 3.4 (*Located & Accessible on the AIT Website H&S Section*).
The Policy is designed to ensure the Institute complies with the statutory requirements set out

in the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016).

All staff and students are required to follow these procedures which will not only ensure compliance with the Health and Safety Legislation, but are also helpful in analysing accident trends throughout the Institute, in our effort to reduce accidents and ill-health to staff and students.

4.9 Hazard Reporting

The effective reporting and the removal of hazards from the workplace will assist in the prevention of accidents.

All Institute personnel including visitors and contractors have a duty to report hazards to the proper Institute authority.

For infrastructural hazards, a person should report the matter to the Institute Estates Office and for operational safety issues, a person should report the matter to the relevant Institute Line Management. If in doubt a person can make contact with the Institute Health and Safety Office.

4.10 Personal Protective Equipment

The Safety, Health and Welfare at Work (General Application) Regulations 2007 stipulate that personal protective equipment (PPE) must be provided where risks at a place of work cannot be avoided or sufficiently limited by technical means of collective protection or by measures, methods or procedures of work organisation. It is necessary that the hierarchy of control measures is taken into account. The Institute will eliminate all hazards where reasonably practicable and assess what PPE is required only when further risk reduction is not feasible.

PPE and safety equipment purchased by any AIT Unit, Faculty, department or Campus Company must be of the approved standards and comply with relevant EC Directives regarding design and manufacture. When providing PPE, AIT Units should take into account appropriate matters specified in the Appendices (PPE Selection). PPE should at all times be maintained in good working order and in a satisfactory hygienic condition by means of any necessary storage, maintenance, repair or replacement. Staff and students shall report suspected defects in PPE immediately to their Managers/Supervisor.

The various areas where PPE must be worn are outlined by faculty, departmental, Unit or campus company risk assessments or local areas safety statements.

Where appropriate, mandatory requirements for the use of PPE should be further complemented with signage. PPE shall be provided and worn in designated areas and whilst carrying out specific tasks, based on the risk assessments. PPE is provided without charge to staff.

All PPE must be appropriate for the risks involved without itself leading to increased risk. It should be chosen based on assessment and in consultation with staff members. PPE should be used only for the purpose specified and where it is necessary to wear simultaneously more than one item of PPE, they must be compatible with each other and continue to be effective against the risks involved. Staff should report immediately when the PPE is faulty or defective.

PPE should be of a type suitable for the conditions in the workplace and take account of the user's state of health. It is in principle intended for one's personal use only, however if it is necessary for an item of PPE to be worn or used by more than one person, measures should be taken to ensure that it does not create any health or hygiene problems for the users. The supply, issue and record of all PPE is the responsibility of relevant AIT Unit Manager or his/her designated supervisor. Employees must be informed of all risks they are being protected from,

instructed on the use of the PPE and given adequate information, training and demonstration in the wearing of such equipment and the level of protection afforded by its use. Every person provided with PPE must take reasonable care of such equipment and must make proper use of it where there is a foreseeable risk of injury and where they have been instructed to do so. They must also ensure that it is returned to storage subsequent to use. Supervision and monitoring are required to ensure PPE is used/worn.

Staff shall inform any person in the area including contractors, students and visitors of the statutory and departmental policies in place with regard to PPE. The policies shall be reviewed periodically and in the event of changes in work arrangements, new processes and the use of new chemicals etc.
Institute PPE Policy, procedure documents are contained in Appendix 3.7. Guidance documents to support achieving compliance with these requirements is available from the Institute Health & Safety Office.

4.11 Welfare Provisions

In accordance with Legislation, Athlone Institute of Technology provides welfare facilities which are available to all staff and which include the following:

Adequate and suitable facilities for sitting/other ergonomic support, in the case where work can be done in a seated position.

Adequate environmental conditions in the form of temperature, humidity and lighting will be maintained for employee workstations.

Adequate supply of potable drinking water at suitable points conveniently located and accessible to all Employees. The quality of the water supply is maintained and monitored under the management of the Estates Office.

Adequate and suitable sanitary, washing and drying facilities with hot and cold running water maintained in a clean and hygienic condition.

Adequate number of lavatories and washbasins with hot and cold running water.

Where special work clothes must be worn and where for health and/or propriety reasons necessitate it, the following provision will be made in part or altogether depending on the work activity welfare requirements : -
   i)   Appropriate & adequate changing rooms/cloakroom facilities with sufficient capacity and seating for storage and changing of clothes will be provided.
   ii)   Where depending on the work activity, adequate and suitable showers for employees will be provided.
   iii)   Where required, adequate provision for drying wet or damp work clothes.

Where by virtue of the type of activity or the presence of more than a certain number of employees, a rest room is required for safety or health purposes, then adequate provisions shall be made and such rest rooms will contain sufficient numbers of tables and seats with backs.

Suitable and adequate facilities for boiling water and taking meals or reasonable access to other suitable and adequate facilities.

Facilities for pregnant or breastfeeding employees.

4.12 Display Screen Equipment

The Institute recognises that only a small proportion of people using VDU equipment may suffer health problems. In most cases the problems do not arise directly from the VDU's themselves, but from the way they are used and problems can be avoided by good workplace and job design and by the way the equipment and workstation is used.

The Display Screen Equipment Regulations apply to employees who are habitual users of display screens. The Institute will comply with requirements of the Display Screen Equipment Regulations, Part 2 Chapter 5 of the SHWW (General Application) Regulations, 2007 as follows: -

The Institute will purchase and provide appropriate equipment (hardware) and processing systems (software) and a working environment suitable for display screen work,

Each employee workstation will be risk assessed and appropriate steps taken to reduce risks.

Offices will be maintained at a comfortable temperature and humidity and the lighting arranged to avoid screen glare.

The Institute will provide information, instruction and training to employees in relation to the risks associated with VDU work and how these risks are minimised.

Users of VDU equipment should have activities arranged so as to provide regular breaks from screen/keyboard work.

Where an employee is found to require corrective lenses (or an alteration of existing lenses) for VDU work, the basic cost will be borne by the Institute (excluding employee PRSI entitlements). If other than the basic frames are requested by the employee all additional costs resulting from this must be borne by the user. If the Optician determines that the employee for normal day-to-day use requires spectacles, the Institute will not cover the costs of these and the employee must make their own arrangements for the supply of these and will be responsible for the full cost.

In the event of any issues arising with their display screen equipment work, (e.g. defects in environment or equipment, or personal health status which could affect their ability to work safely and in comfort), a VDU user is requested to report the issue to their supervisor or manager.

4.13 Ergonomics

It is the policy of the Institute to comply with legislation regarding the protection of employees from ill health arising as a consequence of inadequate work station design, repetitive tasks, extremes of temperature, vibration and other ergonomic related stresses.

On an ongoing basis and primarily through risk assessment work the Institute endeavours to achieve and improve upon maintaining good standards of ergonomic design and operation. The process for achieving compliance is set out below and the Institute will:-

1. Undertake an analysis of employee work activities to identify ergonomic hazards.
2. Where required, will seek the assistance of a competent person, to complete the assessment of the risks associated with the hazard.
3. Determine the safety control measures to reduce the identified risk to appropriate levels.
4. Communicate the control measures to the relevant management and the affected employees.
5. Will provide any Health and Safety training as determined by the assessment.

6. Will undertake inspections to monitor the effectiveness of the controls.
7. Will develop procedures for the integration of ergonomics into all new processes, procedures, equipment etc.

The Institute process is applicable to all new equipment, machines, tools, work methods, work procedures and work stations which should be assessed for ergonomic hazards prior to being brought into use.
In the case of ergonomic standards applicable to designing new workstations, layout of new offices, laboratories, workshops, and kitchens etc. Managers should liaise with the Institute Estates Office.
It is the responsibility of all Line Management to ensure that this process is applied to staff and areas under their control. Managers should liaise with the Health & Safety Office where assistance is required for more complicated issues.

4.14 Protection of Children and Young Persons

When on AIT property, the Parents/Guardians charged with responsibility for bringing the child/young person onto any AIT property or campus, must be responsible for that child/young person and ensure that at all times they are supervised and protected from activities, processes, equipment, machinery, agents etc.
This also applies to school children/visiting groups of children for any reason brought onto AIT sites.

4.15 Pregnant, Post Natal and Breastfeeding Employees

The Safety, Health and Welfare at Work (General Application) Regulations 2007, places a duty on employers to assess the risks to determine any possible effects on new/expectant mothers resulting from any activity at the place of work.

All female employees will be advised on recruitment that they are required to advise their Head of Department or supervisor should they become either pregnant or a 'new' mother (that is a woman who has given birth within the last six months and who is breast feeding),

Pregnant employees should advise the Institute (i.e. Line Manager and/or Human Resources Department) of their condition as soon as they are aware they are pregnant.

Pregnant Students should advise their Institute (Head of Department or Academic Supervisor) of their condition as soon as they are aware they are pregnant.

On receiving notification of staff or student pregnancy, recent birth or breastfeeding, the line manager (e.g. Head of Department) will complete the Pregnant Person Risk Assessment (please refer to Appendix 3.8 and the AIT H&S Website to locate the risk assessment template).
This risk assessment will analyse a number of factors:
A) Physical Agents, B) Chemical Agents, C) Biological Agents, D) Industrial Processes
E) Working conditions etc.
Where the assessment reveals a risk, then the employee will be informed of the preventive or protective measures that will be taken.
On returning to work any employee who is breastfeeding should advise their direct line manager or the Institute Human Resources Department of this fact. Employees must co-operate with the employer regarding any changes that are made as a result of risk assessment related to the employee's condition.

4.16 People with Disabilities

Specific risk assessments will be completed to ensure that the health and safety needs of people with disabilities are taken into account. Preventative and proactive measures will be put in place following the risk assessment if specific hazards are identified. Personal emergency egress plans (PEEP) will also be prepared where required. The Institute Disability Officer will provide specialist and competent advice and liaise with the Health and Safety Office, and Institute Estates Office. A Policy for Staff and Students with Disabilities is available from the Disability Office.

4.17 Driving for Work

Driving for work includes any employee who drives on a road as part of their work either in a AIT owned company vehicle or an employee's own vehicle and/or receives an allowance from AIT for miles driven on Institute business. All employees driving for work are required to comply with the Institute Travelling and Subsistence requirements set out in the Staff Intranet.

Commuting to work is not classified as driving for work, except where the person's journey starts from their home and they are travelling to a work location that is not their normal place of work.
Driving for work involves a risk not only for the driver, but also for fellow workers and members of the public, such as pedestrians and other road users.
The transporting of dangerous substance in private vehicles is prohibited. Certain low hazard material may be transported by road provided the appropriate arrangements are made to ensure personnel and environmental safety i.e. risk assessment, proper containment, safe handling procedures, PPE.

4.18 Work Equipment

Work equipment is defined as any machinery, appliance, apparatus, tool or installation for use at work. The scope of work equipment is therefore extremely wide.
The Safety Health and Welfare at Work (General Application) Regulations, 2007 sets out the requirements with regard to work equipment. In this Parent Health and Safety Statement, the Institute Safety policy on work equipment is set out by the works equipment risk assessment, presented in Part 5 - Hazard Identification and Control Measures. All AIT managers and employees are required to comply with the control measures.

4.19 Occupational Health Management

Health surveillance is the periodic review for the purpose of protecting health and preventing occupationally related diseases of the health of employees, so that any adverse variations in their health, which may be related to working conditions, are identified as early as possible.
In accordance with the Safety, Health and Welfare at Work Act 2005, The Institute has an obligation "to ensure that health surveillance is made available for every employee appropriate to the health and safety risks which may be incurred at the place of work".

Where Regulation or Risk Assessment requires that health assessment or health surveillance be carried out (note: - for workers involved in certain work activities, such as working with certain hazardous chemicals etc.) such employees will be referred to the Institute approved and qualified Medical Practitioner/s for appropriate assessment and monitoring.

4.20 Workplace Drugs, Intoxicants and Alcohol

An employee must ensure that they are not under the influence of an intoxicant(i.e. alcohol or drugs or a combination of alcohol and drugs) to an extent that s/he is likely to endanger his/her own safety and that of any other person.

4.21 Dignity at Work

Athlone Institute of Technology is committed to ensuring the dignity of each of its employees and committed to ensuring that the workplace is free from bullying, sexual harassment and harassment. All employees and other persons working in the Institute's business have the right to be treated with dignity and respect.
The AIT DIGNITY AND RESPECT POLICY (i.e. Anti-Bullying and Harassment) located at
http://aitintranet.ait.ie/hr/policies.shtml contains the Institute procedures that will be implemented in relation to allegations of either bullying or harassment.
Sexual harassment, harassment and bullying by the employer, by employees and by non-employees (such as clients, customers and business contacts will not be tolerated and could lead to disciplinary action (in the case of employees) and other sanctions or exclusions from premises (in the case of non-employees).
Complaints by employees will be treated with fairness and sensitivity and in as confidential a manner as possible.

4.22 Stress

Workplace stress arises when the demands on a person exceed the capacity to meet them. The main hazards resulting in workplace stress include poor working relationships, poor communication, lack of control, ill-defined work roles, dull repetitive work, demanding tasks, violent situations etc.
The HR department should be consulted immediately if an issue regarding stress is highlighted. The institute has in place a confidential independent well-being service for employee's offering information together with professional support and assistance on any matter that may be impacting on their work or personal life. This is available on free phone 1800 490 390 -24 hours a day 7 days a week.

4.23 Out of Hours Work & Lone Working

Work, research or study activities undertaken within campus buildings outside of the normal hours of business operation (i.e. Out of Hours Work) can present an increased hazard to personal safety and as such these risks need to be controlled.
For example working late into the evenings, night or weekends can mean less support being available for supervision of laboratory activities, or the availability of staff First Aiders, it can also present a greater risk of lone working or working in isolation conditions to exist.
As a general rule, out of hours working should not be undertaken except where strictly necessary. Any AIT Unit or department who is considering permitting Out of Hours activities for staff or students coming under their management control must comply with the
AIT Policy and Procedures for Out of Hours Work & Lone Working, which is contained in Appendix 3.9.

4.24 Noise

AIT undertakes to ensure that staff are protected from noise induced hearing loss by compliance with the requirements of the SHWW (General Application) Regulations, 2007, Part 5, Chapter 1, Control of Noise at Work.

Protective Measures	Daily 8-Hour Exposure	Peak Exposure
Exposure Limit Value	87dB(A)	140dB (C)
Upper Exposure Action Level	85dB(A)	137dB (C)
Lower Exposure Action Level	80dB(A)	135dB (C)

Any work location and / or location which is suspected of exposing staff to loud noise will be subject to a formal noise assessment.

AIT managers are required to check if any of the staff that report to them, are exposed to loud noise or if areas under their control produce loud noise, and where this is determined, request the AIT Health & Safety Office to commission a noise assessment.

Lower Exposure Action Level
Where staff or students are exposed to noise levels above the Lower Exposure Action Value, the Institute will provide:

    a. Information and training regarding risk to hearing arising from noise exposure.
    b. Information on employer and employee obligations under the Noise Regulations.
    c. Hearing protection.

Upper Exposure Action Level
In addition to the preceding requirements; for noise exposure levels coming under the Upper Exposure Action Levels, the Institute will:

    a. Identify the reasons for the excess noise level and put in place a programme to reduce it.
    b. Mark the area with signs.
    c. Ensure that ear protectors are used and maintained.
    d. Restrict access to the noise area.
    e. Any work area in which staff report that noise distracts or represents a nuisance shall be subject to an assessment to ascertain whether this is the case, and whether the noise levels may be reduced.

4.25 Manual Handling

Many injuries are the result of incorrect lifting and handling techniques or attempts to lift or carry loads that are inappropriate for the physical capacity of the person involved.
The Institute will comply with the Manual Handling Regulations, Part 2, Chapter 4 of the SHWW (General Application) Regulations, 2007. Where manual handling, manipulation and lifting of loads which involves a risk of injury (particularly to the back) is present, the Institute will take measures to avoid the need for such manual handling where possible. Where this is not achievable mechanical aids / or appropriate organisational methods will be used.

Where manual handling is unavoidable the Institute will undertake a risk assessment of any manual handling activity which involves risk of injury or damage to health, particularly back injury. The Manual Handling Regulations require the Institute to:

1. Take appropriate organisational measures, in particular mechanical equipment, to avoid the need for the manual handling of loads by employees.

2. Where the need for manual handling of loads by employees cannot be avoided, appropriate means shall be used or the employees will be provided with the means in order to reduce the risk involved to reduce risk involved in the manual handling of loads.

3. Where the need for manual handling of loads by Institute employees cannot be avoided, workstations will be organised in such a way as to make handling as safe and healthy as possible.

4. Ensure that all employees undertaking manual handling tasks are trained in manual handling techniques by a competent trainer.

Implementation of the Manual handling Regulations in AIT is controlled by the Institute Manual Handling Policy, Procedures, and guidance documents. All Managers and staff should refer to these documents in relation to Institute Manual Handling activities.

4.26 Radiation (Ionising Radiation)

All use of radioactive materials and sources within the Institute is governed & controlled by the provisions of the licence, obtained from the EPA Office of Radiological Protection (reference Licence Number L0166-01).
In accordance with the Radiological Protection Act 1991 (Ionising Radiation), the Institute has established procedures in place for the safe and compliant control of these substances as set out in the AIT "The School of Science Radiation Safety Manual (latest update 2016)".
Roles Responsibilities, procedures for safe storage, handling, risk assessments and emergency procedures are contained within the Radiation Safety Manual.
Maintaining the required levels of safety is achieved by all relevant Institute Staff working in accordance with the Radiation Safety Manual.

4.27 Hazardous Substances

Exposure to uncontrolled hazardous substances can result in immediate harm and repeated exposure can damage part of the body such as the lungs, liver or other organs. Some substances can cause asthma; cancers (carcinogens) and others can damage skin.
The Institute will control Hazardous Substances in a form that ensures compliance with the requirements of the Safety, Health and Welfare At Work (Chemical Agents) Regulations, 2001 and the Safety, Health and Welfare at Work (Chemical Agents) (Amendment) Regulations 2015.
To ensure the Institute is meeting its obligations under the above Acts and its associated regulations, Faculties, Departments, AIT Units or Campus companies who any planning to bring to the Institute any hazardous substances for storage or use in their work operations shall ensure they are complying with the following: -

1. Assess the potential risks from hazardous substances planned to be used by their departmental staff and ensure that chemical risk assessments are undertaken, control measures implement and where possible should seek to eliminate the need to use the hazardous substance or, failing that there is a safe system of work in place.

2. Where planning to bring on site a hazardous substance, must ensure they fully comply with Institute control measures as set out in the Institute Risk Assessment for Chemical/Solvents (please refer to Part 5 of this document, Institute Risk Assessment Number 10).

3. Employees are reminded that materials used at work should be treated with respect, care being taken to read warning labels on containers and any written advice provided by supervisors or managers. Any employee who feels that the use of a material is causing any health problems should report the matter immediately to their line manager.

4. If there is any suspicion that a staff member may be affected by the use of a material at work, his/her manager may request that she/he visit her own GP or to make an appointment with the Institutes appointed medical practitioner.

5. The Institute accepts that some work activities may involve the use of materials which have the potential for harming health, and accordingly the relevant AIT Unit will take steps to reduce such use as far as possible, and to provide safe systems of work for materials which are essential.

4.28 Biological Agents

The Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 (S.I. No. 572 of 2013) sets down the minimum requirements for the protection of workers from the health risks associated with biological agents in the workplace. The regulations must be applied to any activity where workers are actually or potentially exposed to biological agents as a result of their work. These regulations also apply to cell cultures and to Genetically Modified Micro-organisms (GMM's/GMO's). Note that GMO's are also regulated by legislation enforced by the Environmental Protection Agency.
These Regulations enable the publication of some aspects of the Biological Agents Directive (i.e. the list of biological agents and their classification, together with indications concerning containment measures and levels) in a relevant Code of Practice, rather than in the Regulations themselves.

In accordance with the above the Institute is required to:

i. identify the biological agent to which workers are, or may be, exposed,

ii. Assess the risk, making use of the list of biological agents, their classification, containment levels and measures provided for in the relevant Code of Practice, and proceed in accordance with the remaining Regulations where appropriate.

And in relation to sensitive work groups,

iii. some biological agents have the potential to affect certain sensitive risk groups and the Institute will meet its obligations under Part 6 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007, (S.I. No. 299 of 2007) and where required will assess the exposure of children and young persons and pregnant, post-natal and breast feeding employees to biological agents (e.g. certain biological agents such as toxoplasma and rubella virus can cause foetal harm and as a result the employer must assess exposure of pregnant employees to these viruses).

Institute Control Measures

In relation to Biological Agents the responsibilities of Institute Managers and the duties of Institute Staff is set out in the Institute Biological Agent Risk Assessment (please refer to Part 5 of this document, Institute Risk Assessment Number 11).

4.29 Smoking

The Institute intends to maintain a safe and healthy environment for staff, students and visitors, and since 2015 AIT has made its workplaces including all external campus areas, smoke-free. The Institute has in place a Tobacco Free Campus policy (available in appendix…) which sets out the rules & prohibitions in relation to maintaining a smoke free campus.
In summary the Policy states that: -
   i.   Smoking and the use of smokeless tobacco or unregulated nicotine products (such as electronic cigarettes) are prohibited on and within AIT managed property.
   ii. The sale or distribution of tobacco, and unregulated nicotine products on or within AIT managed property is prohibited.
   iii. The Institute also prohibits any Advertising for smoking, tobacco, and unregulated nicotine products in college publications and within AIT managed property.

All AIT staff, students, visitors and contractor/service provider are required to comply with Tobacco Free Campus policy.

4.30 Safety Audits & Inspections

Audits
The purpose of audits is to monitor the implementation and management of occupational health and safety in the Institute. Periodic Health and Safety Audits must be completed by Line management for work activities or for campus areas that come under their management control.
The Institute Health and Safety Office will make arrangements to undertake Institute level Safety Audits of any AIT Units. It is preferable that Institute level Safety Audits are conducted by the Institute H&S office in conjunction with the AIT Unit's line management (e.g. Head of Faculty/Head of Department).

Inspections
Where issues of safety are raised by the Institute, the Health and Safety office will undertake a safety Inspection.
As a result of the inspection and in the opinion of the Director of Environment Health and Safety or other competent Institute Officer, if it is found that a serious risk to safety exists, he/she has the Institute's authority to require the activity or activities at risk to cease operation immediately or until the appropriate control measures are implemented and the risk is eliminated.

4.31 Document Control

This document is a controlled document and as such any updates, review and distribution will be in accordance with AIT's standards for such documents. Only controlled copies will be updated when required.
The Institute Health & Safety Office holds the master copy and a copy of any approved ancillary health and safety statements.
A copy of the latest approved version of the Parent Health and Safety Statement will be made available on the Institute Website.
Any ancillary or local area safety statements will be made available to relevant staff, student and visitors by the relevant AIT Unit.

Any new or revised Parent Safety Statement or Ancillary Safety Statement documentations must be circulated to the relevant staff, including the AIT Health and Safety Committee, chaired by the President, and where required issued to the Governing Body for approval.

To ensure that each copy of the parent Health and Safety Statement contains a record of all changes, the AIT Health and Safety Office will record the changes or amendments on an amendment list. This amendment list together with any revised or new pages will then be circulated to any party holding a controlled copy of the safety statement. The Health and Safety Office will maintain on file one copy of all obsolete documentation, which will be stamped "obsolete".

PARENT HEALTH & SAFETY STATEMENT

Part 5 - Institute Level Hazard Identification & Risk Assessment

5.1 Introduction

It is the policy of the Institute to identify hazards in its workplace, assess the risk to safety and health and control these risks as far as is reasonably practicable.

Management at all levels have a responsibility to apply this principle within their AIT Unit's and/or areas of responsibility.

This Section of the Parent Safety Statement contains the risk assessments which are critical to ensuring the Institute provides a safe and healthy workplace.

In the majority of cases, the assessments deal with identified hazards in relation to Institute Infrastructural provision (e.g. Institute Fire detection/alarm and Fire escape from all Institute buildings), and general Institute work practices (e.g. Machinery or equipment operations).

The resulting 'Institute Level' control measures, lay down a set of requirements and/or rules for AIT Units and/or individuals, which must be followed to ensure good standards of health and safety are being maintained continuously.

It is most important that AIT managers at all levels, not only observe the control measures described in this section, but where applicability to their Unit's activities or area of control, must refine and extend them by ensuring their Unit undertakes its own risk assessment to deal with particular local situations (e.g. Unit work activities).

(Note: - Depending on the size of an AIT Unit's operations or its area of operation, an AIT Unit must present its Risk Assessments in a ''Unit Safety Files' containing their risk assessments or in a Local Area Safety Statement).

5.2 Scope

Institute Level hazard identifications and risk assessments which are critical to ensuring the Institute provides a safe and healthy workplace.

These risk assessments apply to all managers, staff members, students, contractors/service providers, visitors and campus company users.

5.3 Institute Requirement for Unit Risk Assessments

AIT Unit management are required to have risk assessments undertaken for work activities & areas coming under their control and which are not covered by the Institute level risk assessments set out in 5.5 below.

5.4 Institute Risk Assessment Methodology

The assessment of Institute Level risk considers likelihood and severity. To support prioritising risk and the action needed to control it, the Institute will in general apply a simple qualitative 3x 3 matrix to determine the risk classification. This system can be used for the majority of routine risk assessments, although it is recognised that particular risk assessment techniques will be more appropriate in certain circumstances.

Definitions:

Hazard: Means anything that can cause harm, e.g. fire or electricity.

Risk: Means the chance, great or small, that something or someone will be harmed by the hazard.

Risk Matrix:

Severity / Likelihood	Slightly harmful (e.g. Superficial injury or temporary discomfort or distress)	Harmful (e.g. Sprains, minor fractures, ill health leading to disability)	Extremely harmful (e.g. major fractures, amputations, fatality, life shortening illnesses)
Highly unlikely	LOW (L)	LOW (L)	MEDIUM (M)
Unlikely	LOW (L)	MEDIUM (M)	HIGH (H)
Likely	MEDIUM (M)	HIGH (H)	High (H)

There are 3 basic steps to Risk Assessment:

1. **Identify the hazards** (i.e. anything that has the potential to cause harm, in terms of human injury or ill-health. For example working with chemicals, dangerous substances or dangerous equipment).

2. **Identify the level of risk for each hazard** (i.e. the chance/likelihood of harm occurring, coupled with how severe the harm or ill health could be). Decide who could be harmed and how and give consideration to vulnerable groups (e.g. young persons, the elderly, pregnant employees, shift workers etc.).

3. **Identify the controls or improvements that need to be put in place to avoid or reduce the risk.** Your control measures are the most significant part of the risk assessment, as they set out the steps that must be followed to protect people. Some control measures may already be in place. You will need to decide if additional measures are needed.

As a general rule, control measures are intended to reduce the level of risk to acceptable levels. And for Institute directed activities, these implemented control measures should ensure that the risk level remaining is Low. Risk control measures are a combination of:

Elimination Where the risk is removed.
Substitution Where the risk is exchanged for one of lesser classification.
Isolation Where the risk is contained (e.g. enclosures, guards etc.)
Engineering Where common systems are used to protect all exposed to risk (e.g. Fire alarms, ventilation systems etc.)
Personal Protection Whereby the above means, the risk cannot be reasonably reduced further, but an unacceptable level of risk remains, the team members are individually protected from the risk.
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 or all of the above control measures.

5.5 Institute Level Generic Hazards & Control Measures

The table below contains a list of Institute Level identified Health & Safety Hazards. An Institute Risk Assessment has been completed for each of the identified hazard, which is presented in the following pages of this Parent Safety Statement.

Risk assessments for specific work practices or activities, equipment, and machinery, taking place in any AIT Units will be completed by the Unit responsible for, or in control of the task and the RA documentation will be retained by that AIT Unit (i.e. a Faculty, Department, Research Institute or campus company).

Ref:	Hazard
RA 1	Fire
RA 2	Electricity
RA 3	Manual Handling of Loads
RA 4	Slip Trip & Falls
RA 5	Work Equipment
RA 6	Noise
RA 7	House Keeping
RA 8	Internal & External Lighting
RA 9	Ventilation, Temperature and Humidity
RA 10	Chemicals/Solvents (i.e. Hazardous Substances)
RA 11	Biological Agents
RA 12	Mechanical Lifting Systems
RA 13	Office Workplace Accommodation
RA 14	Use of Visual Display Unit /Display Screen Equipment
RA 15	Institute Waste Management (Generation & Disposal)
RA 16	Gases/Dusts/Fumes/Vapours
RA 17	Hot solids and liquids
RA 18	Vehicle Traffic
RA 19	Working at Height
RA 20	Photocopy Rooms/ Standalone Photocopy Facilities
RA 21	Mail Rooms and/or Pigeon hole areas
RA 22	Institute Laboratories – (General Chemical)
RA 23	Workshops – (Used for Academic teaching & learning)
RA 24	Computer Laboratories/ Rooms
RA 25	Lecture Theatres and Lecture Rooms
RA 26	Libraries (Main Campus & Dept. of Nursing)
RA 27	Compressed Gases – Storage, Handling and Usage in AIT
RA 28	Chemical/Solvents Hazardous Substances (Small Amounts) - Storage Cupboards & Cabinets
RA 29	Asbestos
RA 30	Service Cupboards (Gas & Electricity)
RA 31	Plant Rooms
RA 32	Lifts
RA 33	Slip, Trip, Fall - Campus Building Reception Areas
RA 34	Water for Consumption and Sanitary Purposes
RA 35	Postgraduate Research Project Work
RA 36	Organising & Operating Events

Risk Assessment of:	Fire	No. 1

Description of Item or Activity Under Assessment:

Staff, Students and visitors, visiting or working in any campus building and the provisions in place to prevent an outbreak of fire or in the event of an outbreak of fire to ensure that building occupants can evacuate safely to a designated place of assembly.

Persons at Risk

Staff, students and visitors

Identified Hazards:

Improperly stored combustible or flammable materials, use of naked flames, faulty electrical installations, connections and equipment, smoking in campus buildings, arson and misuse of heating appliances & equipment being left running and unattended.

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely if the above identified hazards are not controlled through implemented management systems or fire procedures, Institute guidelines or rules.

Consequence:

An outbreak of fire has the potential to cause; personal injury from burns, Smoke Inhalation, Death, and property damage, e.g. collapse of structure.

Risk Level:

High – with no infrastructural or safety management controls/system

Controls:

Infrastructure (Design Layout and Provision)
Existing Institute campus building stock is designed and constructed in accordance with the relevant Building Regulations (especially in respect of Part B – Fire Safety) and relevant codes of practice applicable at the time of the design process to ensure the buildings are fit for purpose.

Fire Detection & Monitored Alarm System
The Institute has in place a monitored fire detection and alarm management system for campus buildings, which in the majority of cases is connected to the main Institute system, (a managed fire detection & evacuation alarm system).

Fire Exists & Escape Routes – Suitable & sufficient Escape Routes & Fire Exits are provided and maintained from all campus buildings.

Special Fire Precaution Measures
The Institute fire safety management system includes :-
Gas fuel shut down system- infrastructural gas supply pipework is fitted with automatic shutdown and vent to atmosphere systems. These systems are linked to the fire alarm system.
Electrical systems- all electrical services are properly marked and identified and located in such an area as to be accessible to enable disconnection in the event of an emergency.

Fire Evacuation & Procedures
Fire Emergency Evacuation Procedures are in place, to allow persons to evacuate buildings safely and to get to the external assembly points. Supported by : -
Trained Fire Wardens. Evacuation Marshals. Fire Drills.
Ongoing maintenance of the Escape Exits and Escape Routes
Inspection & maintenance of Fire Protection Equipment and systems
Provision of assistance to Fire Service at emergency call outs.

Responsibilities

Estates Office ensures that the Fire Detection and Alarm systems is maintained and serviced regularly.

The Estates Office & H&S Office will coordinate and operate Fire Drills

AIT Unit managers are responsible for ensuring their Unit adheres to the Institute Fire Safety Policies, and Procedures.

All staff and student have a duty to adhere to Institute Fire Safety requirements and any local area fire safety measures.

Reference to other Relevant Institute Health & Safety Documentation

AIT Estates Office Local Area Safety Statement. AIT Unit Local Area Safety Statements

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown below)*

Low

----------End of RA 1-------

Risk Assessment of:	Electricity	No.	2

Description of Item or Activity Under Assessment:

Electricity which is used by any AIT Unit work activity throughout the Institute, supplied at a voltage level of 20 KV or 10 KV and reduced down through a number of transformers to 400-volt, 220 to 240 volts at 50Hz and 110-volt systems.

Persons at Risk

Staff, students and visitors

Identified Hazards:

Contact with live parts; use of faulty electrical equipment; use of unapproved cabling systems,; Inadequate electrical installations; Unmarked distribution boards; Damaged leads, plugs, sockets and electrical insulation etc.

Likelihood: *i.e. the Probability of an occurrence of the event*

Very Likely if, improper use of electrical equipment, use of unapproved cabling systems, Inadequate electrical installations, Damaged leads, plugs, sockets and electrical insulation, Use of unapproved electrical equipment. etc.

Consequence:

Electric shock, Electric burn, Electrical explosions, Electrical arcing, Fire and explosions, Death

Risk Level:

High

Controls:

Infrastructure (Design Layout and Provision)
AIT will ensure that all Institute infrastructural electrical distribution network are designed, and installed in compliance with the Electro-Technical Council of Ireland (ETCI) national rules on electrical installations, the National Standards Authority of Ireland (NSAI) and the relevant codes of practice for ancillary electrical systems.

Planned Electrical works including Material Alterations
The Institute will ensure that all new works planned to be undertaken on behalf of AIT by contractors or authorised persons are undertaken in compliance with the above rules, current electrical regulations, codes of practice, current industrial guidelines and statutory Regulations and provisions. The Estates Office operate a NO Live testing policy in relation to electrical testing work in the Institute

Servicing & Maintenance
The Institute requires that all electrical works, servicing, testing is to be carried out in compliance with the Safety, Health and Welfare at Work (General Application), Regulations 2007 as amended by S.I. 299 of 2007 Part 3 (Regulations 74 to 93 inclusive) and the Safety, Health and Welfare at Work (General Application) (Amendment) Regulation 2007 S.I. No. 732 of 2007.

AIT Unit Electrically Operated Equipment
AIT units must ensure that any electrically operated equipment purchased by or planned to be operated by persons in their Unit is CE marked.
That operators of Unit electrical equipment are trained and approved by the AIT Unit.
That Unit electrically operated equipment is regularly checked, that there are no loose connections & cables or equipment is not damaged, and that the appropriate fuse rating is used.
That all Electrical connections are secured and checked that they are operating correctly prior to use.
That the Power is switched off when working on electrical components.
That Standard operating procedures are developed for Unit electrically operated equipment.
Note: - In certain older areas of the Institute, an electrical supply may not be backed up by a RCD or RCBO. Units should check with the Estates Office to ensure the equipment is protected.

Responsibilities

The distribution, service and maintenance of electricity throughout the Institute is the responsibility of the Estates Office

AIT Units for complying with the above requirements of 'Unit Electrically Operated Equipment'

Reference to other Relevant Institute Health & Safety Documentation

Estates Office Local Area Safety Statement, Unit Risk Assessments, Unit local area safety statement

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown below)*

Low

----------End of RA 2-------

Risk Assessment of:	**Manual Handling of Loads**	No.	3

Description of Item or Activity Under Assessment:

Manual handling of loads means any transporting or supporting of a load by one or more employees and includes lifting, putting down, pushing, pulling, carrying or moving a load, which, by reason of its characteristics, are of unfavorable ergonomic conditions, involving risk, particularly of back injury, to employees.

Persons at Risk

Staff, students and visitors

Identified Hazards:

Manual Handling activities (example: lifting equipment) can present a risk of potential musculoskeletal injury to back, shoulders, neck, hands and feet. People can be exposed to the risk of injury when moving, lifting, carrying, pushing or pulling materials or equipment.

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely if, no risk assessment undertaken of the Manual handling activity or no manual handling training provided for manual handlers

Consequence:

Musculoskeletal injury to back, shoulders, neck, hands and feet.

Risk Level:

Low to Medium

Controls:

Institute
The Institute has in place an AIT Manual Handling Policy, Procedures and Guidance document. All Managers, staff and other persons who are planning to direct (i.e. manage) or perform Manual Handling activities most refer to this document and implement the required actions.

Ongoing Management of Manual Handling Activities in AIT Units
- The Institute requires that AIT Unit Managers make arrangements for the organisation of all risk assessment of existing manual handling tasks undertaken by the staff that report to them.
- For Manual Handling tasks existing within an AIT Unit, the managers are to take appropriate measures, in particular with mechanical equipment, to avoid the need for the manual handling of loads by employees.
- AIT Managers must ensure that for their reporting employees identified as Manual Handlers, that they receive training on the correct use of manual handling (e.g. hoists, handling aids, trolleys).
- AIT Units that require employees to undertake manual handling duties are to maintain an up to date training register as a record of all Manual Handling training provided for staff under their control. The register should be reviewed at least annually as part of good operational management practice.

Responsibilities

All AIT Unit Managers are responsible for ensuring the Institute Manual Handling Policy is applied their reporting staff and areas coming under their control

All staff have a duty to adhere to the Institute MH Policy its procedures and follow its guidance.

The Health & Safety Office in relation to supporting AIT Units in finding suitable training organisations

Reference to other Relevant Institute Health & Safety Documentation

AIT Policy, Procedures and Guidance on Manual Handling in AIT

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown below)*

Low

----------End of RA 3-------

Risk Assessment of:	**Slip Trip & Falls**	No.	4

Description of Item or Activity Under Assessment:

Staff, students, visitors or contractors using any of the Institute external pedestrian circulation routes and the internal circulation, access and egress routes. *(Note: Entrance Reception areas and Foyers are dealt with under a separate risk assessment).*

Persons at Risk

Staff, students and visitors

Identified Hazards:

Slips can be the result of too little friction or a lack of traction between the footwear and the floor surface. A trip is the result of a foot striking or colliding with an object, which causes a loss in balance, and usually a fall (note: falls can occur on the same level as a result of slip or trip). Trips can occur on uneven surfaces, or over raised obstacles, slipping in wet floor conditions, Examples include a slip on external areas in wet or icy conditions, slip in any area due to slippery surface caused by minor spills or wet floors, trip in any area due to trailing electrical leads, cables, obstructed passageways.

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely if non-compliant circulation route, poor housekeeping or clean up procedures.

Consequence:

Types of injury possible include Musculoskeletal injury to back, shoulders, neck, hands, and feet.

Risk Level:

Medium to High

Controls:

Infrastructure Design, Layout and Provision
The Institute endeavours to ensure that the design, layout and provision of, (1) External campus infrastructural pedestrian areas & Circulation routes; offer level surfaces, without potholes, or awkward steps etc. (2) Internal campus building circulation routes & escape Routes; contain floor coverings, provided to avoid the occurrence of dangerous bumps, holes or slopes.
Both (1) & (2) are provided with adequate lighting and any necessary drainage to maintain safe circulation, access and egress routes in order to avoid the occurrence of Slips, Trips and Falls.

Internal Institute Areas – Ongoing Cleaning Management
- AIT Housekeeping dept. will ensure that good housekeeping standards are maintained throughout the Institute campus buildings to support preventing slip, trip and fall hazards.
- All spillages are to be cleaned up immediately. Where immediate action is not possible, the area will be screened off until staff can obtain the necessary resources to clean up the spillage

Internal Institute Areas –All Management, Staff
- All AIT managers and staff have a duty not to obstruct any corridors and pedestrian ways which should be maintained clear of obstruction.
- Staff must be careful not to leave drawers or filing cabinets open and obstructing routes.
- Trailing cables should be secured in such a manner that they will not create a hazard to staff or persons accessing or egressing an area.

External Institute Areas – Ongoing Management
- AIT Estates office will ensure that Pathways/walkways will be maintained in good condition at all times. Changes in floor levels are identified and clearly marked out.
- Access to roofs and suspended ceilings is controlled by the Estates office and safe working procedural requirements are laid down in the Estates local Area safety statement.

Responsibilities

Estates office for the Infrastructural Design, Layout and Provision

AIT Housekeeping Dep. duty to provide ongoing cleaning for Internal Areas

All staff have a duty to adhere to the requirements of this risk assessment

Reference to other Relevant Institute Health & Safety Documentation

Estates Office Local Area Safety Statement

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown below)*

Low

---------End of RA 4-------

Risk Assessment of:	**Work Equipment**	No.	5

Description of Item or Activity Under Assessment:

Work equipment is any machinery, appliance, apparatus, tool or installation for use at work. The scope of work equipment is therefore extremely wide.

Persons at Risk

Staff, students and visitors

Identified Hazards:

Poorly maintained equipment, lack of training, poor supervision, lack of appropriate signage, no guarding, and no risk assessment for new equipment.

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely if, no safety management controls in place, or lack of competent persons or any needed supervision while operating work equipment.

Consequence:

All machinery/equipment containing powered moving parts can present a risk of injury if contact is made with these parts. These carry risks to body parts of crush and severing injuries through being entangled in or caught between moving parts which can result in serious injury or fatality

Risk Level:

High

Controls:

Purchasing, Acquiring & Receiving Work Equipment
- AIT requires that any AIT Unit planning to purchase or receiving new work equipment must ensure it complies with the requirements of the EU Machinery Directive and associated machinery regulations. The equipment should be CE marked and appropriate for the task for which it is intended. The design, specification, construction and installation of all new equipment must include protection from moving parts *(Note: - All machinery guarding should be reviewed as part of an AIT Unit's safety inspections).*
- Where a standard exists for particular equipment such as an ISEN or BSEN, then only equipment complying with these standards shall be purchased by Institute Staff.
- If second-hand equipment is purchased, a competent person must assess the condition and quality of the equipment before it is put into general use.

AIT Units, Operating/Using Equipment/Servicing
- For damaged equipment, AIT requires the relevant Unit take the equipment out of circulation, ensure it is marked appropriately until repair or disposal. Damage must be reported to the Unit Manager.
- For any AIT Unit using portable electric tools, are to ensure that the tools are identifiable and recorded on a local unit register. Portable electric tools in use should be examined and tested at an appropriate frequency by the technician in charge in accordance with the legislation and guidelines. Portable Appliance Testing (PAT) testing should be undertaken where appropriate.
- AIT Units should ensure that preventative maintenance on equipment is conducted periodically to ensure the required level of protection is maintained. An AIT unit should ensure that they have where appropriate a local servicing programme in place for machinery and equipment that comes under their control. Records of all servicing and repairs must be maintained by the Unit's technical staff.
- AIT Units must ensure that :-
Persons accessing or entering Unit equipment/machine areas, are informed & made aware of the hazards associated with the moving parts of equipment.
Only trained and authorised people are permitted to use & operate Unit equipment.
Approved Operators are informed & trained in any of the necessary isolation procedures, guards.
Appropriate supervision is provided for equipment operates.

Responsibilities

AIT Unit Managers for implementing the above controls in their Units.

Staff, Students & visitors have a duty to comply with the Institute controls contained in this risk assessment and any Local Unit Risk Assessment, Local Area Safety Statement, Procedures and rules.

Reference to other Relevant Institute Health & Safety Documentation

Local Unit Risk Assessments

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown below)*

Low

---------End of RA 5-------

Risk Assessment of:	**Noise**	No.	6

Description of Item or Activity Under Assessment:

Exposure to high levels of noise, either continuously or as a loud sudden 'bang' from equipment such as cartridge-operated tools or guns, can have a number of psychological effects on workers including stress, tinnitus and if exposed to high noise levels over long periods of time, permanent loss of hearing can occur.

Persons at Risk

Staff, students and visitors

Identified Hazards:

Institute work areas where work activities generate a daily exposure of a member of staff to noise that is likely to exceed 80dB (A) or a peak sound pressure of 135dB.

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if no safety management controls in place in work areas where there is a potential for noise to exceed the Regulation Exposure limits

Consequence:

Noise induced hearing loss to the person working in that environment.

Risk Level:

Medium

Controls:

Institute Control

AIT undertakes to ensure that staff are protected from noise induced hearing loss by compliance with the H&S (General Application) Regulations 2007 Part 5. The AIT Noise Policy (set out in 3.21 of this document) demonstrates how AIT will achieve compliance with these regulations.

AIT managers will liaise with the AIT H&S Office in relation to any noise hazards especially in relation to the purchase of new machine/equipment which is producing noise likely to exceed the Lower Exposure Action Level (as described in AIT's Noise Policy set out in 3.2.1).

For more complicated Noise Issues as identified by management or Staff, AIT may commission a noise assessment Consultant and the noise assessment results that require remedial actions will be communicated to the relevant AIT manager for implementation.

Required remedial action shall, where in the first instance and where practicable, be implemented by the manager with the responsibility for the area/equipment/machinery.

Where determined by Risk Assessment, measures introduced to reduce noise to an acceptable level - staff will be provided with EN approved ear protection in the form of ear plugs/and/or ear defenders and will be required to wear them where they are informed of such levels. These will be provided through an approved system in each area, and which will be documented in departmental risk assessments or local area safety statements (where they exist).

In the case of PPE issue, staff and student will be given demonstration on the correct use of this equipment.

Responsibilities

AIT Unit Managers are responsible for ensuring H&S Noise risk assessments are undertaken for equipment/machinery within their units. They shall also liaise with the AIT H&S office to support noise hazard assessment, and control measures.

Staff and students have a duty to comply with the Institute Noise Policy, this risk assessment and any Local Unit safety Requirements.

The Institute health & Safety Office in relation to supporting AIT Units by providing training or engaging external Noise expert support.

Reference to other Relevant Institute Health & Safety Documentation

AIT's Noise Policy set out in 3.2.1

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown below)*

Low

----------End of RA 6-------

Risk Assessment of:	**House Keeping**	No.	7

Description of Item or Activity Under Assessment:

General Cleanliness of General Areas in the Institute buildings

Persons at Risk

Staff, students and visitors

Identified Hazards:

Poor housekeeping can pose a wide variety of risks to health and safety.
Trips: - Materials left lying & obstructing walkways; Slips: - On floors with spills etc.; Falls: - Use of inappropriate materials for accessing higher work areas; Objects falling on people: - Improper stacking of materials. Fire: - Inadequately and infrequent disposal of combustible rubbish.

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if no controls in place for maintaining good standards of Housekeeping.

Consequence:

Many types of injury but more common type are Trips, Slip, Fall, with the potential to cause minor to serious injury.

Risk Level:

Medium to High

Controls:

Institute Buildings - Housekeeping
All areas must be kept clean and tidy at all times. All corridors and entrances/exits must be dry and free from obstruction at all times.
When floors are wet as a result of cleaning operations, warning signs should be erected at appropriate points to that effect. All spillages must be cleaned up immediately. Cleaning of wet floor areas shall be conducted with care.
All refuse bins must be emptied as frequently as necessary to prevent build-up of rubbish. All waste shall be properly cleared away daily.
All light fittings, windows will be regularly cleaned and broken light bulbs replaced.
All workplaces, passageways and stairs must be adequately lit. Defects in flooring, stair treads, handrails and lighting must be reported immediately.

Hazardous Waste
All chemical and biological waste must be disposed of in the appropriate manner.

Ongoing Stacking & Storage
Storage and stacking of goods to be undertaken only in designated places and located in such a manner as to minimise the hazards of goods falling.
Materials or Goods must not be stored in areas which may obstruct access to emergency exits.
Goods must not be placed in overhead locations, such as on top of presses and ledges over doors where they can fall and strike persons below.

Office Cleanliness
 Office equipment and their surrounds should be kept clean and tidy.

General Cleanliness
All rubbish and waste paper/plastic shall be picked up from the floor area, as created.

Infestation Prevention
Any signs of vermin (droppings, actual sightings etc.) shall be reported at once to the Estates Office and a vermin control company requested to carry out a more thorough check.

Responsibilities

The Estates Office House Keeping Department

Staff and students

The Estates Office in relation to Infestation presentation

Any AIT Unit operating an Event and which needs additional Housekeeping

Reference to other Relevant Institute Health & Safety Documentation

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

----------End of RA 7-------

Risk Assessment of:	**Internal & External Lighting**	No.	8

Description of Item or Activity Under Assessment:

The Provision of sufficient levels of lighting to permit work and safe passage through Institute Campus Buildings & external areas

Persons at Risk

Staff, students and visitors

Identified Hazards:

Poor levels of artificial or natural lighting may lead to Trips and Falls.

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if poor levels of artificial or natural lighting exist.

Consequence:

Many types of injury but more common type are Trips, Slip, Fall, with the potential to cause minor to serious injury.

Risk Level:

Medium to High

Controls:

Infrastructural (Design, Layout, Provision)
The Institute will ensure that for Internal areas of buildings:
Lights & lighting levels will be designed, laid out and provided suitable to the tasks to be undertaken. Lighting installed will be located so as not to provide hazard to the movement of persons or equipment.
Emergency lighting of adequate intensity is provided in places where there is a risk, in the event of a failure of artificial lighting provided.
The Institute will ensure that for External Areas of the Campus:
External Lights & light levels will be such so as to provide safe access and egress to buildings and to ensure the safety and security of all persons.

Ongoing Management of Maintenance and servicing (Infrastructural Lighting & Lighting levels)
On an ongoing basis the Institute conducts monitoring of lighting levels.
Where temporary lighting at a voltage exceeding 25 Volts AC or 50 Volts direct current is required, this must be installed only with the permission of the AIT Estates Office.

Installation of new equipment in any AIT Units
AIT Units planning to purchase and install new equipment must ensure sufficient lighting is in place to operate the equipment safely.

Temporary Lighting
Where temporary lighting at a voltage exceeding 25 volts A.C or 50 volts direct current is required, this must be installed only with the permission of the AIT Estates Office.

Responsibilities

The Estates Office for Infrastructural (design layout Provision). Ongoing management of Infrastructural lighting maintenance and servicing.

AIT Units - Installation of new equipment in any AIT Units

Staff have a duty to report any defective in Infrastructural lighting to the Estates Office or equipment lighting to their Unit Line management.

AIT Units - Planning or proposing to use temporary lighting

Reference to other Relevant Institute Health & Safety Documentation

Estates Office Local Area safety statement

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

----------End of RA 8------

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Risk Assessment of:	**Ventilation, Temperature and Humidity**	No.	9

Description of Item or Activity Under Assessment:

The Provision of a comfortable environment including adequate heating, ventilation and humidity to support an ergonomic environment in any of the internal work areas of the Institute.

Persons at Risk

Staff, students and visitors

Identified Hazards:

Inadequate or excessive heating, ventilation or humidity

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if Ventilation, Temperature and Humidity not managed

Consequence:

Lack of concentration, irritability, fatigue, heat stress, trauma discomfort and illness. In particular, high temperatures in laboratory environments will cause enhanced evaporation of solvents.

Risk Level:

Medium

Controls:

Infrastructural (Design, Layout, Provision)
It is the Institute requirement that all Institute work that includes either i) new works, ii) material alterations or iii) material change of use, to work areas will be designed, laid out & provided in compliance with the Building Regulations & relevant codes of practice. Intended to provide & ensure adequate levels of comfort by the provision of sufficient heating, ventilation and the control of humidity.

Ongoing Management of Comfort levels
Most work areas of the Institute are monitored by the Building Management System software which supports the control of Mechanical/Extract air, temperature monitoring and heating controls.

Responsibilities

The Estates Office for Infrastructural (design layout Provision). Ongoing management of Infrastructural maintenance and servicing.

AIT Units – To ensure work areas are used appropriately, in accordance with their intended purpose.

Staff have a duty to report any defects to their line management in relation to heating & ventilation.

Reference to other Relevant Institute Health & Safety Documentation

Estates Office Local Area safety statement

Residual Risk Level: *(Implementing the control measures results in a risk mitigation to the level shown in below)*

Low

----------End of RA 9------

Risk Assessment of:	**Chemicals/Solvents (i.e. Hazardous Substances)**	No.	10

Definition

For the purposes of this Parent Safety Statement, Chemicals can be defined as a "solid, liquid or gas", used for the purpose of reacting with or effecting a change in another substance or material. In addition they include "inert" and non-reactive substances. This definition extends beyond the narrow context of laboratory use and embraces the broadest possible interpretation. It includes such substances as printing inks, cutting fluids, detergents, glues /resins, weed killers, pesticides, rodent poisons, drain cleaners, paint strippers etc. A wide spectrum of chemicals are in use at AIT whose effect can range from the harmless to the very toxic.

Description of Item or Activity under Assessment:

Any member of staff or student as part of an Institute directed work activity that includes any handling, using, or storing, chemicals or Solvents (i.e. hazardous substances).

Persons at Risk

Staff, Students, who are working with chemicals/solvents or being exposed to them.

Identified Hazards:

A diverse and wide variety of chemicals/solvents (hazardous substances) are stored, used and handled in AIT, and which can present a wide range of hazards, ranging from harmless to very toxic. Depending on the Hazardous Substance and the work activity being performed, the associated hazards may include; Burns, spillages; poisons and death, (ii) Very toxic/toxic substances; risk of acute or chronic poisoning resulting from ingestion, inhalation or absorption, (iii) Corrosives; risk of chemical burns or splashes, (iv)Carcinogens, (v) Mutagens, (vi) Teratogens/toxic to reproduction, (vii) Irritants – can cause dermatitis or respiratory problems if they are allowed to come into contact with the body, (Viii)Flammable substances – fire, spontaneous ignition and explosions, (ix) Oxidising –give off heat, (x) Narcotics –affects brain function e.g. organic solvents, and, (xi) Environmental damage.

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if any Handling, Use and Storage of hazardous substances, is not controlled by items such as safety management procedures, rules, notices or persons are not adhering to the safety measures.

Consequence:

Can include, burns, poisons and death, acute or chronic poisoning, chemical burns or splashes, toxic to reproduction, Irritants which can cause dermatitis or respiratory problems if they are allowed to come into contact with the body. Flammable substances – fire, spontaneous ignition and explosions. Narcotics affecting brain function etc.

Risk Level:

High

Controls:

Institute Safety Management Requirements applying to any AIT Unit, using, handling and/or storing chemical/solvents (hazardous substances): -
 The Institute requires that any AIT Faculty/Department/ Unit/Campus Company directing work activities that involve , 'using', 'handling' and/or 'storing' Hazardous Substances anywhere on campus shall: -
 - Compile & prepare an inventory of all chemicals used by or in their AIT Unit.
 - Conduct detailed Hazard Identification and Risk Assessment (RA) of the hazardous substances used, handled or stored in their AIT UNIT. Their RAs must include COSHH, Chemical Risk Assessments for their directed work activities including experiments, paying special attention to hazardous work activities. Note; Control Measures must be implemented.
 - If purchasing chemicals, acquire the Safety Data Sheet for the product & apply the safety measures.
 - Retain RA documentation & ensure it is easily accessible to the user/worker.
 - Should consider creating an easily accessible database for safety information on chemicals.
 - Develop Unit policies and procedures for the safe handling, use, storage and disposal of chemicals coming under their management control.
 - Ensure that staff or students working with chemicals/solvents receive adequate training, information & supervision when handling or using chemicals.
Provide the appropriate training, information and protective equipment to staff and students (as per the Institute PPE Policy & Procedure).
Ongoing AIT Unit Management Control

AIT Units must ensure: -
- There is ongoing monitoring of the use of chemicals/solvents (Hazardous substances) within their area of responsibility and ensure that all control measures are implemented effectively.
- That chemical inventories and safety data sheets are kept up to date, and are readily available and easily accessible in the AIT Unit's safety file or Local Area Safety Statement. (Note: Safety Data Sheets must be easily accessible and available in the vicinity where chemicals are being used).

Responsibilities

AIT Unit Managers or Campus Company Managers where their Unit, stores, uses or handles Chemicals/Solvents (Hazardous substances).

Staff within any AIT Unit who work with chemicals are required to comply with all Institute Policies, procedures, risk assessments and Local Unit Risk Assessments, Policies Procedures.

Students & visitors who are permitted by any AIT Unit to work with chemical are required to adhere to the Units Policies procedures for handling storing and using the chemicals.

Reference to other Relevant Institute Health & Safety Documentation

The AIT Unit's Local Area Safety Statement or risk assessments.

Bibliography

The Safety, Health and Welfare At Work (Chemical Agents) Regulations, 2001 and the Safety, Health and Welfare at Work (Chemical Agents) (Amendment) Regulations 2015 apply to any enterprise where hazardous chemical agents are used or generated. The amendment is as a result of the CLP Regulation (EC) No 1272/2008 on the classification, packaging and labelling of substances and mixtures and updates to other primary legislation.

Residual Risk Level: *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

----------End of RA 10-------

Risk Assessment of:	Biological Agents	No.	11

Description of Item or Activity Under Assessment:

Biological Agents may be defined as dealing with all living matter and its derivatives. The term extends beyond the narrow confines of the laboratory and embraces the broadest possible interpretation. It includes all animals, plants, and micro-organisms as well as their components and tissue extracts.

Identified Hazards:

The danger of exposure to biological material can vary depending on its Pathogenic toxin producing ability or a combination of both.

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if Biological agents are not controlled by the implementation of safety management procedures.

Consequence:

Can include, allergic reactions, poisonings/toxic effects and diseases/infections.

Risk Level:

Medium to High

Controls:

Institute Safety Management Requirements applying to any AIT Unit, using, handling and/or storing chemical/solvents (hazardous substances): -
The Institute requires that any AIT Faculty/Department/ Unit/Campus Company directing work activities that involve , 'using', 'handling' and/or 'storing' Biological Agents anywhere on campus shall ensure that : -
  - That Risk assessments are completed for all Biological materials and agents which staff or postgraduates plan to use in their AIT Unit. These will be carried out in accordance with the legislation requirements. The relevant risk assessment shall be retained in the relevant AIT Unit's safety file or Local Area Safety Statement and communicated to the relevant persons by the manager of that unit.
  - When performing the risk assessments, the AIT Unit staff shall apply the general principles of prevention. Issues that will be addressed include the purchase, storage, containment, access, signage, exposures, design of work processes, hygiene, measures, safe collection, storage, disposal of waste, training, emergency procedures, provision of health surveillance, review etc.
  - Training, information and protective equipment shall be provided to staff and is arranged by local management. Students will receive the appropriate training within their academic department and while they must provide their own lab coats, where required the relevant academic department will provide for use the safety glasses and the gloves in the relevant Biological laboratory.

Responsibilities

AIT Unit Managers/Heads of Faculty/Heads of Department/Campus Company Managers where their Unit, stores, uses or handles Biological Agents, are responsible for ensuring that the Institute Policies, Procedures and the requirements of this risk assessment are fully applied in circumstances where their Unit plans to bring to and/or use in AIT, any Biological Agents.

All staff, students, visitors and contractors who receive approval by any AIT Unit to bring to and/or work with Biological Agents in AIT shall comply with all relevant Institute Policies, Procedures, risk assessments and where relevant any local area Unit RAs, and requirements.

Residual Risk Level: *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

--------------------End of RA11----------------------

Risk Assessment of:	Mechanical Lifting Systems	No.	12

Description of Item or Activity Under Assessment:

Any AIT Unit that operates/uses mechanical Lifting equipment including cranes, hoists, forklifts, etc.

Identified Hazards:

hooks, chains, blocks, Fall of loads, Collapse of load, Operator error

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if no safety management controls in place.

Consequence:

Can include, fractures, severe injury & fatal injuries.

Risk Level:

Medium to High

Controls:

Institute Safety Management Requirements applying to any AIT Unit, that operates and/or mechanical aids and/or lifting equipment (examples included cranes, hoists, forklifts, etc.): -
The Institute requires that any AIT Faculty/Department/ Unit/Campus Company whose Institute directed operations includes the need to use and operate mechanical Lifting equipment shall : -

- Ensure the Lifting equipment and its operation, complies with the relevant guidance contained in the Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007 , Chapter 2 of Part 2: Use of Work Equipment: Published in December 2007 by the Health and Safety Authority.
- Ensure that the operators of such equipment are competent to operate it.
- In relation to slinging and lifting of loads that the AIT unit operator staff are competent to perform these activities.
- Ensure that Unit lifting equipment such as cranes, slings, hoists, forklifts, chain blocks or other lifting system is marked/stamped clearly for the user to see its safe working load (SWL).
- Ensure that Unit equipment where required by regulation is surveyed in line with statutory requirements & listed on a register which can be retained in the unit's safety file or local area safety statement.
- Ensure that where lifting equipment is required by regulation to have Test certificates, that they are obtained in line with the regulations and retained in the local area safety statement or by the Unit's technician.
- Ensure that breaking systems must be maintained in good working order.
- Ensure that a system is in place for reporting defects to management and maintenance/service contractors.
- Ensure Platforms/supports to which lifting equipment is mounted, are suitable for the purpose.
- Ensure that appropriate safety signs are positioned in designated areas.
- Ensure that operators conduct daily visual checks prior to operating the equipment.
- Ensure that operators of such equipment do not permit any other person to "ride" with the load or forklift or on the back of such systems.
- Ensure that parts adjusting, replacing or accessorising should be conducted by a competent person in accordance with the manufacturer's instructions.

Responsibilities

AIT Unit Management are responsible for ensuring that where their Unit operates mechanical lifting equipment such as cranes, hoists, forklifts or other equipment.

All AIT staff are required to adhere to the above control measures and local safety arrangements in place within their AIT Unit.

Residual Risk Level: *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

-------------------- End of RA12----------------------

Risk Assessment of:	Office Workplace Accommodation	No.	13

Description of Item or Activity Under Assessment:

Office work includes a member of staff, student, and visitor working at an AIT provided work station in office type accommodation.

Identified Hazards:

Slips, trips, falls; Use of VDU's; Office Electrical Equipment ; poorly stored Materials, falling objects; Work Environment (lighting, temperature, ventilation, space)

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if poor standards of office design/layout, poor environment, or adherence to housekeeping

Consequence:

Can include, injuries as a result of slips trip and falls. Also Musculoskeletal injuries.

Risk Level:

Medium

Controls:

Infrastructural (Design, Layout, Provision)
The Institute requires that all workstations are planned, designed & provided to comply with the requirements of the Building Regulations and the relevant applicable codes of practice to ensure good standards of Health & Safety for staff & students whose activities involve accessing & performing work in office type accommodation. This will include: -
 - The provision of adequate ergonomic office space for office workers.
 - Ensuring sufficient lighting is provided to office areas.
 - Ensuring sufficient Heating and Ventilations is provided in office spaces.
 - Providing office furniture & fittings arranged so that staff can move about without collision etc.
 - Provide access & egress routes of sufficient width, fire exits, fire detection & alarm management
   systems to protected persons in the event of an outbreak of fire and to ensure they can get to an
   assembly point.

Purchasing Office Furniture
AIT Units considering purchasing furniture must receive the approval of AIT Estates Office.

Ongoing Management for Safety (Housekeeping)
Ensure that any trailing cables are covered on the floor with cable covers or similar.
Ensure that all passageways are kept free from obstruction at all times.
Ensure that chairs/tables are not used to access higher areas. Use step ladders/step stools.
Ensure that that fire exits must be kept clear at all times.
Ensure damaged floor covering, or furniture is reported to the relevant line manager & replaced.
Ensure Floor areas, walkways and hallways are kept clear of materials and litter.
Ensure any dangerous waste e.g. broken glass, is carefully disposed of, following AIT Procedures.

Ongoing Safety Precautions - Office Users
All Office users must adhere to good housekeeping practices.
Ensure that they do not permit cables to trail across the floor.
Ensure that they do not obstruct any passageways that provide safe access and egress.
Ensure that do not overloaded Multi-plug extension.
Ensure that do not use chairs/tables to access higher areas. - Use step ladders/step stools.
Ensure that all filing cabinets & drawers are be closed after use.
Ensure they do not store items above head level, and no heavy items should be stored overhead.
Mains power supply must be disconnected before attempting to move electrical equipment.
Correct Manual Handling Techniques must be used when lifting office equipment or supplies. In accordance with the Institute Manual Handling Policy procedures and guidance.
Ensure Floor areas, walkways and hallways are kept clear of materials and litter.

Portable Heaters (FIRE PREVENTION)
The use of Portable Heaters in office accommodation should not be necessary since the space heating provided by the Institute and managed by the Estates Office is designed to provide satisfactory comfort levels for office worker environments.
 Portable heaters such as convector, gas, radiant bar and halogen, create an unacceptable fire risk (i.e. the risk of ignition of combustible material close to, or above, the heater.) within Campus Buildings and they must not be used.

Where Staff or management have concerns regarding the satisfactory operation or non-operation of Institute space heating, they must in the first instance make contact with the Estates Office who will review and where necessary repair the system.

For any issues that require a longer duration for repair. Where appropriate, the Estates office will advise local management in relation to the provision of Institute acceptable temporary heating.

For Approved Temporary Heaters the following requirements are applicable : -
 - Only the electric type 'oil filled radiator 'is to be used for portable heating in office environments.
 - Where temporary heating is provided in the form of portable heaters these must not be positioned under desks or near furniture.
 - Combustible items or refuse must not be stacked or placed near them.
 - All portable heaters should be located so that there is no possibility of their coming into contact with combustible material or flammable substances, including clothing worn by staff, students or visitors.
 - They must not be positioned on escape routes.
 - Heaters must be turned off when the area is not occupied.
 - Check that any timers or thermostats are operating correctly.
 - The last person leaving the office must check that all heaters have been switched off or are unplugged.

Responsibilities

The AIT Estates Office for Infrastructural (Design, Layout, Provision) & for their House keeping department to maintain good standards of Housekeeping in Institute Buildings.

AIT Unit Managers, to manage & maintain ongoing high standards of Housekeeping in their Unit.

AIT Staff for ongoing Safety Precautions & Institute requirements for the use of Portable heaters/

Residual Risk Level: *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

-------------------- End of RA13----------------------

Risk Assessment of:	Use of Visual Display Unit /Display Screen Equipment	No.	14

Description of Item or Activity Under Assessment:

Any member of staff who habitually uses a Visual Display Unit (VDU)/Display Screen Equipment (DSE) as part of their normal work at a workstation.

Where the workstation is an assembly comprising display screen equipment, and which may be provided with a keyboard or input device or software, or a combination of the foregoing, determining the operator and machine interface, and includes;

(i) A work chair and work desk or work surface, (ii) any optional accessories and peripherals, and (iii) the immediate work environment of the display screen equipment.

Identified Hazards:

Un-ergonomic design or not using equipment correctly leading to poor posture or following guidelines

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if no good standards of design, provision and/or use of equipment correctly.

Consequence:

Can include, repetitive strain injuries/work related upper limb disorders (WRULDS)
Eye strain, Back pain/shoulder, neck, and/or Fatigue

Risk Level:

Medium

Controls:

Infrastructural (Design, Layout, Provision)
The Institute requires that all workstations are planned, designed & provided to comply with the requirements of the Building Regulations and the relevant applicable codes of practice to ensure good standards of Health & Safety for staff & students whose activities involve accessing & performing work in office type accommodation. This will include: -
- The provision of adequate ergonomic office space for office workers.
- Ensuring sufficient lighting is provided to office areas.
- Ensuring sufficient Heating and Ventilations is provided in office spaces.
- Providing office furniture & fittings arranged so that staff can move about without collision etc.
  Provide access & egress routes of sufficient width, fire exits, fire detection & alarm management systems to protected persons in the event of an outbreak of fire and to ensure they can get to an assembly point.

Ergonomic Assessment & Training
AIT will carry out ergonomic assessments of staff workstations and ensure that the results are implemented. As a result of any ergonomic assessment and new or redesign of office layouts, consideration will be given to the type of chairs provided for the task, foot rests, lighting/noise levels in the area, the types of screens/monitors provided, temperature/humidity levels in the area, access and egress and general space requirements.
The Ergonomic Assessor will provide staff with training/instruction and VDU guidelines on ergonomic techniques and how to correctly set up and maintain their workstation. This will be provided through ergonomic consultant and where appropriate tool box talks.

Eye Tests for VDU/DES users
AIT will authorise and finance eye/eyesight tests for staff in line with the regulations. Where a member of staff experiences eye sight difficulties while using a VDU, an eye examination will be authorised at no extra cost to the individual. Where protective/prescription glasses are required solely for VDU/DSE use on the recommendation of an optometrist, these will be provided on the basis of AIT paying for the eye test/examination & a subvention towards the cost of the glasses.

Responsibilities

The AIT Estates Office is responsible for providing adequate ergonomic office space & furniture.

Heads of Function/HODs/Campus Company Managers are responsible for ensuring staff workstations in their units undergo ergonomic assessment and the recommendations /findings are implemented.

The AIT Health &S office will support AIT Units obtaining ergonomic assessments for their staff.

Residual Risk Level: *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

-------------------- End of RA14----------------------

Risk Assessment of:	Institute Waste Management (Generation & Disposal)	No.	15

Description of Item or Activity Under Assessment:

AIT produces a wide variety of waste which includes domestic waste, dry chemicals, solvents, batteries, paper, and biological waste. Some of this waste falls within the classification of toxic (i.e. hazardous) and requires specific disposal arrangements. AIT is required to comply with the general requirements of Waste Management & Environmental legislation.

Persons at Risk

Staff, Students, visitors

Identified Hazards:

Rodent infestations, disease

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if no good standards & poor compliance with Statutory requirements

Consequence:

Contamination, infection, disease

Risk Level:

Medium to High

Controls:

AIT Waste Categories
Waste produced by the Institute and any of its reporting AIT Units is to be disposed of in a safe and regulatory compliant manner. (Note: Failure to dispose of waste in accordance with national legal requirements may leave the Institute at Risk to prosecution).
In the Institute and for reasons of good practice, waste materials are divided into two basic categories; A) hazardous and B) non-hazardous.
In AIT the following type of waste material should be considered hazardous waste: -
 - Any Material contaminated or potentially contaminate with an infectious agent (unless it has been suitably treated to eliminate the infectious agent).
 - All Human tissues, blood and related swabs and wipes from Institute laboratories.
 - Animal carcasses and dressings from Institute veterinary laboratories/practices
 - Microbiological cultures and/or Potential infected waste from pathology or research labs
 - Most chemical waste
 - Most electrical waste
 - Contaminated sharps
 - Empty containers, the previous contents of which are deemed to be hazardous wastes
- All radioactive wastes

 Institute Arrangements for Waste Removal
 The arrangements in AIT for the removal of hazardous and non-hazardous waste are: -
 A) Non-Hazardous waste from all low risk areas of the Institute
The Institute has made arrangements for the removal of this type of waste. Local waste collection facilities are placed throughout the Institute. The AIT Estates Office, Housekeeping Department's staff remove the full bin bags from the local areas to the Campus 'external waste collection storage areas'.
A licenced waste contractor Barna Recycling (www.barnarecycling.com) will empty the non-hazardous waste from the external storage bins and take off site for correct disposal.
 B) Hazardous waste from all High Risk Areas of the Institute
Any AIT Unit, who by the activities & processes taking place under its control generates and produces hazardous waste, is responsible for making arrangements for its disposal in an Institute approved and statutory compliant manner.
Any AIT Unit generating hazardous waste must : -
 - Prepare a waste management plan which contains SOPs for the disposal of their hazardous waste.
 - Dispose of the waste in compliance with Environmental Protection Agency requirements, EU and National regulations, and maintain detailed records of the waste generated and disposed.
 - Ensure that Hazardous waste, generated from their labs and/or workshops is disposed of via a licenced contractor who is approved for the transport and disposal of the waste type being handled.
 - In any instance where there is confusion in relation to a waste product's category (i.e. Hazardous or non-hazardous), then the matter must be raised immediately with the relevant line manager or head of Function of the relevant AIT Unit (i.e. where the waste originated).

If the relevant management staff cannot be contacted then please contact the AIT Estates office or the AIT Health and Safety Office.
External Companies, Event Organisers, Visiting Experts
Any person or organisation or event, invited, or contracted to attend AIT to perform activities in AIT and which may or will generate Any Hazardous waste must: a) Without the express permission of the AIT host Unit – Must Not bring any hazardous waste to AIT, and,   **b)** Provide the AIT Host Unit with a Risk Assessment and waste management plan for the generated Hazardous Waste.
Responsibilities
Heads of Faculty/Departments/Function and Campus Company managers are responsible for ensuring that any hazardous waste generated by their Unit's activities is disposed of in accordance with the control measures set down in this risk assessment.
The AIT Estates Office makes arrangements for the removal of Non Hazardous waste from all Category 1 (Low risk areas).
All AIT staff, students, visitors are required to adhere to local policies, procedures and guidelines and notices in relation to waste generation and disposal.
Event Organisers are responsible for ensuring all events coming under their control comply with the control measures set down in the above control measures.
Residual Risk Level: *(Implementing the control measures will result in risk mitigation to the level shown below)*
Low

-------------------- End of RA15----------------------

Risk Assessment of:	Gases/Dusts/Fumes/Vapours	No.	16

Description of Item or Activity Under Assessment:

Any AIT work activity which generate dusts, fumes, vapours. Activities can include working with chemicals, cleaning, woodworking, metalworking, and auto engine work etc.

Persons at Risk

Staff, Students, visitors

Identified Hazards:

Gases/Dusts/Fumes/Vapours

Likelihood: *i.e. the Probability of an occurrence of the event*

Very Likely, if specific risk assessments are not undertaken and result implemented

Consequence:

Respiratory infection/Damage to lungs/Asphyxia/Collapse/Unconsciousness death

Risk Level:

High

Controls:

Infrastructural (Design, Layout, Provision)
In relation to any Institute planned new works that involve creating new internal building workspaces or workstations. The Institute will ensure that where the proposed work activities will generate Gases, Dust, Fumes or Vapours, that where practicable, infrastructural systems (e.g. fume extract systems) will be provided to maintain worker safety & used to dispose of these products in an appropriate manner.

AIT Unit Operations Generating either Gases/Dusts/Fumes/Vapours
The Institute requires that :-
Any AIT Unit planning to undertake work which generates dust, vapours and/or gases must first undertake a risk assessment of the proposed work and put in place the control measures to mitigate risk from Gases/Dusts/Fumes vapours (note in accordance with the National Regulations).

All AIT Managers are to ensure that where activities coming under their control generate dusts, fumes, vapours and/or gases, that they do not exceed the threshold limit values for the substance. In practice levels should be as low as reasonably achievable (ALARA) principle.

Any Ait Unit whose activities include working with substances that generate gas, dust, fumes or vapours and where engineering controls are required, they must be used; this includes necessary extraction, ventilation hoods and/or fume cupboards.

Staff working with products or substances that generate, Gases/Dusts/Fumes vapours are to read and observe the Safety Data Sheets for those substances.

In relation to fixed gas installation, inspection and certification is controlled by the Institute and managed by the Estates office. Gas detection and means to isolate supply will be provided and made know to the relevant staff.

Responsibilities

The Heads of Faculty /Departments/Units and campus company managers will ensure that risk assessments are carried out and that the necessary control measures are implemented.

All AIT staff, students, visitors are required to adhere to local policies, procedures and guidelines and notices in relation to gas/dust/fumes and vapours.

The Estates office will inform and advise relevant managers and staff in relation to fixed gas installation detection and means to isolate supply.

Residual Risk Level: *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

-------------------- End of RA16----------------------

Risk Assessment of:	Hot solids and liquids	No.	17

Description of Item or Activity Under Assessment:

Hot water (i.e. low pressure hot water – LPHW) produced for heating etc. and also for domestic use within each building, Local kitchen areas used for the preparation of hot drinks and heating of foods in Microwaves. Hot surfaces, solids, liquids are present primarily in these kitchen/canteen/workshop areas. These include dishwasher internals and food and beverages heated in microwaves, domestic boiling water, coffee machines etc.

Persons at Risk

Staff, Students, visitors

Identified Hazards:

Hot solids and liquids

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely

Consequence:

Scalds & Burns

Risk Level:

Medium

Controls:

Infrastructural (Design, Layout, Provision)
In relation to any Institute planned new works that involve the installation of infrastructural LPHW systems, the Institute will ensure that the design, layout and installation of these systems
that where the proposed work activities will generate Gases, Dust, Fumes or Vapours, that where practicable, infrastructural systems (e.g. fume extract systems) will be provided to maintain worker safety & used to dispose of these products in an appropriate manner.

AIT Units or Campus Companies
Campus company managers should ensure that all cooking equipment installed in the local and main campus kitchen/canteen, and ancillary Coffee areas, where possible have adequate heat shielding to avoid external surfaces presenting a risk of burn.

All work on LPHW systems should only be undertaken by Estates office directed or designated and competent members of staff.

Safety Precautions
All leaks to LPHW system should be reported immediately to the Estates Office and rectified promptly.

Due care should be taken when handling or transporting hot foods, liquids and while dispensing hot drinks in conjunction with HACCP and food safety legislation.

All equipment defects in the kitchen/canteen should be reported to canteen campus company managers and rectified immediately.

For Infrastructural hot water systems, the Estates Office will ensure Warning Notices are erected as necessary where water is very hot and there is a risk of scalding or burning.

Responsibilities

The AIT Estates office is responsible for maintaining in good working order and standards of Health and safety the LPHW systems throughout the Institute.

Campus company managers are responsible for maintaining in good working order and standards of Health and safety the kitchens and equipment in the canteens throughout the Institute.

All staff, students, visitors and contractors are responsible for adhering to local policies, procedures and guidelines.

Residual Risk Level: *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

------------------- End of RA17---------------------

Risk Assessment of:	Vehicle Traffic	No.	18

Description of Item or Activity Under Assessment:

Staff, students, contractors, visitors driving on campus. Vehicles delivering and collecting post or equipment to Campus locations. Fork lift truck traffic on campus. Members of the Public driving on campus roads and carparks.

Persons at Risk

Staff, Students, visitors

Identified Hazards:

Staff, students, contractors or visitors struck by vehicles while on campus.

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if no proper traffic or warning signage erected in relevant areas. Likely if drivers ae not following the rules of the road. Likely if drivers are not following their training.

Consequence:

Staff, students, contractors, visitors driving on campus struck or crushed by vehicles.

Risk Level:

High

Controls:

Infrastructural (Design, Layout, Provision)
It is the Institute requirement that all internal vehicle traffic areas are planned, designed, constructed & set out in compliance with the relevant applicable codes of practice'. That traffic areas are provided 'fit for purpose' to ensure the Institute is maintaining good standards of Health & Safety for both pedestrians and vehicle users in the vehicle traffic areas of the campus.

General Requirements
Estates office caretaking staff will ensure that pedestrian walkways and road crossings are in operation where required for the normal day to day business operation of the Institute.

High visibility jackets must be provided & worn by staff who are working on campus traffic areas.

All staff, students, contractors and visitors are to be 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.

Staff & students are advised to walk in clearly identified designated walkways and cross at defined crossing points and to take adequate care in areas where traffic barriers exist.

All staff, students, contractors and visitors will take responsibility to park their cars in a reasonable and proper manner and to abide by the Estates Office Parking policies and procedures.

Only trained authorised personnel are permitted to operate forklift trucks (i.e. have successfully completed a training course and carry their licence). Local management should ensure that such operations are planned at such times when the likelihood of pedestrian traffic is low and put in place operational measures such as closing off certain areas for the duration of the traffic movement to eliminate the risk of contact with pedestrians. Drivers are required to sound the fork truck warning horns when approaching corners or exiting areas.

Contractors are required to follow the AIT Policies and Procedures by the Estates Office

Responsibilities

AIT Estates Office will ensure that the infrastructural safety control such as upkeep of pedestrian walkways, vehicle traffic area and carpark are maintained fit for purpose and that they contain appropriate safety signage.

All staff, students, contractors, visitors to observe the local regulations and Institute safety signage.

Local Management or their senior technician to ensure fork truck operations within their areas, are in accordance with AIT policy and that driver training is up to date.

Residual Risk Level: *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

-------------------- End of RA18----------------------

Risk Assessment of:	Working at Height	No.	19

Description of Item or Activity Under Assessment:

Working at height in AIT includes a place, above or below ground level, where a person could be injured if they fell from that place or if an item was to strike them while working below ground (e.g. includes work on building roofs; on top of equipment access platforms; storage tanks, ladders etc.)

Persons at Risk

Staff, Contractors

Identified Hazards:

Working at Height, not in accordance with AIT or Unit safety procedures; Objects dropped from height; Falls through fragile roofs.; Adverse Weather conditions when working at height.

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if no safe management procedures in place or unapproved working at height activities.

Consequence:

Fall from height or objects dropped from height striking those below, causing fatality, or serious injury

Risk Level:

High

Controls:

AIT Infrastructural Areas (Working at Height)

Access to 'Work at Height' in AIT Infrastructural areas such as i) 'Campus Building Roofs', ii) Building Elevations (e.g. Curtain Walling, Eaves, Facia, Soffit, Gutters, Drains), iii) Internal ceilings, services, fixtures and fittings of Institute Building & iv) Below ground work (e.g. work within Institute manholes) is controlled by the AIT Estates Office, 'Permit to Work System' which requires that:

- Any AIT Unit, Member of Staff, Visitor or Contractor applying to 'Work at Height' in these areas must comply with the AIT Estates Office, Local Area Safety Statement, its Policies & Procedures.(Note: Planned work must be risk assessed, supervised & undertaken safely).
- In relation to AIT Infrastructural areas requiring maintenance or service & which can only be serviced by accessing and/or 'working at height'. These areas will contain 'Protection' (e.g. Protected Access Ladders) in accordance with Regulation 99 of the (General Application) Regulations 2007 (i.e. Protection of places of work at height).

AIT Units 'Working at Height'

Any AIT Unit which as part of their operations, is requiring work activities to be undertaken that will involve either staff, or contractors performing 'work at height' activities, shall:-
- Where practicable, plan to avoid the need to 'work at height'.
- Implement the guidance contained in the document "Guide to the Safety, Health and Welfare at Work, (General Application), Regulations 2007 Part 4: Work at Height: Published December 2007".

Additional Institute Control

- The AIT Estate Office will ensure that all stairways, walkways and associated handrails are maintained in good condition so as to prevent falls from height.
- Any AIT Unit, member of staff or Contractor, working at height in AIT must ensure that material waste or other objects is not thrown down from the roof area/height to the ground below. Suitable chutes to a waste container must be provided for large amounts of waste.
- Any AIT Unit proposing to use or direct the use of Mobile Elevated Work Platforms (MEWPs) in AIT must first receive evidence of current licences, certificates of inspection, training, & risk assessment of the proposed work activity.
- Ladders should only be used as work equipment where a risk assessment shows the use of other work equipment is not justified. The work at height regulations do not ban ladders but do require careful consideration to be given to their use. (Units Proposing to use ladders should follow the Health and Safety Authority guidance information sheet "Using Ladders Safely").

Responsibilities

AIT Estates Office for Works to infrastructural Areas.

Any AIT Unit manager for AIT Unit directed work at height.

Staff & Contractors must adhere to Institute Safety Policies & Procedures.

Residual Risk Level: *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

-------------------- End of RA19--------------------

Risk Assessment of:	Photocopy Rooms/ Standalone Photocopy Facilities	No.	20

Description of Item or Activity Under Assessment:

The provision & operation of 1) Institute Photocopy Rooms and 2) Photocopy facilities/equipment in in relation to staff work activities and students using equipment facilities.

Persons at Risk

Staff, Students

Identified Hazards:

Poor standards of Housekeeping, Manual Handling, fumes/dust, Noise, Electrical faults

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if good standard of housekeeping are not maintained.

Consequence:

Various types of injures are possible based on the identified hazards and the probability of occurrence

Risk Level:

Low To Medium

Controls:

Infrastructural (Design, Layout, Provision)
It is the Institute requirement that 1) Institute Photocopy Rooms and 2) standalone Photocopy facilities/equipment are planned, designed, constructed & fitted out in compliance with the Building Regulations, relevant applicable codes of practice' and provided 'fit for purpose.'

H&S Operational Management
Photocopy rooms - The AIT Unit in control of these Photocopy Rooms must ensure that: -
    Risk assessments (RAs) are undertaken for work activities taking place in these areas. (Note: - this includes RAs for activities associated with operating equipment in these areas).
    Equipment Maintenance - Equipment is maintained by competent staff and records kept of repairs/maintenance etc.
    Fumes /Dust - Equipment is located in areas only where there is suitable ventilation to remove either/or fumes dust and heat generated by the equipment.
Standalone Photocopy facilities - The AIT Unit in control of these facilities must ensure that: -
    Photocopy equipment (Servicing) - All equipment is serviced by external contractor.
    Photocopy equipment (Maintenance) - All equipment is maintained by competent member of staff.
General - Applicable to Photocopy Rooms & Standalone Photocopy facilities
    The AIT Unit in control of these Photocopy Rooms or Photocopy Facilities must ensure that: -
    Waste Control - Waste cartridges are disposed of correctly in accordance with the Institute waste management policies & manufactures guidelines.
    Manual Handling – RAs must be completed for identified Manual Handling tasks & where necessary suitable systems (e.g. Trollies) are to be provided & used by staff to move, transport, lift etc. All identified Staff Manual Handlers are to receive MH training as per the requirements of the AIT MH Policy & Procedures.
    PPE – PPE needs are assessed, provided & controlled as per the requirements of the AIT PPE Policy.

Ongoing Housekeeping
    Ensure that any trailing cables are covered on the floor with cable covers or similar.
    Ensure that all passageways are kept free from obstruction at all times.
    Ensure that Multi-plug extension leads are not overloaded.
    Ensure that chairs/tables are not used to access higher areas. Use step ladders/step stools.
    Ensure that that fire escape routes & exits are kept clear at all times.

Responsibilities

The AIT Estates Office for Infrastructural (design, Layout, Provision) safety control measures

AIT Unit Managers for the implementing H&S Operational Management systems including local safety controls which can be presented in a local area safety statement or risk assessments.

AIT Unit Managers, AIT Housekeeping Dept. and Unit Staff & AIT student for ongoing Housekeeping.

Staff must adhere to Institute & Local area safety rules &, requirements.

Residual Risk Level: *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

-------------------- End of RA20----------------------

Risk Assessment of:	Mail Rooms and/or Pigeon hole areas	No.	21

Description of Item or Activity Under Assessment:
The provision & operation of Institute Mail Room and Pigeon Hole areas/offices in any AIT Unit in relation to staff, visitors or student access or work activities.

Persons at Risk
Staff, Students, Visitors

Identified Hazards:
Housekeeping, Manual Handling, and in certain cases Working at Height

Likelihood: *i.e. the Probability of an occurrence of the event*
Likely, if poor standard of design or housekeeping standards are not maintained.

Consequence:
Various types of injures are possible based on the identified hazards and the probability of occurrence

Risk Level:
Medium

Controls:

Infrastructural (Design, Layout, Provision)
It is the Institute requirement that all Mail Rooms or Pigeon-Hole areas in offices are planned, designed, constructed fitted out in compliance with the Building Regulations, relevant applicable codes of practice' and provided 'fit for purpose' to ensure maintaining good standards of Health & Safety for staff, students or visitors whose activities involve accessing/working in these areas.

H&S Operational Management
AIT Unit's in control of Main rooms/ Pigeon hole areas in offices must ensure that: -
  Risk assessments (RAs) are undertaken for work activities taking place in these areas. (Note: - this includes RAs for activities associated with operating mail room /equipment).
  Instrument/Equipment Maintenance - All equipment to be maintained by competent staff and records kept of repairs/maintenance etc.
  PPE – PPE requirements are controlled as per the requirements of the AIT PPE Policy.
  Manual Handling – RAs are completed for identified Manual Handling tasks & that suitable systems (e.g. Trollies) are provided & used by staff to move, transport, lift etc. All identified Manual Handlers are to receive MH training as per the requirements of the AIT MH Policy & Procedures.
  Working at Height -No items are stored above a height that requires the user to use Step stools without a risk assessment and the implementation of its control measures.
  Lone Working - Staff & student adhere to the Institute lone/out of hours Policy and Procedure.

Ongoing Housekeeping
  Ensure that any trailing cables are covered on the floor with cable covers or similar.
  Ensure that all passageways are kept free from obstruction at all times.
  Ensure that Multi-plug extension leads are not overloaded.
  Ensure that chairs/tables are not used to access higher areas. Use step ladders/step stools.
  Ensure that that fire exits must be kept clear at all times.

Provision for Fire Safety & Evacuation
  Fire detection & Evacuation Alarm - The Institute has in place a fire detection and alarm management system for rooms/areas and which is connected to the main Institute system, (a managed fire detection & evacuation alarm system).
  Fire Exists & Escape Routes – Suitable & sufficient Escape Routes & Fire Exits are provided.
  Fire Evacuation & Procedures - Institute Fire Evacuation Procedures are in place.

Responsibilities
The AIT Estates Office for Infrastructural safety control measures

AIT Unit Managers for the implementing H&S Operational Management systems including local safety controls which can be presented in a local area safety statement or risk assessments.

AIT Unit Managers, AIT Housekeeping Dept. and Unit Staff for Ongoing Housekeeping controls.

Staff must adhere to all department/lecturer directed safety rules &, requirements.

Residual Risk Level: *(Implementing the control measures will result in risk mitigation to the level shown below)*
Low

------------------ End of RA21--------------------

Risk Assessment of:	Institute Laboratories – (General Chemical)	No.	22

Description of Item or Activity Under Assessment:

Staff , Students whose work or study activities, include access, &/or work in Institute Laboratories

Persons at Risk

Staff, Students, visitors

Identified Hazards:

Chemicals, Biological Agents, fire, gas explosion, Electrical, Equipment-ovens, heating plates, centrifuges Human Factor etc.

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if poor standard of design or Institute and Local safety procedures not in place.

Consequence:

Various types of injures are possible based on the identified hazards and the probability of occurrence

Risk Level:

Medium to High

Controls:

Infrastructural (Design, Layout, Provision)
It is the Institute requirement that all Academic Laboratories are planned, designed & laid out to comply with the requirements of the Building Regulations and the relevant applicable codes of practice' and provided 'fit for purpose' to ensure good standards of Health & Safety for staff & students whose activities involve accessing/working in any of these facilities.

Laboratory Furniture & Materials
Equipment
Where applicable & under European & National Legislation, all laboratory equipment/instruments purchased must be CE compliant & installed in line with the manufacturer's instructions and/or current best practice. Prior to any plan to operate Equipment in AIT, the relevant AIT Unit must adhere to the requirements of the Safety, Health and Welfare legislation, its Regulations and relevant Codes of Practice (COPs).
This will include requirements for *(Note: The items presented immediately below is by no means an exhaustive list but it gives an indication of the many H&S requirements for operating equipment)*: -
Electrical Services – All electrical services must be installed in accordance with the requirements of the Electro-Technical Council of Ireland (ETCI) rules & being properly marked and identified.
Fume/vapour extraction - Consideration shall be given to the needs of each laboratory. Particular attention should be given to the removal of air for general comfort, contaminated air, fume cupboards exhausting air from the laboratory, and local exhaust for specific purposes.
Materials
Chemicals/Solvents (Hazardous Substances) -Chemicals and solvents-suitable storage containers & cabinets should be provided to store the daily requirements of chemicals and solvents (particularly unstable flammable substances) within the laboratory.
Chemical spill - Each laboratory where there are hazardous substances in use must have a chemical spill kit. This kit should include the necessary quantity of neutralising chemicals, absorbents, disinfectants, personal protective equipment and other equipment needed to effectively deal with the spill. Designated Staff shall be trained in their use.
Hazardous Waste Disposal - Hazardous Waste disposal which include flammable liquids, broken glass, sharps, biomedical waste, strongly reactive materials and toxic chemicals should be separated and segregated into specific containers for disposal in accordance with Institute requirements and good practice.
Furniture
All furniture including Work Lab Benches must be suitably designed for the tasks for which it is to be used. Benches are constructed so that they can support the equipment or instruments that may be placed on them. The surfaces are smooth, impervious, and easy to clean and resist corrosion.
Staff & Student circulation areas/spaces between benches or equipment are constructed and installed to have sufficient clearance to allow for the safe access and egress of persons using the laboratory.

H&S Operational Management
- AIT Unit's in control of Institute Laboratories must ensure: -
- Risk assessments (RAs) are undertaken for work activities taking place in a laboratory (Note: - this includes RAs for activities associated with operating instruments/equipment).

- Risk assessments are undertaken for the laboratories and ancillary support areas (e.g. chemical prep room) areas coming under their management control.
- Instrument/Equipment Maintenance - All equipment to be maintained by competent staff and records kept of repairs/maintenance etc.
- PPE – PPE requirements are controlled as per the requirements of the AIT PPE Policy.
- Manual Handling – RAs are completed for identified Manual Handling tasks & that suitable systems (e.g. Trollies) are provided & used by staff to move, transport, lift etc. All identified Manual Handlers are to receive MH training as per the requirements of the AIT MH Policy & Procedures.
- Lone Working - Management must ensure that staff & Student follow adhere to the Institute lone/out of hours Policy and Procedure.
- Safety induction talks and Instructions - Safety induction/training & Instructions should be provided to students by the relevant tutor/lecturer prior to Laboratory admittance, in particular where there are significant risks for new or inexperienced users of potentially dangerous activities.

Provision for Fire Safety & Evacuation

Fire detection & Evacuation Alarm - The Institute has in place a fire detection and alarm management system for Laboratories and which is connected to the main Institute system, (a managed fire detection & evacuation alarm system).

Fire Exists & Escape Routes – Suitable & sufficient Escape Routes & Fire Exits are provided and maintained from laboratories.

Fire Evacuation & Procedures - Institute Fire Emergency Evacuation Procedures are in place, to allow persons to evacuate laboratories and to get to the external assembly points.

Special Fire Precaution Measures

As required by Institute fire safety management system, fuel shut down system-special gas systems are fitted with automatic shutdown and vent to atmosphere. Systems are linked to the fire alarm. Electrical systems-all electrical services are properly marked and identified and located in such an area as to be accessible to enable disconnection in the event of an emergency.

Emergency First Aid

Each laboratory should identify the necessary first-aid personnel to be contacted and the first-aid safety equipment to be used in the event of an emergency. This should include the following: -Emergency eye wash fountain, Specific neutralising treatment/antidotes, Emergency shower, Suitable fire extinguishers and blankets, Safety goggles, glasses, aprons and gloves, Suitable protective clothing, First-aid kit. - SDS on substances available.

Responsibilities

The AIT Estates Office for Infrastructural safety control measures

Head of Faculty/Department for implementing H&S Operational Management systems including local safety controls which can be presented in a local area safety statement or risk assessments.

Students must adhere to all department/lecturer directed safety rules &, requirements.

Residual Risk Level: *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

-------------------- End of RA22----------------------

Risk Assessment of:	Workshops – (Used for Academic teaching & learning)	No.	23

Description of Item or Activity Under Assessment:

Staff , Students whose work or study activities, include access, &/or work in Institute Workshops

Persons at Risk

Staff, Students, visitors

Identified Hazards:

Equipment (moving parts), Chemicals, fire, gas explosion, Electrical, Equipment, cramped conditions, lighting, ventilation, Noise , Human Factor etc.

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if poor standard of design or Institute and Local safety procedures not in place

Consequence:

Various types of injures are possible based on the identified hazards and the probability of occurrence

Risk Level:

Medium to High

Controls:

Infrastructural (Design, Layout, Provision)
It is the Institute requirement that all Academic Workshops are planned, designed & laid out to comply with the requirements of the Building Regulations and the relevant applicable codes of practice' and provided 'fit for purpose' to ensure good standards of Health & Safety for staff & students whose activities involve accessing/working in any of these facilities.

Workshop Equipment, Materials & Furniture
Equipment
  Where applicable & under European & National Legislation, all equipment purchased must be CE compliant & installed in line with the manufacturer's instructions and/or current best practice. Prior to any plan to operate Equipment in AIT, the relevant AIT Unit must adhere to the requirements of the Safety, Health and Welfare legislation, its Regulations and relevant Codes of Practice (COPs).
  This will include requirements for *(Note: The items presented immediately below is by no means an exhaustive list but it gives an indication of the many H&S requirements for operating equipment)*: -
  Guarding - where required by regulation or manufacturer/supplier, machinery/equipment must be fitted with guarding to protect against moving and/or rotating parts etc.
  Electrical Services – All electrical services must be installed in accordance with the requirements of the Electro-Technical Council of Ireland (ETCI) rules & being properly marked and identified.
  Emergency Stops – Workshops must have emergency stops or pull cords fitted in high visibility areas/on the machine/s to enable operators to shut the machine down in the event of an emergency.
  Dust/fume extraction - Where appropriate and/or as determined by risk assessment, dust/fume extraction systems must be installed to remove waste debris generated by operating equipment which produces any hazardous dust, fumes or vapour.
  Circulation Areas/Spaces between Benches or Equipment - Sufficient clearance to be provided to allow for the safe access and egress of persons using the laboratory.
  The width between parallel benches should be sufficient to allow two persons to work unhindered and allow safe access and egress.
  Use of oxygen/acetylene gases - 1) For fixed gas installation required for use in the workshop, they must be fitted with automatic shutdown valves and vented to an atmosphere, which in turn is linked to the fire alarm system. Flame arrestors must be installed as part of the system & Pipework must be colour coded. 2) For cylinder supply for use in the workshop, it must comply with the Institute Compressed Gas Policy.
Materials
  Chemicals/Solvents (Hazardous Substances) - Suitable storage cabinets should be provided to store the daily requirements of chemicals and solvents (particularly flammable substances) within the workshop.
  Chemical spill - There should be a chemical spill kit present in workshops where there are hazardous substances. This kit should include the necessary quantity of neutralising chemicals, absorbents, disinfectants, personal protective equipment and other equipment needed to effectively deal with the spill. Staff must be trained in their use.

Chemical Solvent (Hazardous Substances) Disposal - Chemical disposal-hazardous materials which include flammable liquids, strongly reactive materials and toxic chemicals should be separated and segregated into specific containers for disposal.

Furniture

All furniture including Benches must be suitably designed for the tasks for which it is to be used. Circulation areas/spaces between furniture and equipment will be provided to permit sufficient clearance to allow safe access and egress of persons using the room.

Where required for work operations suitable vices should be fitted to benches & be appropriate to the tasks to be undertaken. Work surfaces should be appropriate to the task.

H&S Operational Management

- AIT Unit's in control of Institute Workshops must ensure: -
- Risk assessments (RAs) are undertaken for work all work activities taking place in a workshop (Note: - this includes RAs for activities associated with operating work equipment).
- Risk assessments are undertaken for workshop areas coming under their management control.
- Equipment Maintenance - All equipment to be maintained by competent staff and records kept of repairs/maintenance etc.
- PPE – PPE requirements are controlled as per the requirements of the AIT PPE Policy.
- Manual Handling – RAs are completed for identified Manual Handling tasks & that suitable systems (e.g. pulleys/ trollies) are provided & used by staff to move, transport, lift etc. All identified Manual Handlers are to receive MH training as per the requirements of the AIT MH Policy & Procedures.
- Lone Working - Management must ensure that staff & Student follow adhere to the Institute lone/out of hours Policy and Procedure.
- Safety induction talks and Instructions - should be provided to students by the relevant tutor/lecturer prior to workshop admittance.

Provision for Fire Safety & Evacuation

Fire detection & Evacuation Alarm - The Institute has in place a fire detection and alarm management system for Workshops and which is connected to the main Institute system, (a managed fire detection & evacuation alarm system).

Fire Exists & Escape Routes – Suitable & sufficient Escape Routes & Fire Exits are provided and maintained from Workshops.

Fire Evacuation & Procedures - Institute Fire Emergency Evacuation Procedures are in place, to allow persons to evacuate workshops and to get to the external assembly points.

Special Fire Precaution Measures

As required by Institute fire safety management system, fuel shut down system-special gas systems are fitted with automatic shutdown and vent to atmosphere. Systems are linked to the fire alarm. Electrical systems-all electrical services are properly marked and identified and located in such an area as to be accessible to enable disconnection in the event of an emergency.

Emergency First Aid

AIT Units controlling workshops must identify the necessary first-aid personnel to be contacted and the first-aid safety equipment to be used in the event of an emergency.

This should include the following:

Responsibilities
The AIT Estates Office for Workshops Infrastructural control measures.
Head of Faculty/Department for implementing Institute safety management systems and local safety controls which can be presented in a local area safety statement or risk assessments.
Students must adhere to all department/lecturer directed safety rules &, requirements.
Residual Risk Level: : *(Implementing the control measures will result in risk mitigation to the level shown below)*
Low

-------------------- End of RA23----------------------

Risk Assessment of:	Computer Laboratories/ Rooms	No.	24

Description of Item or Activity Under Assessment:

Staff or students who as part of their work or study activities use & operate the computer equipment in Institute Computer laboratories

Persons at Risk

Staff, Students, visitors

Identified Hazards:

Slips, trips, falls; Damaged furniture; Inadequate ventilation ;Inadequate lighting ; Eye strain/fatigue ; Poor posture

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if poor standard of design, Layout or good standards of housekeeping are not being maintained.

Consequence:

Various types of injures are possible based on the identified hazards and the probability of occurrence

Risk Level:

Low - Medium

Controls:

Infrastructural (Design, Layout, Provision)
It is the Institute requirement that all Computer Laboratories are planned, designed & laid out to comply with the requirements of the Building Regulations and the relevant applicable codes of practice' and provided 'fit for purpose' to ensure good standards of Health & Safety for staff & students whose activities involve accessing/working in any of these facilities.

Equipment & Furniture
Equipment – Where applicable under European & National Legislation, all equipment purchased must be CE compliant & installed in line with the manufacturer's instructions and/or current best practice.
Furniture (Computer work benches & chairs) – all furniture will be suitably designed for the tasks for which they are to be used. Circulation areas/spaces between furniture and equipment will be provided to permit sufficient clearance to allow safe access and egress of persons using the room. Keyboard and surrounding surfaces should be of matt finish to prevent glare.

Provision for Fire Safety & Evacuation
Fire detection & Evacuation Alarm - The Institute has in place a fire detection and alarm management system for all Computer Laboratories and which is connected to the main Institute system, (a managed fire detection & evacuation alarm system).
Fire Exists & Escape Routes – Suitable & sufficient Escape Routes & Fire Exits are provided and maintained from Computer laboratories.
Fire Evacuation & Procedures - Institute Fire Emergency Evacuation Procedures are in place, to allow persons to evacuate computer laboratories and to get to the external assembly points.

Ongoing Housekeeping
Ensure that any trailing cables are covered on the floor with cable covers or similar.
Ensure that all passageways are kept free from obstruction at all times.
Ensure that Multi-plug extension leads are not overloaded.
Ensure that chairs/tables are not used to access higher areas. Use step ladders/step stools.
Ensure that VDUs are kept in a good state of repair and cleanliness.
Ensure that that fire exits must be kept clear at all times.

Responsibilities

The AIT Estates Office are responsible for Infrastructural (Design Layout & Provision).

AIT Unit Managers whose staff use these facilities are responsible for ensuring their reporting staff and students adhere to in-place safety rules, Parent Safety Statement & any local area safety statement.

Staff & Students have a duty to adhere to in place safety rules & requirements.

Residual Risk Level: : *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

-------------------- End of RA24----------------------

Risk Assessment of:	Lecture Theatres and Lecture Rooms	No.	25

Description of Item or Activity Under Assessment:

Staff or Students work or study activities in Institute Lecture Theatres or Lecture Rooms.

Persons at Risk

Staff, students and visitors

Identified Hazards:

Slips, trips, falls; Damaged furniture; Inadequate ventilation ;Inadequate lighting ; Poor posture

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if poor standard of design, Layout or good standards of housekeeping are not being maintained.

Consequence:

Various types of injures are possible based on the identified hazards and the probability of occurrence

Risk Level:

Low - Medium

Controls:

Infrastructural (Design, Layout, Provision)
It is the Institute requirement that all Lecture theatres/rooms are planned, designed & laid out to comply with the requirements of the Building Regulations and the relevant applicable codes of practice' and provided 'fit for purpose' to ensure good standards of Health & Safety for staff & students whose activities involve accessing/working in any of these facilities.

Provision of Furniture & Equipment
Equipment – All equipment provided will comply with the requirements of the relevant EN standards, be installed in accordance with the manufacturer's instructions and/or current best practice and in compliance with appropriate electrical standards. Installation and Layout of equipment will adhere to the requirements of the Building Regulations.
Furniture (Lecterns, seating & Tables) – all furniture will be suitably designed for the tasks for which they are to be used. Circulation areas/spaces between furniture and equipment will be provided to permit sufficient clearance to allow safe access and egress of persons using the room.

Provision for Fire Safety & Evacuation
Fire detection & Evacuation Alarm - The Institute has in place a fire detection and alarm management system for all Lecture theatres/rooms and which is connected to the main Institute system, (a managed fire detection & evacuation alarm system).
Fire Exists & Escape Routes – Suitable & sufficient Escape Routes & Fire Exits are provided and maintained from Lecturer Theatres & lecturer rooms.
Fire Evacuation & Procedures - Institute Fire Emergency Evacuation Procedures are in place, to allow persons to evacuate lecture theatres, rooms, buildings and to get to the external assembly points.

Ongoing Housekeeping
Ensure that any trailing cables are covered on the floor with cable covers or similar.
Ensure that all passageways are kept free from obstruction at all times.
Ensure that Multi-plug extension leads are not overloaded.
Ensure that chairs/tables are not used to access higher areas. Use step ladders/step stools.
Ensure that VDUs are kept in a good state of repair and cleanliness.
Ensure that that fire exits must be kept clear at all times.

Maintenance Management
All lighting will be maintained to obtain appropriate best practice levels of lux in the lecture rooms.
Any broken or defective furniture to be reported to the Estates Office

Responsibilities

The AIT Estates Office are responsible for Infrastructural (Design Layout & Provision).

AIT Unit Managers whose staff use these facilities are responsible for ensuring their reporting staff and students adhere to in-place safety rules, Parent Safety Statement & any local area safety statement.

Staff & Students have a duty to adhere to in place safety rules & requirements.

Residual Risk Level: : *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

-------------------- End of RA25---------------------

Risk Assessment of:	Libraries (Main Campus & Dept. of Nursing)	No.	26

Description of Item or Activity Under Assessment:

The provision of and operation of Institute Libraries to facilitate & support Staff & Students whose activities include either working or studying in the areas.

Persons at Risk

Staff, Students and visitors

Identified Hazards:

Tripping/slipping and falling; Manual handling, Equipment, Human Factor etc.

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if poor standard of design, Layout or good standards of housekeeping or local safety procedures are not being maintained.

Consequence:

Various types of injures are possible based on the identified hazards and the probability of occurrence

Risk Level:

Low - Medium

Controls:

Infrastructural (Design, Layout, Provision)
It is the Institute requirement that its Libraries are planned, designed & laid out to comply with the requirements of the Building Regulations and the relevant applicable codes of practice' for the purpose of providing 'fit for purpose' accommodation and for ensuring the maintenance of good standards of Health & Safety for staff & students whose activities involve accessing/working in any AIT Library.

Provision of Furniture & Equipment
Equipment- To be installed in line with H&S Regulation requirements, manufacturer's instructions/requirements and current best practice and in compliance with appropriate & relevant standards.
Furniture – Will be designed & installed for the tasks for which they are to be used and in accordance with Building regulation requirements, H&S regulations and Manufacture instructions.

Provision for Fire Safety & Evacuation
The Institute has in place a fire detection and alarm management system for all library areas and it is connected to the main Institute system, including a fire and evacuation system.

Ongoing Housekeeping & Maintenance Management
Ensure that any trailing cables are covered on the floor with cable covers or similar.
Ensure that all passageways are kept free from obstruction at all times.
Ensure that Multi-plug extension leads are not overloaded.
Ensure that chairs/tables are not used to access higher areas. Use step ladders/step stools.
Ensure that VDUs are kept in a good state of repair and cleanliness.
Ensure that that fire exits must be kept clear at all times.

H&S Operational Management
AIT Unit's to undertake risk assessments for the work activities & areas that come under their control.
Library staff will be given Manual handling training in manual handling techniques.
Suitable systems (e.g. Book trolleys) are be provided & Used by Staff to move, transport, lift etc.
Must ensure that for weekends where there is a reduction in the available first Aiders in the Institute, that sufficient staff first aid provision are in place.
Lone Working - Management must ensure that staff & Student follow adhere to the Institute lone/out of hours Policy and Procedure.

Responsibilities

AIT Estates Office ensures the provision of infrastructural fit for purpose Libraries

AIT Unit Managers (Library management) are responsible for H&S operational management, must implement the relevant parts of the Parent Safety statement for work activities & in Institute areas coming under their control. (Note: - This includes risk assessments for their work activities).

Staff & Students have a duty to adhere to in place safety rules & the parent safety statement.

Residual Risk Level: : *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

-------------------- End of RA26----------------------

Risk Assessment of:	Compressed Gases – Storage, Handling and Usage in AIT	No.	27

Description of Item or Activity Under Assessment:

Institute Units (Faculties, Departments & AIT Units including Campus Companies) using compressed gas or equipment supplied or powered by compressed gas cylinder locally or via gas pipelines from the Institute gas storage compounds. Unit activities can include storing, handling and/or using by daily users and those who only occasionally have cause to use the compressed gas, compressed gas cylinders or equipment that uses compressed gas.

Persons at Risk

Staff, students, unauthorised users, general campus population

Identified Hazards:

Fire & Explosion

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if poor standard of design, Layout or good standards of housekeeping or Institute/local safety procedures are not being followed by management & staff

Consequence:

Various types of injures are possible based on the identified hazards and the probability of occurrence

Risk Level:

Medium To High

Controls:

Infrastructural (Design, Layout, Provision)
The Institute requires that all Institute infrastructure provided to supply compressed gas (delivered to the Institute by BOC) from onsite compressed gas cylinders, including its pipeline networks, are serviced and maintained fit for purpose.
(Note: - the compressed gas infrastructure includes External Gas compound/stores, gas lines networks supplying the laboratories/workshops and gas detection and alarm systems linked to the Institute fire detection & alarm systems and infrastructural manual/automated gas supply shutdown systems. It does not cover any compressed gas cylinders or pressure vessels that use the Institute provided infrastructure).
It is the Institute requirement that the Gas Storage Compounds, Gas Storage Bays, Storage Cages are designed in accordance with the requirements of the Building Regulations and the relevant applicable codes of practice' for the purpose of providing 'fit for purpose' storage of Compressed Gas cylinders or similar and for ensuring the maintenance of good standards of Health and Safety for Institute users such as Faculties, Departments or AIT Units.

Infrastructure – (Ongoing Management)
The Institute engages competent external professional services to maintain and to service the infrastructural pipeline networks, their regulators, gas detection and alarm systems in accordance with statutory requirements.
Where necessary compressed gas users within relevant laboratories or workshops are aware of any necessary infrastructural Gas Emergency protocols and measures that are in place for their local operations/use of compressed gas.

Unit Staff, Using, Handling and Storing Compressed Gas Cylinders
Where any AIT Unit has made arrangements to bring on campus, compressed gas cylinders, for the purpose of supplying or powering equipment for activities under their control, they shall ensure that it complies with the AIT Policy "Compressed Gases – Storage, Handling and Usage in AIT"

Responsibilities

AIT Estates Office are responsible for ensuring Infrastructural Controls are implemented.

AIT Units whose work activities involve Storing Handling and/or using Compressed Gas must adhere to the AIT Policy "Compressed Gases – Storage, Handling and Usage in AIT"

Staff, Researchers, Students and Visitors have a duty to comply with the requirements of the AIT Policy "Compressed Gases – Storage, Handling and Usage in AIT"

Residual Risk Level: : *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

-------------------- End of RA27----------------------

Risk Assessment of:	Chemical/Solvents Hazardous Substances (Small Amounts) - Storage (Cupboards & Cabinets)	No.	28

Description of Item or Activity Under Assessment:

This risk assessments relates to the need to store 'Small Amounts' of chemicals/solvents (Hazardous substances) by any AIT Unit who uses these substances as part of its Institute directed business operations. It is not intended to deal with larger quantities of hazardous substances held in places such as Institute Chemical Laboratories, Workshops and in AIT designated Chemical Store Rooms *(NB: a small office store or workshop store/storage cupboard is not the appropriate location for the bulk storage of hazardous chemicals).*

Persons at Risk

Faculty/AIT Unit staff, & any unauthorised Person accessing the store or cupboard

Identified Hazards:

Inappropriate Storage of chemicals (e.g. incompatible chemicals stored together), Spillage of chemicals or solvents, Handling of deliveries, undertaking work in a chemical store.

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if poor standard of design or noncompliance with chemical regulations, or lack of competent: - e, or failure to follow safety rules.

Consequence:

Various types of injury could occur, that range from minor to serious

Risk Level:

Medium To High

Controls:

The Institute requires the storage of small amounts of Chemical/Solvents Hazardous Substance by any AIT Unit must comply with the requirements set out below:_
(Note: Excludes, larger quantities of hazardous substances stored in Chemical Laboratories, Workshops and in AIT designated Chemical Store which are dealt with under RA 10).
Prior to considering storage, an AIT Unit should minimise the amount of chemicals & solvents kept in the work area, ensuring they do not exceed the requirements for day-to-day use. Requirements: -

1. Each AIT Unit must prepare a list of chemicals, it has in its possession (Note: chemicals can be individual substances (e.g. acetone or petrol) or mixtures / products (e.g. paint or degreasers).

2. Record chemical information on a Chemical Inventory.
Check the label on any chemical containers, the safety data sheet (SDS) or any documentation which came with the chemical to help identify it. Instructions on safe storage of chemicals can be found in Section 7 of the SDS sheet.[1]

3. Chemicals/Solvents (Hazardous Substances) should be stored under appropriate conditions, taking into account the Chemicals specific properties. When storing chemicals you must consider the compatibility of different chemicals. For example,
 -Oxidizing chemicals should be kept separate from flammable liquids or flammable chemicals.
 -Keep all toxic chemicals in cupboards and secure where appropriate.
 -Do not store or use acids with bleach i.e. solutions containing hypochlorite.
 -Avoid using agents containing hydrofluoric acid which is quite toxic & needs specialised storage.

4. Limit the amount of chemicals stored in the chemical Storage Cupboards or Cabinets. Do not attempt to Bulk Store chemicals anywhere but an Institute approved Chemical Bulk Store.

5.Ensure the Storage (Cupboards/Cabinets) are of appropriate construction, nature & integrity, constructed fit for purpose for the Hazardous Substances they are intended to store.[1]
Ensure that designated storage locations for toxic (poisonous), carcinogens, flammable or explosive chemicals meet statutory requirements e.g. poisons in secure storage, flammable solvents in purpose built flammable liquid cabinets; acids in dedicated acid resistant storage cabinets. (N.B. Nitric acid must be isolated from other acids). Water reactive chemicals must be kept away from moisture sources. Chemicals must be protected from sunlight. Where practicable, secondary storage containers should be used to minimise the hazard from leakage or breakage of primary containers.[6]

6. Avoid exposure of chemicals to heat or direct sunlight, as it may lead to the deterioration of storage containers as well as the degradation of the chemicals.

7. Hazardous substance cupboards, cabinets and bins should be marked to indicate their contents e.g. Highly Flammable, Acids, Oxidisers.

8. Containers should be clearly marked to indicate, contents and the degree of flammability, toxicity.

9. Store all hazardous liquid chemicals in drip trays or secondary containers that are chemically resistant. 'Photographic trays' can provide good containment for some chemicals, others may require different plastics (solvent resistant), metal (stainless steel) or even glass.

10. Ensure caps & lids on all chemical containers are tightly closed to prevent evaporation of contents.

11. A stock rotation system should be used, the oldest containers are removed from store first. As a guideline, if date-marked, substances must be used or disposed of by the 'use by' or 'disposal date'.

12. All stored containers should be periodically inspected to ensure the packaging is in good condition and there are no leaks. If a leak is found, the container should be removed to a safe place and its contents transferred to another container.

13. Refrigerators used for storing chemicals must be appropriately labelled.
Drip trays or fridge boxes should be used to prevent chemicals stored in refrigerators from being accidentally broken and to contain any spills (cardboard boxes are not suitable).
Refrigerators and freezers must be regularly defrosted to prevent the build-up of ice.

14. Only suitably trained persons are to have access to the Cabinets & Cupboards.

15. Ensure staff have received & use the correct PPE for Handling, using and storing the chemicals.

16. Ensure procedures and supplies are in place to deal with chemical spillages. i.e. Chemical Spill Kits

17. Each store should contain the risk assessment and control measures in place for it.

Storage of Flammable liquids/solvents (Not with Oxidisers)
Should be stored in dedicated non-combustible steel cabinet to EN-14470-1. Small quantities only should be stored (maximum 5 one litre containers) with workshops permitted to store up to a max of 50L in the cabinet. All storage cabinets should be fitted with a means to contain any leaks.[2]

Storage of Pesticides
Pesticides can include preparations that contain chemical and/or biological agents.
They should be stored in their original packaging.
Use non-combustible materials (e.g. steel cabinets) – Do not use wooden shelving or leave containers in supplier cardboard boxes.
The storage or environmental or chemical cupboard must be labelled as a pesticide storage unit and furnished with the label Pesticides – no access to unauthorised personnel.
Environmental cupboards should have the environmental symbol, meaning that the sump trays are correspondingly leak-proof.
In these cupboards, the storage capacity of the shelves must be taken into consideration. When storing pesticides 10 % of the storage quantity and at least the volume of the largest container must be caught in the event of a leak. If you are in a water protection zone, the sump trays must be able to take up the entire storage quantity. In this case, it can be necessary to fit the cupboards with larger shelves.[3,4,5]

Storage of Corrosives
Use approved corrosive storage cabinets (constructed of chemically resistant components) for storing acids and bases. These should ideally be connected to exhaust ventilation. All corrosives should be stored where ever possible in sealed, air-impermeable containers. Therefore, containers with tight-fitting caps are necessary and containers with loose fitting lids or glass stoppers should not be used.[2]

Responsibilities

AIT Unit managers of Units who use these substances as part of their Institute directed business operations. They must ensure that the controls for stores are implemented.

Designated AIT Unit staff who are approved use, handling and store Hazardous substances.

Reference to other Relevant Institute Health & Safety Documentation

1. *Your steps to chemical safety: A guide for small business: The Health and Safety Authority of Ireland*
2. *Chemical Safety Guidance: Safe Storage of Hazardous Chemicals in Stockrooms, Workshops and Laboratories: Occupational Health and Safety Service HSD051C (rev3): 2017: University of Cambridge.*
3. *Irish Agri. Supply Industry Standards: Requirements for the Design and Construction of Pesticides Stores: Rev 10 October 2016*
4. *Storage and Record Keeping Requirements for End Users of Professional use Plant Protection Products: Pesticide Controls Division Department of Agriculture Food and the Marine Backweston Campus Celbridge Co Kildare: January 2014*
5. *Storage Of Water Hazardous Liquids In Environmental And Chemical Cupboards: General Regulatory Requirements And Definitions: kaiserkraft products: Accessed 2018*
6. *UCC Department Safety Statement Document No.2: Requirements for the Control of Hazards and Risks SECTION 18.31.0: Chemicals: Rev.3: 2006*

Residual Risk Level: : *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

-------------------- End of RA28---------------------

Risk Assessment of:	Asbestos		No.	29

Description of Item or Activity Under Assessment:

Any location within AIT where Asbestos may exist and in particular to any infrastructural elements of existing campus buildings such as roof tiles or gutters or drain pipes.

Persons at Risk

Estates Staff, Contractor Staff, & any unauthorised Person disturbing ACMs

Identified Hazards:

A serious risk may arise if an attempt is made to remove or interfere with Asbestos without first taking adequate precautions to ensure that staff and others are not exposed to air borne fibres.

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if untrained persons work unaware on infrastructural items that contain Asbestos

Consequence:

Asbestos-related life threatening diseases such as asbestosis

Risk Level:

High

Controls:

Infrastructural
For any part of the AIT Campus Infrastructure containing Asbestos, the Institute will engage competent external Asbestos Specialist/Consultant to advise the Institute on the appropriate safe action to undertake to ensure the Institute complies with the applicable Legislation & Regulations.
In relation to identified Asbestos, planning and implementation of required action will follow the guidance contained in the document ' *Asbestos-containing Materials (ACMs) in Workplaces Practical Guidelines on ACM Management and Abatement : Published in 2013 by the Health and Safety Authority* The Safety, Health and Welfare at Work'.
Current Institute Controls include: -
- In relation to existing campus Infrastructure and in particular to buildings having been built before 2000. The Institute has checked the campus infrastructure for 'asbestos containing material' (ACM).
- For Identified Infrastructural areas containing Asbestos, the Institute will provide an ongoing monitoring regime of these designated asbestos areas in accordance with the asbestos surveyors/consultants & Health & Safety Authority's Asbestos guidance documents.
- Asbestos IS NOT deemed lower risk work and any work with these materials will only be carried out by Institute approved competent specialist asbestos contractors.
- As part of the Institute's management programme in preventing exposure to asbestos, an Asbestos Management Plan will be prepared & all Institute Asbestos related matters will be actioned in accordance with this plan.
- Where necessary and in the interest of maintaining good standards of Health and Safety, all relevant managers & Staff will be made aware of, and required to abide by the requirements of the Institute Asbestos Management Plan.

Responsibilities

The Institute Estates Office is responsible for maintaining an up to date and relevant Institute Asbestos Management Plan.

For any Asbestos related Incidents it is the responsibility of the Senior Management members of the Critical Incident Management Team to ensure all Institute actions are undertaken in accordance with the Asbestos Management Plan.

Reference to other Relevant Institute Health & Safety Documentation

Institute Asbestos Management Plan.

AIT Estates Office Local Area Safety Statement

Residual Risk Level: : *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

-------------------- End of RA29---------------------

Risk Assessment of:	Service Cupboards (Gas & Electricity)	No.	30

Description of Item or Activity Under Assessment:

The provision & use of Service Cupboards, or Service Ducts or Service Risers within any Campus building used for transport of Gas through pipework or for electrical services.

Persons at Risk

Estates Staff, Contractor Staff, & unauthorised Person entry

Identified Hazards:

Inappropriate storage of combustible items, storage of incompatible items, poorly maintained or serviced cupboards, unauthorised persons accessing the service cupboards. Hazards leading to potential fires, electrical shock etc.

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if poor standard of design, Layout, provision or good standards of housekeeping or local safety procedures are not being maintained.

Consequence:

Range from Electrocution, Fire/burns, Building Damage etc.

Risk Level:

High

Controls:

Infrastructural Controls – (Design, Layout, Provision)
The Institute requires that all AIT Services cupboards, Ducts and Service Risers are designed to comply with the requirements of the Building Regulations and the relevant applicable codes of practice'. They must be provided fit for purpose in accordance with these requirements.

Infrastructural Controls – (Ongoing management)
Service cupboards, Ducts or Risers must :-
  - Contain, only the services for which they have been designed to contain or store.
  - Not be used for general storage & be kept locked shut when not in use.
  - Display the appropriate safety notices/warning signs – i.e. gas intake, main electrical intake, fireman's switch, etc.
  - Be easily accessible to permit any necessary ongoing servicing and maintenance.
Only Estates Office approved & competent personal are permitted to access service cupboards.

Responsibilities

The AIT Estates Office is responsible for ensuring, Campus building Service Cupboards are designed, laid out and provided fit for purpose.

The AIT Estates Office is responsible for managing and controlling all access & Permit to Work systems for Service cupboards, Ducts & Risers.

Reference to other Relevant Institute Health & Safety Documentation

Any works planned to be performed in any Institute Service cupboards, Ducts or Riser must first comply with the requirements of the AIT Estates Office Local Area Safety Statement.

Residual Risk Level: : *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

-------------------- End of RA30----------------------

Risk Assessment of:	Plant Rooms	No.	31

Description of Item or Activity Under Assessment:

The provision & use of Institute Plant Rooms which can contain electrical distribution boards, Oil/Gas powered Heating Systems, Hot water heating systems & Renewable Energy heating & power systems.

Persons at Risk

Estates Staff, Contractor Staff, & unauthorised person entry

Identified Hazards:

Poor Design & Layout, Leakage of oil/gas, Fire/explosion, lack of preventative maintenance, unauthorised persons interfering with controls/equipment, Noise, Burns from contact with hot surfaces, entanglement in rotating parts, inappropriate storage of combustible items or incompatible items, poorly maintained or serviced plant room.

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if poor standard of design, Layout, provision or good standards of housekeeping or local safety procedures are not being maintained.

Consequence:

Range from Electrocution, explosion, Fire/burns, Building Damage etc.

Risk Level:

Medium To High

Controls:

Infrastructural Controls – (Design, Layout, Provision)
The Institute requires that all AIT Plant Rooms are designed to comply with the requirements of the Building Regulations and the relevant applicable codes of practice'. They must be provided fit for purpose in accordance with these requirements.

Infrastructural Controls – (Ongoing management)
  - Plant Rooms must only contain the Services for which they have been designed to contain or store.
  - Plant Rooms must not to be used for general storage.
  - Plant Rooms must be kept locked when not in use.
  - Plant Rooms shall display the appropriate safety notices/warning signs at entry and at required locations within the Plant Room.
  - Only Estates Office approved & competent persons are permitted to access & work in Plant Rooms.
  - Good standards of housekeeping systems must be in place & maintained in Plant Rooms.
  - Spills of water/oil must be cleaned up immediately to prevent more serious incidents.

Plant Rm Machinery & Equipment Controls
  - All safety aspects of Plant Rm equipment, such as interlocks on the gas/oil system will be checked at least once every six months.
  - All Equipment/Machinery rotating parts are to be enclosed by guarding.

PPE Controls (Access & Work)
Only authorised and competent persons will access plant rooms and operate and adjust equipment using the necessary personal protective equipment (PPE) e.g. hearing protection etc. where required or where the risk assessment highlights.

Responsibilities

The Estates Office is responsible for ensuring that Plant Rooms are designed, laid out & fit for purpose.

The AIT Estates Office is responsible for managing and controlling all access & Permit to Work systems for Plant Room operations, ongoing maintenance and service management.

Reference to other Relevant Institute Health & Safety Documentation

Any works planned to be performed in any Institute Plant Room must first comply with the requirements of the AIT Estates Office Local Area Safety Statement.

Residual Risk Level: : *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

-------------------- End of RA31----------------------

Risk Assessment of:	Lifts	No.	32

Description of Item or Activity Under Assessment:

This risk assessments relates to the provision & use of Campus Electrically Operated passenger & Service lifts.

Persons at Risk

Staff, Students using Lifts. Estates staff, contractor staff who service and maintain Lifts.

Identified Hazards:

Lift failure, People trapped, Out of floor or door closing synchronisation, Fire in lift shafts

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if poor standard of design, Layout, or if no ongoing servicing and maintenance of Lifts.

Consequence:

Range from minor to severe injury

Risk Level:

Medium

Controls:

Infrastructural – (Design, Layout, Provision)
The Institute requires that all AIT passenger and service lifts are designed to comply with the requirements of the Building Regulations and the relevant applicable codes of practice'.
They are provided fit for purpose in accordance with these requirements.

Ongoing Servicing & Maintenance Management
 - All lifts are maintained & serviced in line with the statutory requirements (*This control measure is actioned by an AIT engaged external contract with a lift service and maintenance company who at agreed intervals services and maintains the lifts*).
 - AIT will maintain records and a register of all surveys, repairs and any other relevant works carried out on the lifts for a period of at least five years.
 - In the event the occurrence of a lift failure, and where persons are trapped in the lift, emergency protocols and procedures are in place to access the lift as quickly as possible.

Lift Operating Machinery & Equipment Controls (Non Passenger controls)
 - Only Estates Office approved & competent persons are permitted to access & work on Lifts.
 - Good standards of housekeeping will be maintained in Lift Machine rooms/areas.
 - All lift operating equipment areas must be locked at all times and only accessible to AIT Estates Office, approved & competent persons.
 - All Equipment/Machinery rotating parts are to be enclosed by guarding.

Emergency Situations (Lift Users)
Persons trapped in lift car: - Emergency procedure information & intercom for calling for help, is provided in all AIT lift car.
Campus Building Evacuation: - Information & appropriate signage will be put in place to communicate to all Institute persons Not to use Lifts in Fire Evacuation situations.

Responsibilities

The AIT Estates Office is responsible for the Infrastructural Design, Layout & fit for purpose provision of campus building Lifts.

The AIT Estates Office is responsible for the Access & Permit to Work Controls for Lift Servicing & Maintenance operations.

All Staff & Students should be aware of the emergency Health and Safety Lift information

Reference to other Relevant Institute Health & Safety Documentation

AIT Estates Office Local Area Safety Statement

Residual Risk Level: : *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

-------------------- End of RA32----------------------

Risk Assessment of:	Slip, Trip, Fall - Campus Building Reception Areas	No.	33

Description of Item or Activity Under Assessment:

Students, staff or visitors, walking through any Institute campus building reception areas and the potential for a Slips Trips and Fall as result of any of the identified hazards shown below.

Persons at Risk

Staff, students and visitors

Identified Hazards:

Slipping, tripping, Falling, caused by obstruction/s, or Ice/snow or Wet floors during poor weather

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if poor standard of design, Layout, or if no ongoing, good standards of housekeeping.

Consequence:

Range from minor to severe injury

Risk Level:

Medium

Controls:

Infrastructure – (Design, Layout, Provision)
The Institute requires that all Campus Building Reception areas and foyers are designed to comply with the requirements of the Building Regulations and the relevant applicable codes of practice' for the purpose of providing 'fit for purpose', clear and unobstructed pedestrian circulation routes.

Ongoing management of housekeeping
  - All main entrances/foyers are maintained to the highest standards of cleanliness.
  - Items placed in these areas, which causes an obstruction must be removed as quickly as possible.
  - Additional floor mats are to be provided which are non-slip inside main entrances on wet days.
  - In the event of a liquid spills or wet/dangerous floor, AIT Housekeeping will screen off the area (using safety warning signage) until the floor can be cleaned/ dried/problem rectified.

Removal of Obstructions
The Caretaker Office has the authority to remove materials or packages that are left in areas, which are causing an obstruction to people/pedestrians or preventing people from evacuating the area safely in the event of an emergency.

Planned Works
Where window cleaning/decorating or other works are to be undertaken appropriate equipment must be used and provided to access the heights involved. Such works should be undertaken only after consideration of the ongoing activities in the area.

Events, Promotional Displays
Where reception/foyer areas of any campus building are intended to be used for special events such as promotions/open days etc., the format, space requirements/special equipment and any other related matter must be brought to the attention of the Estates Office (with sufficient Notice) to permit them to evaluate any safety consideration that need to be implemented.

Responsibilities

The AIT Estates Office is responsible for i) Infrastructural Design, Layout & fit for purpose provision of campus building Reception Areas, ii) Approving works to and in reception areas, and iii) Approval or refusal to permit events/displays in reception areas.

The AIT Estates Office (caretakers) have authority to remove obstructions.

The AIT Housekeeping department is responsible for the ongoing housekeeping controls.

All Staff & Students have a duty to adhere to any reception area safety information, signage or implemented safety measures while ambulating through any of these areas.

Reference to other Relevant Institute Health & Safety Documentation

AIT Estates Office Local Area Safety Statement.

Residual Risk Level: : *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

-------------------- End of RA33----------------------

Risk Assessment of:	Water for Consumption and Sanitary Purposes	No.	34

Description of Item or Activity Under Assessment:

Staff, students or visitors use of Institute drinking water or Hot or cold sanitary water.

Persons at Risk

Staff, students and visitors

Identified Hazards:

Illness due to contaminated water (e.g. Fatal pneumonia, Legionnaires' Disease)

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely, if water is permitted to deterioration in storage or within the internal distribution system

Consequence:

Range from minor to severe health issues

Risk Level:

Low To Medium

Controls:

Drinking Water - Provision
Drinking water is provided by means of cooled and filtered dispensers located & easily accessible for staff, student and visitors in the general areas of AIT Campus Buildings.
Potable drinking water is supplied from the Utility Company 'Irish Water' via the water mains to AIT.
The Drinking water supply is filtered and cooled at the Institute water drinking dispensers.
Drinking Water – Servicing & Maintenance
AIT drinking water dispenser systems, water treatment systems are serviced and maintained by external contractors reporting to the Estates office on behalf of the Institute.

Hot & Cold Water for Washing Up & Sanitary Services - Provision
This water is provided via the Utility "Irish Water" mains to AIT. In general it is supplied to the roof storage tanks, which provide on demand sanitary services & washing up water through the internal pipework to the required locations across the campus.
Hot & Cold Water for Washing Up & Sanitary Services - Servicing & Maintenance
AIT Water storage tanks are cleaned and checked to ensure that no debris or other forms of matter are located inside them and certificates are obtained to state the level of compliance.
All tanks will be covered with suitably designed covers.
All tanks will be cleaned and disinfected at least once every two years.

Disease Prevention Management (e.g. Legionnaires' Disease)
As part of the Institute's disease prevention management operations a competent contractor surveys & maintains the relevant elements of the Institute water supply infrastructural systems, including: -
- undertaking an assessment of water systems likely to create a risk.
- Ensuring the Institute Water supply systems avoid i) water temperatures and conditions that favour the growth of legionella and other micro-organisms, ii) materials that encourage legionella growth.
- Ensuring the proper control and release of water spray & that water cannot stagnate in systems.
- Keeping Institute water systems clean & where necessary undertake treatment to either kill legionella or limit their ability to grow & ensuring all shower and shower roses (this includes eyewash stations & Emergency Showers) are cleaned and disinfected at least once every six months.
Maintaining Preventative maintenance records

Emergency Protocols
Where a suspected cases of contamination is notified to the Institute, the Estates Office will investigate & where feasible or necessary, will i) immediately shut down the suspected supply network, & cordon off the area, ii) communicate safety warning information to management, staff, students & visitors, iii) erect warning signage at the suspected incident location and , iv) liaise with the Director of Environmental health & Safety, and the Public Health and/or Environmental Health Department.

Responsibilities

The AIT Estates Office

Reference to other Relevant Institute Health & Safety Documentation

AIT Estates Office Local Area Safety Statement.

Residual Risk Level: : *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

------------------- End of RA34---------------------

Risk Assessment of:	Postgraduate Research Project Work	No.	35

Description of Item or Activity Under Assessment:

Institute directed post graduate research project work undertaken by a student on campus or Institute approved off campus work. In AIT there is a vast and diverse range of research project work taking place and which is supported by the Institute Faculties and Research Institutes.

Depending on the research project work, the potential hazards can vary significantly and it is most important that they are identified, risk assessed and good standards of health and safety are secured maintained. Athlone Institute of Technology's duty of care extends to ensuring that health and safety risks created by research projects are appropriately managed and controlled to mitigate the risk to appropriate levels that ensure good standard of Health and Safety are being maintained.

Persons at Risk

Student, Staff, visitors and members of the public

Identified Hazards:

The potential hazards can vary significantly. *(please refer to the document "Athlone Institute of Technology, Health and Safety Policy, Procedure & Guidelines for Postgraduate Research Projects, Appendix 1- Research Project Hazard Identification & Control Checklist*), a non-exhaustive list of identified hazards across the spectrum of Postgraduate Research.

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely or very likely if risk assessment control measures are not adhered to by persons associated with the research work.

Consequence:

Range from minor to severe health & Safety issues

Risk Level:

Low to Medium to High

Controls:

AIT Research Ethics Committee (REC)
A number of Health and Safety matters are initially dealt with prior to the Institute approving an applicant for AIT research project work (e.g. includes research involving human or animal subjects).

Postgraduate Induction
Postgraduate students proposing to undertake research Project Work which in its totality, falls outside of the scope of 'Low risk Project work' (i.e. desktop based project work only), are required to attend for the "PG Induction Day". An introduction to acceptable postgraduate practices in AIT and which includes an introduction to applicable Health and Safety Policies.

Risk Assessment
All Postgraduate Research Project work which fall outside the scope of 'desktop based project work only', shall be risk assessed and all identified control measures implemented as appropriate to protect the student, and any other persons during the relevant element of the assessed project work activity.

H&S Policy & Procedures
Athlone Institute of Technology, has prepared a document: Health and Safety Policy, Procedure & Guidelines for Postgraduate Research Projects.
All AIT directed (fully or partly) Postgraduate research project work is to be undertaken in accordance with this policy and its procedures.

Responsibilities

The Institute, The Faculty the PG student is assigned to under registration, the Students Supervisor, The director of any Institute Research Institute that facilitates research work. The Post Graduate Student. (The full details of responsibilities and duties are set out in the document 'Health and Safety Policy, Procedure & Guidelines for Postgraduate Research Projects'.

Reference to other Relevant Institute Health & Safety Documentation

1) This Parent Safety Statement. 2) AIT Health and Safety Policy, Procedure & Guidelines for Postgraduate Research Projects'. 3) Relevant Local Area Safety Statements

Residual Risk Level: *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

-------------------- End of RA35---------------------

Risk Assessment of:	Organising & Operating Events	No.	36

Description of Item or Activity Under Assessment:

Planning and operating different types of events in AIT, examples include, Careers Fairs, Open days, Graduation ceremonies, Art exhibitions, barbecues, licenced pyrotechnic displays, wall climbing events and social gatherings including performances.
The following activities are excluded from the scope of this risk assessment: -
i) Any activity which form part of the normal Institute academic curriculum syllabi (i.e. teaching/research activities) coming under the control of an Institute academic Faculty, Department or Research Institute.
ii) Meetings which include management/staff meeting, students, societies and clubs e.g. weekly debates, club meeting etc.
iii) Organised and operated formal or informal dinning events, whether or not they include speeches or presentations. (Note: safe room occupancy limits must be maintained).

Persons at Risk

Student, Staff, visitors and members of the public

Identified Hazards:

Event dependent hazards, egg. High hazards (e.g. a pyrotechnic display) low hazards (e.g. a chess competition). Poor of event management and management controls.

Likelihood: *i.e. the Probability of an occurrence of the event*

Likely if identified hazards are not risk assessed and control measures are not implemented.

Consequence:

Range from minor to severe health & Safety issues

Risk Level:

Low to Medium to High

Controls:

AIT Policy, Procedures & Guidance for Event Management
The full set of control measures are set out in this document.

Responsibilities

Any Person approved by AIT to plan/organise and operate an Event in AIT must comply with the Institute AIT Policy, Procedure and Guidance for Event Management.
Certain types of event will need the support of an Event Control, who will be responsible for ensuring the safe management of the setup, event operation and take down/clean up.

Reference to other Relevant Institute Health & Safety Documentation

1) This Parent Safety Statement. 2) AIT Policy, Procedures & Guidance for Event Management

Residual Risk Level: *(Implementing the control measures will result in risk mitigation to the level shown below)*

Low

-------------------- End of RA36----------------------

PARENT HEALTH & SAFETY STATEMENT

Appendices

Introduction to Appendices

The Parent Health and Safety Statement sets out the Institute's Policy, its organisation and the arrangements in place for ensuring so far as is reasonably practicable, the Health Safety and Welfare of its employees, students and other persons who may be affected by Institute workplace activities. While a substantive amount of Institute Health and Safety information is conveyed through this document, not all H&S policies, procedures and information will be retained in this document. A number of Institute H&S Policies, while referenced in the Appendixes will be located and accessible on the AIT website under the Health and Safety Section. The table below provides a list of AIT Parent Health and Safety Statement Policies and Procedures, where they are located and how they can be accessed for download.

Appendix	Title	Contents	Location & Accessibly
1	Institute Organisational Structure for the Management of Health & Safety	Management structure for H&S in AIT	This Parent Safety Statement
2	Institute Health & Safety Committee	Terms of Reference and Make up of committee	
3	Institute General Safety Policies, Procedures & Guidance	Heading to the Institute General Safety Policies, Procedures & Guidance contained in Appendix 3.1 to 3.13	
3.1	AIT Generic Risk Assessment Guidance	A guide for AIT Units for undertaking Risk Assessments	AIT website, H&S Office, Downloadable documentation
3.2	First Aid Policy & Procedures	AIT First Aid Policy & Procedure & Guidance information	
3.3	First Aid Guidance Information	AIT Guidance on the Organisation and Provision of First Aid in AIT Units	
3.4	Accidents/ Incident Policy & Procedures	Accident/Incident Reporting & Investigation	
3.5	Accident/Incident Report Form	AIT Incident Report Form	
3.6	Accident Investigation Form	Guidance form for Incident Investigation	
3.7	Personal Protective Equipment Policy	AIT Policy and Procedures for PPE	
3.8	New & Expectant Mothers	AIT Risk Assessment Template	
3.9	Out of Hours Work & Lone Working	AIT Policy & Procedures Out of Hours Work & Lone Work	
3.10	Manual Handling	AIT Policy & Procedures Manual Handling	
3.11	Tobacco Free Campus Policy	AIT Tobacco free Campus Policy	
3.12	Postgraduate Research Projects	Health and Safety Policy and Procedures for Post Graduate Research Projects	
3.13	AIT Event Management	AIT Event Management Policy, Procedures & Guidance for small medium and large Events	
3.14	AIT Handling, Use and Storage of Compressed Gas	AIT Policy, Procedure and Guidance	
3.15	Safe Systems of Work	Safe Systems of Work – Institute Policy and Procedure	

PARENT HEALTH & SAFETY
STATEMENT

Appendix 1- AIT Organisational Structure for the Management of Health & Safety

Appendix 1 Contents

Institute Management   Institute Organisational Structure for the Management of
                              Health and Safety

Table 1   AIT Management Reporting Structure
Chart 1   AIT Organisational Structure

Introduction

In accordance with requirements of S20 of the Act this section contain information on the Institute Health and Safety Management Structure and includes the names of post holders responsible for the performance of tasks assigned to them by this Parent Safety Statement. For more detailed information on post holder Health and Safety responsibilities, please refer to Part 2 of this Parent Safety statement.

Governing Body

The Governing Body, manage and control the affairs of the Institute and perform the functions conferred on it, in accordance with the Institutes of Technology Act (1992 - 2006).
Ultimate responsibility for health and safety in the Institute rests with the Governing Body.
It is the responsibility of the Governing Body through the Institute President to ensure that statutory requirements are met and appropriate standards applied including the availability of resources essential to establish, implement, and maintain the Health and Safety Management systems.
The composition of the Governing Body is determined by the Regional Technical Colleges Act, 1992 and 1994. Governing Body Members as per Section 4 of the 1994 Act from 1 April 2015 are listed below: -

Frank Ryan	Chairman
Prof. Ciarán Ó Catháin	President, AIT
James Keane	AIT Professional management & Support Staff
John O'Connor	AIT Academic Rep
Brigid Delamere	AIT Academic Rep
Mr. Oisin Moloughney	Students Union – President
Geraldine Talty	ICTU
To be confirmed	Industry
Colette Ryan	Alkermes
Natasha Kinsella	Industry
Liam Rattigan	Russell Brennan Keane
John Foley	Industry
Tom Farrell	Longford & Westmeath ETB
Laura Leonard	Longford & Westmeath ETB
Pat O'Toole	Longford & Westmeath ETB
Pat Gilmore	Galway Roscommon ETB
Kathleen Shanagher	Galway Roscommon ETB
Denis Magner	Laois & Offaly ETB
Bill Delaney	Vice – President for Financial & Corporate Affairs - Secretary to the Governing Body

President of Athlone Institute of Technology

Professor Ciarán Ó Catháin, the President of AIT has overall responsibility to the Governing Body for the implementation of the Institute Health and Safety Management Systems, and for ensuring that the Institute meets its statutory obligations as set out in the Safety, Health and Welfare at Work Act, 2005 and its associated legislation and Regulations.

Executive Management Team (EMT)

The day to day management of the Institute is overseen by the executive management team (EMT) reporting to the President of the Institute In the current calendar year 2018 year the EMT is constituted as follows:

President, Vice Presidents, Faculty Heads, and Directors of AIT Units (i.e. as identified in the table below).

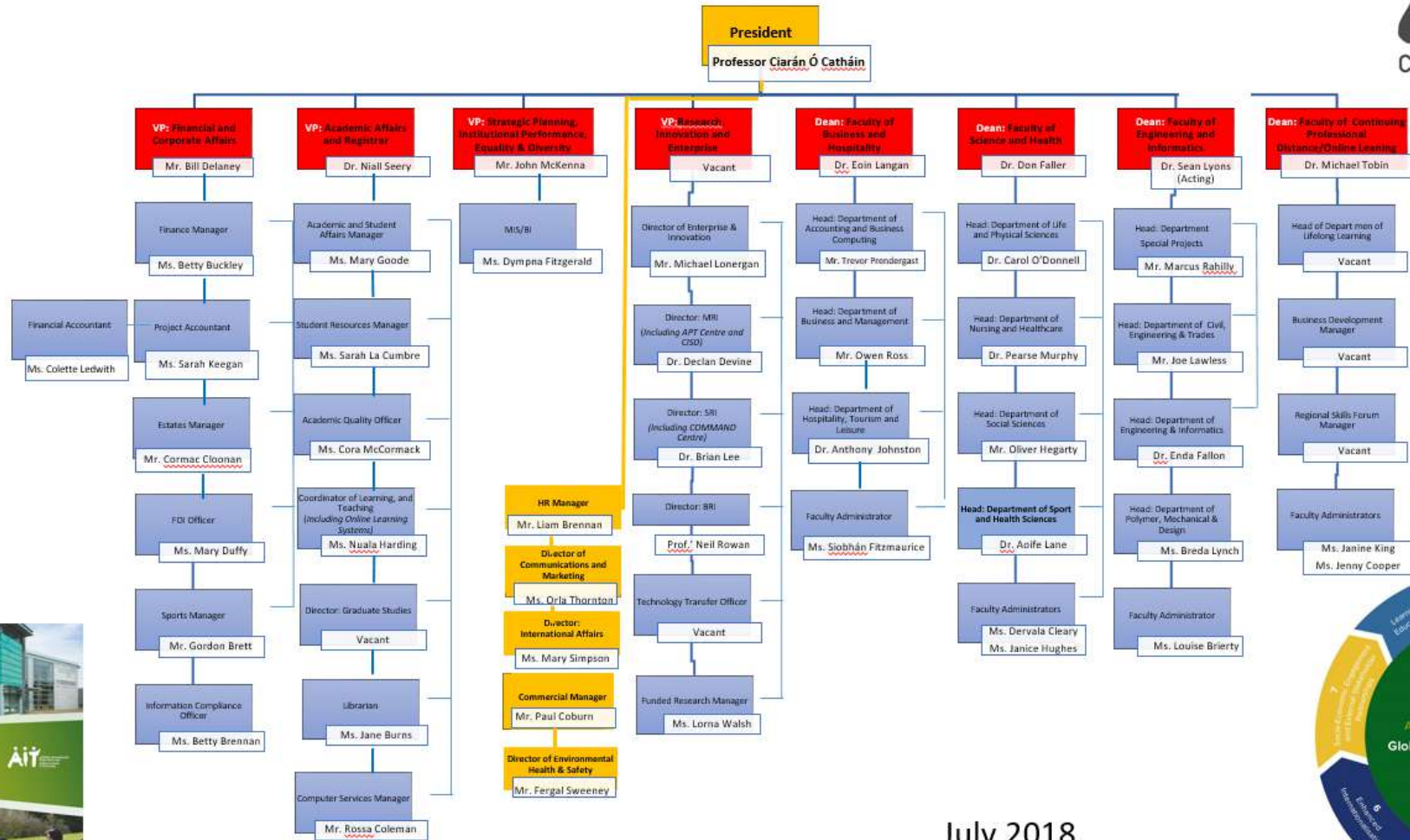| Prof Ciarán Ó Catháin,	President, Athlone Institute of Technology
Mr John McKenna	Vice President for Strategic Planning, Institutional Performance, Equality & Diversity
Mr Bill Delaney	Vice President for financial & Corporate Affairs
Dr Niall Seery	Vice President for Academic Affairs & Registrar
Dr Don Faller	Dean of Faculty of Science & Health
Mr Eoin Langan	Dean of Faculty of Business and Hospitality
Dr Sean Lyons	(Acting) Dean of Faculty of Engineering & Informatics
Mr Michael Tobin	Dean of Continuing Professional Distance/Online Learning
Mr Liam Brennan	Director of Human Resources
Orla Thornton	Director of Marketing & Communications
Mary Simpson	Director of International Relations

Management reporting structure within the Institute

In accordance with Section 20 (e) of the Act, the name, position held by each manager, and the reporting structure is set out in table 1, 'AIT Manager Reporting Structure' and Chart 1 'AIT Organisational Structure'.

Table 1: - AIT Management Reporting Structure (Update in Progress as of August 2018)

President/Vice-Presidents/Head of Function/Heads of Faculty	
Professor Ciarán Ó Catháin	President of Athlone Institute of Technology
Dr Niall Seery	Vice President for Academic Affairs & Registrar
Mr. John McKenna	Vice President for Strategic Planning, Institutional Performance, Equality & Diversity
Mr. Bill Delaney	Vice-President of Financial & Corporate Affairs
Dr Don Faller	Dean Faculty of Science & Health
Dr Eoin Langan	Dean of Faculty of Business and Hospitality
Dr Sean Lyons	(Acting) Dean of Faculty of Engineering & Informatics
(Currently Vacant)	Vice President Research Innovation & Enterprise
Dr Michael Tobin	Dean of Faculty of Continuing Professional Distance/Online Learning
Managers reporting to the Vice President for Strategic Planning & Intuitional Performance, Equality & Diversity	
Ms. Dympna Fitzgerald	MIS/BI
Managers reporting to the Vice President / Academic Affairs & Registry	
Ms. Mary Goode	Academic & Student Affairs Manager
Ms. Sarah La Cumbre	Student Resource Manager
Ms. Cora McCormack	Academic Quality Officer
Ms. Nuala Harding	Coordinator of Learning & Teaching *(incl. Online Learning Systems)*
(Currently Vacant)	Director of Graduate Studies
Ms Jane Burns	Librarian
Ms. Rossa Coleman	Computer Services Manager
Managers reporting to the Dean of Faculty of Science & Health	
Dr Carol O'Donnell	Head of Department of Life & Physical Sciences
Dr Pearse Murphy	Head of Department of Nursing and Healthcare
Mr. Oliver Hegarty	Head of Department of Social Sciences
Dr Aoife Lane	Head of Department of Sport & Health Sciences
Ms Dervala Clearly	Faculty Administrator
Ms Janet Hughes	Faculty Administrator
Managers reporting to the Dean of Faculty of Business and Hospitality	
Mr. Trevor Prendergast	Head of Department of Accounting and Business Computing
Mr. Owen Ross	Head of Department of Business & Management
Dr Anthony Johnston	Head of Department of Hospitality, Tourism and Leisure
Ms. Siobhan Fitzmaurice	Faculty Administrator
Managers reporting to the Dean of Faculty of Engineering & Informatics	
Marcus Rahilly	Head of Department Special Projects
Mr. Joe Lawless	Head of Department Civil Engineering & Trades
Dr Enda Fallon	Head of Department of Engineering & Informatics
Ms Breda Lynch	Head of Department of Polymer, Mechanical & Design
Ms Louise Brierty	Faculty Administrator
Managers Reporting directly to the President	
Mr Liam Brennan	Director of Human Resources
Ms. Orla Thornton	Director of Communications & Marketing
Ms. Mary Simpson	Director of International Affairs
Mr. Fergal Sweeney	Director of Environment Health & Safety
Mr. Paul Coburn	Commercial Manager
Managers Reporting directly to the VP Research Innovation and Enterprise	
Mr. Michael Lonergan	Director of Enterprise & Innovation
Dr Decline Devine	Director of the Materials Research Institute (MRI) – *(Including APT centre & CISD)*
Dr Brian Lee	Director of the Software Research Institute (SRI) – *(Including COMMAND Centre)*
Professor Neil Rowan	Director of the Bioscience Research Institute (BRI)
(Currently Vacant)	Technology Transfer Officer
Ms. Lorna Walsh	Funded Research Manager
Managers Reporting directly to the Vice-President of Financial & Corporate Affairs	
Ms. Betty Buckley	Finance Manager
Ms. Sarah keegan	Project Accountant
Ms. Colette Ledwith	Financial Accountant
Mr. Cormac Cloonan	Estates Manager
Ms Mary Duffy	FOI Officer
Mr. Gordon Brett	Sports Manager
Ms. Betty Brennan	Information Compliance Officer
Managers Reporting directly to the Dean of Faculty of Continuing Professional Distance/Online Learning	
(Currently vacant)	Head of Department of Lifelong Learning
(Currently Vacant)	Business Development Manager
(Currently Vacant)	Regional Skills Forum Manager
Ms. Janine King	Faculty Administrator
Ms. Jenny Cooper	Faculty Administrator

AIT Management Structure

President
Professor Ciarán Ó Catháin

VP: Financial and Corporate Affairs
Mr. Bill Delaney

VP: Academic Affairs and Registrar
Dr. Niall Seery

VP: Strategic Planning, Institutional Performance, Equality & Diversity
Mr. John McKenna

VP: Research, Innovation and Enterprise
Vacant

Dean: Faculty of Business and Hospitality
Dr. Eoin Langan

Dean: Faculty of Science and Health
Dr. Don Faller

Dean: Faculty of Engineering and Informatics
Dr. Sean Lyons (Acting)

Dean: Faculty of Continuing Professional Distance/Online Learning
Dr. Michael Tobin

VP: Financial and Corporate Affairs
- Finance Manager — Ms. Betty Buckley
- Financial Accountant — Ms. Colette Ledwith
- Project Accountant — Ms. Sarah Keegan
- Estates Manager — Mr. Cormac Cloonan
- FOI Officer — Ms. Mary Duffy
- Sports Manager — Mr. Gordon Brett
- Information Compliance Officer — Ms. Betty Brennan

VP: Academic Affairs and Registrar
- Academic and Student Affairs Manager — Ms. Mary Goode
- Student Resources Manager — Ms. Sarah La Cumbre
- Academic Quality Officer — Ms. Cora McCormack
- Coordinator of Learning, and Teaching (Including Online Learning Systems) — Ms. Nuala Harding
- Director: Graduate Studies — Vacant
- Librarian — Ms. Jane Burns
- Computer Services Manager — Mr. Rossa Coleman

VP: Strategic Planning, Institutional Performance, Equality & Diversity
- MIS/BI — Ms. Dympna Fitzgerald
- HR Manager — Mr. Liam Brennan
- Director of Communications and Marketing — Ms. Orla Thornton
- Director: International Affairs — Ms. Mary Simpson
- Commercial Manager — Mr. Paul Coburn
- Director of Environmental Health & Safety — Mr. Fergal Sweeney

VP: Research, Innovation and Enterprise
- Director of Enterprise & Innovation — Mr. Michael Lonergan
- Director: MRI (Including APT Centre and CISD) — Dr. Declan Devine
- Director: SRI (Including COMMAND Centre) — Dr. Brian Lee
- Director: BRI — Prof.' Neil Rowan
- Technology Transfer Officer — Vacant
- Funded Research Manager — Ms. Lorna Walsh

Dean: Faculty of Business and Hospitality
- Head: Department of Accounting and Business Computing — Mr. Trevor Prendergast
- Head: Department of Business and Management — Mr. Owen Ross
- Head: Department of Hospitality, Tourism and Leisure — Dr. Anthony Johnston
- Faculty Administrator — Ms. Siobhán Fitzmaurice

Dean: Faculty of Science and Health
- Head: Department of Life and Physical Sciences — Dr. Carol O'Donnell
- Head: Department of Nursing and Healthcare — Dr. Pearse Murphy
- Head: Department of Social Sciences — Mr. Oliver Hegarty
- **Head: Department of Sport and Health Sciences** — Dr. Aoife Lane
- Faculty Administrators — Ms. Dervala Cleary, Ms. Janice Hughes

Dean: Faculty of Engineering and Informatics
- Head: Department Special Projects — Mr. Marcus Rahilly
- Head: Department of Civil, Engineering & Trades — Mr. Joe Lawless
- Head: Department of Engineering & Informatics — Dr. Enda Fallon
- Head: Department of Polymer, Mechanical & Design — Ms. Breda Lynch
- Faculty Administrator — Ms. Louise Brierty

Dean: Faculty of Continuing Professional Distance/Online Learning
- Head of Department of Lifelong Learning — Vacant
- Business Development Manager — Vacant
- Regional Skills Forum Manager — Vacant
- Faculty Administrators — Ms. Janine King, Ms. Jenny Cooper

July 2018

AIT Strategic Plan 2014-2018
Global Focus; Regional Impact

PARENT HEALTH & SAFETY STATEMENT

Appendix 2 - Institute Health & Safety Committee

Contents

Information in relation to the Committee's purpose, structure, operation, constituencies, member names.

INSTITUTE HEALTH & SAFETY COMMITTEE

1.0 TITLE
AIT Health & Safety Committee

2.0 PURPOSE
The AIT Health & Safety Committee, established by the President of the AIT, Professor Ciarán Ó Catháin shall operate to facilitate consultation between the Employer (AIT) and Employee Safety Representatives in relation to both establishing and maintaining arrangements to secure co-operation on safety, health and welfare in the workplace.

3.0 COMPOSITION
The Committee consists of the following membership:

> ***Ex Officio Permanent Membership (5)***
> President of the Institute
> Vice President of Finance and Corporate Affairs
> Director of Environment, Health & Safety
> Head of Estates
> Disability Liaison Officer

> ***Student Membership***
> Student President of the AIT students union

> ***Elected Members***
> All Employee Safety Representatives elected from each of the Institute Health and Safety constituencies: -

4.0 STANDING ORDERS FOR MEETINGS OF THE GROUP

Frequency: Minimum one per semester or as required.

Schedule: The scheduling of meetings will be decided by the Institute President or as recommended to the President's office by members of the committee.

Notice: Notice of any planned meeting should be circulated to each member of the Committee, with the agenda and background information, at least 5 working days before the date of the meeting.

Quorum: Standard quorum requirements (40% + 1) plus external expertise if required will be invited in an advisory capacity who are not part of the quorum. If a quorum is not present or if during the meeting the numbers present fall below the quorum the chairperson may adjourn the meeting. Any business not transacted at that meeting will be transacted at the next meeting or on such other day as the chairperson appoints.

Invitation: Non-members or external authorities/organisations/individuals may be invited by the chairperson to attend individual meetings but will not have voting rights.

Duration: At the Chairperson's discretion. Any business not transacted at that meeting shall be transacted at the next meeting or on such other day as the chairperson shall appoint.

Confidentiality: Where directed by the Chair, a member of the committee shall not disclose any business of that committee to any person not a member of the same committee, In practice, this means that any decisions taken by the group can and will be reported,

however the discussions around certain decisions cannot and must be considered confidential.

Attendance: Members of the committee are required to attend scheduled meetings.

Resignation: Any member proposing to resign from the committee before their term of office expires, must apply in writing to the chairperson.

Committee Minutes Minutes shall be prepared for the Chairperson's approval and circulated prior to the next Board meeting.

5.0 TERMS OF REFERENCE

The Safety, Health and Welfare at Work Act 2005, places a duty on the employer to consult his/her employees so as to ensure arrangements are in place to enable the employer and employees to promote and develop safety, health and welfare and to monitor the effectiveness of those measures.
In addition to the normal channels of communication between Institute Management and Staff, the AIT Health & Safety Committee, facilitates consultation between the Employer (AIT) and Employee Safety Representatives in relation to both establishing and maintaining arrangements to secure co-operation on safety, health and welfare in the workplace.
The activities and operations of the Committee include: -

1. Being advised on matters related to Institute occupational Health & Safety in accordance with The Safety Health and Welfare at Work Act 2005.

2. Formulating, developing and reviewing Institute health & Safety guidelines, practices and performance.

3. Determining and reviewing performance indicators in relation to the Institute's health and safety record.

4. Where brought to the attention of the Committee, it will assist in the resolution of issues relating to occupational health, safety or welfare that arise in the workplace.

5. Will assist in the formulation and dissemination (in appropriate languages) of H&S policies, practices and procedures.

6. Will assist in the development, review and distribution of occupational health, safety and welfare practices, procedures and policies to employees within the workplace.

7. Will facilitate consultation between the Employer (AIT) & employee on any proposed changes to occupational health, safety or welfare practices, procedures or policies.

The committee may establish sub-committees and working groups, some of whose members may be from outside the committee or from outside the institute, with the approval of the Chairperson.

6.0 COMMITTEE MEMBERSHIP (ACTIVE Sept 2018)

The composition of the Institute Health and Safety Committee, its membership, the make-up of each Institute constituency responsible for electing their employee Safety Representative & deputy Safety representative is set out below.

Ex Officio Permanent Membership (5)

AIT President: *Professor Ciarán Ó Catháin*

Vice President for Financial and Corporate Affairs: *Mr. Bill Delaney*

Director of Environment, Health and safety: *Mr. Fergal Sweeney*

Head of Estates: *Mr. Cormac Cloonan*

Disability Liaison Officer: *Ms. Bernie Langtry*

Student Membership

Student President of the AIT students union: *Mr. Oisin Moloughney*

Elected Members

All Employee Safety Representatives elected from each of the Institute Health and Safety constituencies. Details of the each constituency make-up & elected Safety Representatives & Deputy Representatives is given in the table below.
(Note: Where possible a deputy safety representative is also elected from each constituency and will represent that constituency when the primary safety representative is unavailable).

Institute Safety Representative Constituencies and Elected Safety Representatives & Deputies (Members List of Names are active and current as of August 2018)

Constituency 1	Elected Staff Safety Representative
Faculty of Business & Hospitality: Dept. of Accounting & Business Computing; Dept. of Business & Management; Dept of Hospitality, Tourism & Leisure Studies.	~~Michael O'Dowd (elected 2015) - SR~~ Election for New Safety Rep Oct 2018
Constituency 2	**Elected Staff Safety Representative**
Faculty of Engineering & Informatics: Dept of Electronics Computer Software Eng. Contacts; Dept of Mechanical Polymer Engineering Contacts Dept of Civil Construction Mineral Engineering Contacts	Alan Duffy (Elected 2017) - SR Niall Murray (Elected 2017) - DSR
Constituency 3	**Elected Staff Safety Representative**
Faculty of Science & Health: Dept of Life & Physical Sciences; Dept of Nursing & Healthcare; Department of Sport & Health Sciences; Department of Social Science & Design.	Sean Reidy(Elected 2015) - SR
Constituency 4	**Elected Staff Safety Representative**
Department of Lifelong Learning	Janine King (Elected 2015) - SR Jenny Cooper (Elected 2015) - DSR
Constituency 5	**Elected Staff Safety Representative**
Office of the President; Registrar's Office; Academic Affairs and Student Administration Dept.; Finance Dept; Human Resources Dept; Library, Computer Services Dept; Student Services Dept; International Office; Sports Dept; Communication & Marketing Office	JJ Mallon (Elected 2015) - SR
Constituency 6	**Elected Staff Safety Representative**
Office of Estates	Gerry Duane (Elected 2015) - SR Michael Connon (Elected 2015) - DSR
Constituency 7	**Elected Staff Safety Representative**
Campus Company: College Support & Services	Linda Sammon (Elected 2018) - SR
Constituency 8	**Elected Staff Safety Representative**
Engineering Trades	~~Pat Wallace (Elected 2015) - SR~~ Election for New Safety Rep Oct 2018
Constituency 9	**Elected Staff Safety Representative**
Office of Research, Enterprise & Innovation: Materials Research Institute (including Applied Polymer Technology), Bioscience Research Institute, Materials Research Institute, Software Research Institute (including Connected Media Application Design & Delivery), Midlands Innovation Research Centre, Centre for Industrial Services & Design.	Mark Lynch (From 2018) - SR
Constituency 10	**Elected Staff Safety Representative**
Technical Officers, Technicians & Attendants	Olivia Ni Shuilleabhain (Elected 2015) - SR
Constituency 11	**Elected Staff Safety Representative**
Campus Company Sports Co. Sports Co activities (I.e. International Arena Staff, Gym Staff & Sports Co Event Staff)	Orla Breathnach (From 2018) SR
SR= Safety Represented & DSR = Deputy Safety Representative – Note the Above table was updated by the Institute H&S office Sept 2018	

PARENT HEALTH & SAFETY STATEMENT

Appendix 3 - Institute General Safety Policies, Procedures & Guidance

NOTE: Appendix 3.1 to 3.15 is available on the AIT website, H&S Section.

Appendix 3	Institute General Health & Safety Policies, Procedures & Guidance *(Appendix 3.1 to 3.13 is located & accessible on the AIT Website)*
Appendix 3.1	AIT Generic Risk Assessment Guidance
Appendix 3.2	First Aid Policy & Procedure
Appendix 3.3	First Aid Guidance Information
Appendix 3.4	Accident/Incident Reporting & Investigation
Appendix 3.5	Accident/Incident Report Form
Appendix 3.6	Investigation Form - (Accident/Incident)
Appendix 3.7	AIT - Personal Protective Equipment Policy
Appendix 3.8	AIT - Risk Assessment Templates - New & Expectant Mothers
Appendix 3.9	AIT Policy & Procedures - Out of Hours Work & Lone Working
Appendix 3.10	AIT Policy & Procedures - Manual Handling
Appendix 3.11	AIT Tobacco free Campus Policy
Appendix 3.12	Health and Safety Policy Procedure & Guidelines for Postgraduate Research Projects
Appendix 3.13	AIT Event Management Policy, Procedures & Guidance for Small Medium and Large Events
Appendix 3.14	AIT Policy, Procedure and Guidance for the Handling, Use and Storage of Compressed Gas
Appendix 3.15	Safe Systems of Work

Appendix 4 -Document Version Information & Revision History

1. Document Details

Title	AIT Parent Safety Statement
Author(s)	AIT Health & Safety Office
This Version Number	1(a)
Status	Approved

2. Revision History

Version No.	Status	Revision Date	Summary of changes
0	Draft	12 June 2018	Draft revised AIT Parent Safety Statement
1	Version for final approval	07 Sept 2018	Update to Management Structure, Committee & Management Consultation period completed.
1(a)	Final Version	25 Sept 2018	RAs corrected and typos corrected as EMT directed

3. Relevant Existing/Related Documents

No.	Document reference
1.	Parent Safety Statement- Athlone Institute of Technology Updated & Published by the Health & Safety Office AIT- September 2016
2	AIT Critical Incident Plan – (revision June 2018)

4. Consultation History

Date	Issued to
12 June 2018	AIT Senior Management for review
12 June 2018	H&S Committee for Consultation
20 June 2018	All AIT Managers for Consultation
25 Sept 2018	Presented to EMT for Approval

5. Approval

Authority	Date Approved	Approval sought for
AIT President (EMT)	25 Sept 2018	Policy & Parent Safety Statement

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PHSS (Version (1a) September 2018)
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