

ACTIVITY & LOCATION	HAZARDS	RISK	PERSONS AFFECTED	INITIAL RISK RATING (before controls in place)	Control Measures	RESIDUAL RISK RATING (after controls in place)	PERSONS RESPONSIBLE (for implementing control measures)
Manual Handling tasks throughout the building.	Lifting, putting down, pushing, pulling, carrying and moving	Lower back injuries, upper limb injuries, foot injuries and musculoskeletal injuries.	Security, Library Staff, Laboratory Technicians, Porters, Students, Event organisers, Media Services, Contractors and anyone else in the building who carry out these activities	3 3 9	<p>On site staff i.e. Security, Porters and Lab Technicians are trained in safe manual handling practices.</p> <p>Event Organisers who bring in heavy or bulky loads are advised to ensure that their own employees are suitably trained in safe manual handling practices.</p> <p>Only lift and carry what you are capable of. If heavy, do not attempt. Get help.</p> <p>Trolleys are available for heavy or awkward loads.</p> <p>Passenger lifts can also be used to bring equipment to upper and lower floors. To always check the maximum load the lift can take including the equipment and people in it.</p>	2 3 6	<p>Line Managers of staff and others carrying out the tasks.</p> <p>Staff and others to ensure they implement the safe principles of Manual Handling.</p>
Walking and moving throughout the building.	Wet floors, uneven or upturned flooring, trailing cables, bags on floors, staircases, steps.	Slips, trips and falls.	All Staff, Students, Contractors and Visitors in the building.	3 3 9	<p>The building is maintained in good condition with adequate lighting levels throughout.</p> <p>Cleaners on standby during opening hours to clean up any spills asap. Cleaners will place signage where floor may be damp after washing. Washing of floors etc. will take place after hours.</p> <p>Lids are provided for all takeaway cups.</p>	2 3 6	<p>Estate & Support Services – Cleaners, Security.</p> <p>Contractors.</p> <p>All staff and students to report to Estates/Security any slip, trip and fall hazards spotted.</p>

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					<p>Lockers provided for students to use to store their personal belongings.</p> <p>Events where trailing cables are required must be taped down or moved away from access ways.</p> <p>Any damage to flooring etc. to be notified to Security at Reception or estate@rcsi.ie / 01 402 2101 as soon as possible.</p> <p>2No. areas where floors levels change on 1st floor have accessible lifts for those wheeling trolleys or those in wheelchairs.</p>								
General building activities, contractors carrying out maintenance works, kitchen works.	Electrical Equipment, Hot works, poor housekeeping.	Fire, explosion, burns, alarm activation, sprinkler activation.	All Staff, Students, Contractors and Visitors in the building.	<table border="1"> <tr> <td>4</td> <td>5</td> <td>20</td> </tr> </table>	4	5	20	<p>Planned preventative maintenance organised for all fire activation equipment regularly.</p> <p>Good housekeeping is promoted to ensure that means of escape routes and fire doors are kept clear at all times.</p> <p>Fire evacuation drills are carried out in line with RCSI emergency procedures and best practice requirements.</p> <p>Contractor carrying out hot work are subject to a permit to work system, where works are organised in advance and alternative fire emergency procedures are put in place if required.</p>	<table border="1"> <tr> <td>2</td> <td>5</td> <td>10</td> </tr> </table>	2	5	10	<p>Estate & Support Services – testing of all electrical and fire fighting equipment and managing contractors hot works.</p> <p>All staff to practice good housekeeping.</p>
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2	5	10											

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					Fixed electrical testing and PAT testing carried out on all electrical equipment when applicable and as required.		
Medical assistance following an injury	Lack of first aiders, first aid equipment, slow response	Injury / medical condition deteriorates	All Staff, Students, Contractors and Visitors in the building	2 4 8	<p>All staff to follow the injury, incident and near miss reporting procedure.</p> <p>RCSI's Security Team are the First Responders for all emergencies in RCSI including first aid response.</p> <p>Contact RCSI Security immediately for first aid assistance on 191 from any RCSI landline phone or 01 402 2219 from a mobile or other phone.</p> <p>The first aid bag is located in the Security Control Room on ground floor and there is also a first aid room on 1st floor.</p> <p>A defibrillator is located in the York St. Front Hall on ground floor.</p> <p>There is 1No. ibex chair on ground floor beside Post room to be used to take mobility impaired persons from basement and 1No. evac chair on 2nd floor top of main staircase. These can be used to assist mobility impaired persons from the building in the event of an emergency. Security and Porters are trained in evacuation chair use.</p>	1 4 4	RCSI Staff and Security

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					Only call an ambulance if it's an emergency situation and hospital assistance is required. RCSI Security will liaise with the ambulance service otherwise if required.		
Reception area and Security office	Unauthorised access to the building	Violence and aggression from others	Reception and Security staff	3 3 9	<p>RCSI Security are all PSA approved and trained to deal with security situations that may arise in the building.</p> <p>There is a panic button beneath the Porters reception desk and in the Security Control Room to call for help in the event of a situation.</p> <p>All RCSI Security Staff carry radios which are also linked into the Estate and Support Services Department.</p> <p>All personnel who plan to enter the building will need a swipe card to access certain areas. All visitors and Contractors must report to Security on arrival.</p> <p>There is Security presence in the York St entrance at all times.</p>	2 2 6	RCSI Security and Estate and Support Services Department
Lone working or out of hours work	Lack of help or support during an incident	Incident or injuries deteriorate	All Staff, Students, Contractors in the building after hours	3 4 12	<p>Staff to follow the lone working / out of hours procedure.</p> <p>Staff to complete the out of hours/lone working form in advance of the work and forward to RCSI Security and the Health &</p>	2 4 8	All RCSI Staff Estate & Support Services – Contractor work

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			and or working alone.		<p>Safety Office to seek approval to work during these times.</p> <p>If high risk work is taking place (see list in procedure) a buddy system needs to be implemented.</p> <p>Contractors work will be arranged via the Estate & Support Services Dept. Work will only take place out of hours if absolutely necessary.</p> <p>Undergraduate students will not be allowed to work in Surgical Training Centre after 6pm and before 9am or after the opening and closing hours of the Surgical Training Centre.</p>		Undergrad Students						
<p>Access to high shelving units or presses</p> <p>Using steps / ladders</p>	Working at height	Falling from height	Staff, Students, Contractors.	<table border="1"> <tr> <td>3</td> <td>4</td> <td>12</td> </tr> </table>	3	4	12	<p>Avoid if at all possible accessing higher shelving and working at height.</p> <p>If unavoidable, use only suitable stepladders, which are tagged safe to use to access higher shelving if necessary. Ensure you have a colleague / fellow student to help you obtain the equipment / materials.</p> <p>Contractors and RCSI maintenance only to use suitable class 1 maintenance ladders, which are tagged safe to use for working at height.</p>	<table border="1"> <tr> <td>2</td> <td>4</td> <td>8</td> </tr> </table>	2	4	8	<p>All RCSI Staff and Students</p> <p>Contractors</p>
3	4	12											
2	4	8											

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Office work	Working with display screen equipment	Lower back pain, upper body strain, eye strain	Staff	4 3 12	Click here for details on how to set up your workstation safely. Further details on set up also contained in the Health & Safety Induction course for Staff.	2 3 6	Staff
Work / access to balconies and roof	Working at height	Falling from height	Staff, Students, Contractors	4 5 20	There is strictly no access to the BRF balcony or the roof by any staff or students at any time. BRF balcony is in place for <u>maintenance access only</u> . RCSI Contractors and maintenance staff will only be allowed access to balcony or roof once they liaise with the Estate and Support Services Dept. and the Permit to Work system is implemented. The balcony and roof have handrail system in place acting as a barrier to prevent falls.	1 5 5	Staff, Students, Contractors, Estate & Support Services.
York St.	Moving Vehicles	Collision	Staff, Students, Contractors, Visitors	3 5 15	York St. is a one way street with live car traffic, cyclists and others on the road. Always be mindful of traffic when crossing the road. Listen and watch out for moving vehicles. Keep your distance from back of vehicles that are parked.	2 5 10	Staff, Students, Contractors, Visitors
Window cleaning internally and externally	Working at height, use of cleaning equipment, trailing cables,	Falls from height, slips, trip, falls, and direct contact of	Contractors Staff, Students, Visitors	4 4 16	Competent contractor will be used. Method statement and risk assessment provided by contractor before work carried	2 4 8	Window cleaning contractor

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	working with chemicals	chemicals with the skin.			<p>out and reviewed and approved by Health & Safety Office.</p> <p>Window cleaning carried out "out of hours".</p> <p>Where local cleaning occurs during the day, the area will be cordoned off to prevent staff, students and others entering.</p>		
Access / egress for deliveries, waste collection etc. - pick up and drop off	Electric gates	Trapped, caught in gate	RCSI Staff – Porters, Maintenance, Security, etc. and contractors - delivery / collection personnel	2 5 10	<p>Electronic gates can only be opened from inside the building. Persons requesting access via these gates at the good entrance can call Security via the intercom.</p> <p>Once gate is fully opened can you access or egress the back Moate area. Swipe access will be required to enter the building.</p> <p>The gate have a sensor in place where if any obstruction in the way while closing it will automatically stop.</p> <p>Preventative maintenance on the gate takes place every 6 months.</p>	1 5 5	RCSI Staff – Porters, Maintenance, Security, etc. and contractors - delivery / collection personnel and Estate and Support Services.
Access to basement 'services run'.	Confined area, plant along the route	Head injury, trip and fall, trapped, dark route	RCSI maintenance team; Contractors and others who require access	5 3 15	<p>Main access to this area is via door at 'Anatomy gate'. The roof of the run is high enough for majority of persons to stand up straight.</p> <p>There is no risk of oxygen depletion in this area. The route is fully ventilated.</p>	1 3 3	RCSI maintenance team and contractors and anyone else who requires access to this area.

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					<p>There are 3 entry / exit routes to this run; therefore no risk of getting trapped. Personnel entering this space to be mindful of services running alongside and overhead. Mind your head signs in some locations where required.</p> <p>The route is kept clear at all times to avoid any trips or falls.</p>		
Gas & Chemical storage cages in Moate area	Gas bottles and chemicals stored in 'Chem store'.	Spills, Explosion, contamination	RCSI Staff, Contractors, delivery personnel, others who may be in the Moate area.	5 5 25	<p>The Moate areas is outdoors at the back of the building.</p> <p>All gas bottles are stores in the cages are hooked into the gas pipelines that lead into the building. These are checked by trained ab staff who change out the gas bottles regularly.</p> <p>The chemical store is locked at all times and accessed and maintained by the Lab Manager in Chemistry Dept. Estate & Support Services Dept. also have access for any maintenance that needs to occur in the area.</p>	2 5 10	<p>Lab Managers,</p> <p>Estate & Support Services Dept,</p> <p>Chemistry Dept Lab Manager.</p>
Open Day Tours	Large number of visitors; overcrowding	Slips, trips, falls	Visitors, RCSI Staff	3 3 9	Tour Group numbers to consider area, room size etc. with one or more members of staff or student volunteers accompanying / supervising them.	2 3 6	Event organisers, Security, Cleaning

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					<p>These tours must be staggered to avoid a bottleneck.</p> <p>Rooms in buildings / rooms used clearly signposted.</p> <p>Cleaners on standby in the event of spillages, wet floors etc.</p> <p>Security on standby to support moving large groups away to other areas if congregating in one area.</p>		

Risk Ratings

LIKELIHOOD CATEGORIES

Category	Definition
1	Practically Impossible
2	Not Likely
3	Possible
4	Likely
5	Very Likely

CONSEQUENCE CATEGORIES

Category	Definitions
1	First Aid, Near Miss
2	Lost Time Accident (LTA) (1 Day), Medical Treatment
3	LTA (3 Day-Reportable), Dangerous Occurrence
4	Single Fatality
5	Multiple Fatality

Risk Rating Matrix

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Consequence				