

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.	<b>Lifting, putting down, pushing, pulling, carrying, and moving</b>	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. library staffs, 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> <p>Goods lift also available and more suitable for deliveries on left hand side of building.</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.	<b>Wet floors, uneven or upturned flooring, trailing cables, bags on floors,</b>	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</p>	2   3   6	<p>Estate &amp; Support Services – Cleaners, Security.</p> <p>Contractors.</p> <p>All staff and students to report to</p>

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	staircases, steps.				<p>after washing. Washing of floors etc. will take place after hours.</p> <p>Lids are provided for all takeaway cups. 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 <a href="mailto:estate@rcsi.ie">estate@rcsi.ie</a> / 01 402 2101 as soon as possible.</p>		Estates/Security any slip, trip and fall hazards spotted.						
General building activities, contractors carrying out maintenance works, kitchen works.	<b>Electrical Equipment, Hot works, poor housekeeping.</b>	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 always kept clear.</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 &amp; Support Services – testing of all electrical and firefighting equipment and managing contractors' hot works.</p> <p>All staff to practice good housekeeping.</p>
4	5	20											
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	<b>Lack of first aiders, first aid equipment, slow response</b>	Injury / medical condition deteriorates	All Staff, Students, Contractors, and Visitors in the building	2   4   8	<p>All staff to follow the <a href="#">injury, incident and near miss reporting procedure</a>.</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 at the reception desk on ground floor and there is also a first aid station located in the Gym.</p> <p>A defibrillator is in the Gym on floor -3 and at the main reception on ground floor.</p> <p>There are 3No. evacuation chairs in the building, one located on floor 5, floor 1 and one located in -3. 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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					<b>Only</b> call an ambulance if it is an emergency and hospital assistance is required. RCSI Security will liaise with the ambulance service otherwise if required.		
Reception area and Security office	<b>Unauthorised access to the building</b>	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 reception desk for the RCSI Security Officer 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 either will swipe through Security gates or will report to Reception.</p>	2   2   6	RCSI Security and Estate and Support Services Department
Lone working or out of hours work	<b>Lack of help or support during an incident</b>	Incident or injuries deteriorate	All Staff, Students, Contractors in the building after hours and or working alone.	3   4   12	<p>Staff to follow the <a href="#">lone working / out of hours procedure</a>.</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 &amp; Safety Office to seek approval to work during these times.</p>	2   4   8	<p>All RCSI Staff</p> <p>Estate &amp; Support Services – Contractor work</p> <p>Undergrad Students</p>

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					<p>If high risk work is taking place (see list in procedure) a buddy system needs to be implemented.</p> <p>Contractor's work will be arranged via the Estate &amp; Support Services Dept. Work will only take place out of hours if 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>								
<p>Access to high shelving units or presses</p> <p>Using steps / ladders</p>	<b>Working at height</b>	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 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											
Office work	<b>Working with display screen equipment</b>	Lower back pain, upper body strain, eye strain	Staff	<table border="1"> <tr> <td>4</td> <td>3</td> <td>12</td> </tr> </table>	4	3	12	<p><a href="#">Click here for details on how to set up your workstation safely.</a> Further details on set up also contained in the Health &amp; Safety Induction course for Staff.</p>	<table border="1"> <tr> <td>2</td> <td>3</td> <td>6</td> </tr> </table>	2	3	6	Staff
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Work / access to balconies and roof	<b>Working at height</b>	Falling from height	Staff, Students, Contractors	4   5   20	<p>There is <b>strictly no access</b> to any balcony in No. 26 for any staff or students at any time.</p> <p>Balconies are in place for <u>maintenance only</u>.</p> <p>RCSI Contractors and maintenance staff will only be allowed access once they liaise with the Estate and Support Services Dept. and the Permit to Work system is implemented.</p> <p>All balconies have handrail system in place acting as a barrier to prevent falls.</p>	1   5   5	Staff, Students, Contractors, Estate & Support Services.
Outdoor seating area & bike rack	<b>Moving Vehicles</b>	Collision	Staff, Students, Contractors, Visitors	3   5   15	<p>Outdoor seating area is via the door from the 'Dispensary.'</p> <p>Follow pedestrian walkways and footpaths to outdoor seating and bike rack.</p> <p>Always be mindful of construction traffic when leaving car park. Listen and watch out for reversing vehicles. Keep your distance from back of vehicles.</p>	2   5   10	Staff, Students, Contractors, Visitors
Window cleaning internally and externally	<b>Working at height, use of cleaning equipment, trailing cables,</b>	Falls from height, slips, trip, falls, and direct contact of chemicals with the skin.	Contractors Staff, Students, Visitors	4   4   16	<p>A competent contractor will be used.</p> <p>Method statement and risk assessment provided by contractor before work carried out and reviewed and approved by Health &amp; Safety Office.</p>	2   4   8	Window cleaning contractor

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	working with chemicals				Window cleaning carried out "out of hours."  Where local cleaning occurs during the day, the area will be cordoned off to prevent staff, students and others entering.		
Access / egress for deliveries, waste collection etc. - pick up and drop off	<b>Electric gates and roller shutter gates.</b>	Trapped, caught in gate or shutter	RCSI Staff – Porters, Maintenance etc. and contractors - delivery / collection personnel	2   5   10	Electronic gates and roller shutter can only be opened from inside the building.  Once gate or shutter fully opened can you access or egress the building.  Both the gate and the roller shutter have a sensor in place where if any obstruction in the way/underneath while closing it will automatically stop.  Preventative maintenance on the gate and roller shutter takes place every 6 months.	1   5   5	RCSI Staff – Porters, Maintenance etc. and contractors - delivery / collection personnel and Estate and Support Services.
Access to -5 plant room.	<b>Confined space (not per statutory term)</b>	Fall from height; trapped	RCSI Maintenance Staff and Contractors	3   4   12	Currently the access to this plant room is via non-fixed ladder. Access to this room approx. 2 times a year. When access required, buddy system will be in place.  This is not a confined space as per the definition. No risk of oxygen depletion in this room.	3   4   12	RCSI Estate & Support Services; Maintenance Staff and Contractors
Open Day Tours	<b>Large number of visitors; overcrowding</b>	<b>Slips, trips, falls</b>	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

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



CONSEQUENCE CATEGORIES

Risk Rating Matrix

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