

Appendix B – MMBE Identified Hazards

Location	Hazard	Risk Assessment	Control Measures	Person Responsible
Parsons Building & Podium			The Head of Department has overall responsibility for Health and Safety within his area as stated in the College Safety Statement. Day to day duties may be delegated to other individuals as listed in this document.	Head of Department
	Lack of safety management	High	The Head of Department is responsible for appointing a workshop safety officer and fire warden. The Chief Technical Officer has been duly appointed as fire warden and Workshop Safety Officer	Head of Department
			The Head of Department is to appoint a deputy to act in the Chief Technical Officer's absence, to ensure the continuance of all relevant Health and Safety control measures. Mr Derek R. J. Simpson has been duly appointed.	Head of Department
			The Head of Department is to appoint a Departmental Safety Officer and that person so named in the table in Section I of this document is duly appointed. S/He will also deputize in the Head of Department's absence.	Head of Department
			The Head of Department is to periodically review and monitor the Departmental safety statement. The Head of Department is to carry out a risk assessment of all technical functions carried out in the Department.	Head of Department
			A copy of this document to be given to each member of staff.	Head of Department
			All accidents and dangerous occurrences are to be reported to the Departmental Safety Officer, who will report to the Head of Department. These occurrences will be forwarded to the College Safety Officer.	Head of Department
			As a preventative welfare measure, all staff are encouraged to attend a basic fire training session and the Occupational Health Clinic at the Student Health Centre.	Head of Department
			The Departmental and Workshop Safety Officer and deputy are to inform the Head of Department of any problems implementing their respective Health and Safety duties.	Chief Technical Officer, Dept. Safety Officer

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	Fire	High	The Workshop safety officer is to carry out a weekly check of the workshop area to ensure escape routes are; not obstructed, may be opened from the inside in the direction of escape and free from combustible materials.	Chief Technical Officer
Workshop			The Workshop safety officer is to visually check on a weekly basis all relevant fire extinguishers, fire panels and that break glass unit keys and machinery guards are in place. Any defects or faults found are to be rectified as soon as possible.	Chief Technical Officer
			During fire alarm activations the Fire Warden and Workshop safety officer are to assist in evacuation as far as possible and without putting themselves in any danger. The Head is to deputize for the safety officers listed during their absences.	Dept. Safety Officer & Chief Technical Officer
Workshop	Rotating Machinery and power tools	High	No member of staff or student may use workshop equipment without satisfying the Workshop Safety Officer of their competence. All those using such equipment must obey the prescriptions of the Department's Workshop Safety Manual.	Chief Technical Officer
Workshop	Rotating Machinery and power tools	High	There must be at least two persons present in the Workshop at all times when machinery is in use	Workshop users
			The Workshop safety officer is to periodically ensure that all workshop offices and store rooms are, as far as possible, kept in a tidy manner, free of excess combustible items, and that fire doors are not left constantly wedged open.	Chief Technical Officer
			Staff are reminded that fire exits, corridors access & egress routes are not to be obstructed by equipment, materials, or tools.	Building Users
			Staff are reminded that the assembly point in the event of an evacuation is the " Flat Iron ", the triangular lawn next to the Rugby pitch.	Head of Department
			On hearing the fire alarm (a continuous ringing bell) staff are instructed to; 1- Leave the building with any visitors you are responsible for. 2- Go to the assembly point. 3- Re-enter only when the alarm is turned off.	Building Users
			On discovery of a fire staff are instructed to: 1- Raise the fire alarm. 2- Leave the building with any visitors you are responsible for. 3- Inform security centre on ext. 1999. 4- Go to the assembly point. 5- Re-enter only when the alarm is turned off.	Building Users

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			No alterations or repairs to any electrical items fixtures or fittings. The Buildings Office technical staff, qualified electricians or appointed contractors only are to carry out any alterations or repairs.	Building Users
	Fire & electrical shock	High	All electrical items are to be periodically inspected as far as possible for any signs of damage or wear to cords flexes cables mouldings etc. Any defects are to be reported to the Buildings Office.	Building Users
			The use of extension leads, adaptors is to be minimized as far as possible. Electrical sockets are not to be overloaded.	Building Users
			All second hand electrical items introduced into the Department are to be tested for electrical integrity by the user prior to use.	Dept. Electronics Technical Officer
			Open bar electrical fires are not to be used.	Building Users
			All electrical items to be turned off last thing at night, as far as possible.	Building Users
	Fire & passive smoking	High	Smoking is prohibited in the building in accordance with College policy.	Head of Department
	Arson & bomb threats	High	All staff to report suspicious packages or persons to the security centre Ext. 1999 as soon as possible.	Building Users
			All staff are requested to challenge as far as is reasonably practical, any person unknown to staff or not in building on official business.	Building Users
			All staff to keep their offices locked when not in use. Laboratory heads and Workshop safety officer are to ensure their work areas are adequately secured and locked.	Head of Department

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	Slips trips & falls	Medium	Trailing cables are not to be left in any circulation routes as far as possible. Cables in circulation routes must be kept as short as possible and covered with a cable guard mat.	Building Users
			All plant and equipment is to be arranged so that safe access egress and clear circulation routes are provided.	Head of Department
			All items of disrepair to fixtures, fittings, flooring, stairs or fabric of the building are to be reported to the Head of Department for repair as soon as possible.	Building Users
	Lack of First Aid personnel & facilities	High	Trained first aid personnel are given in Section I After hours contact ext. 1999.	Head of Department
			That first aid cabinets are kept fully stocked.	Chief Technical Officer
	Work environment	High	Adequate lighting must be present to allow the function to be carried out safely. The site must be clear, tidy, safe underfoot, free from electrical or chemical hazards as far as possible.	Head of Department
	Work environment	High	All problems in implementing safe work practices are to be reported as soon as possible to the Chief Technical Officer.	Head of Department
	Plant equipment & machinery	High	No alterations to, interference with, or use of any plant, equipment, or machinery unless authorized and suitably trained to do so.	Building Users
	Use of Chemicals	High	Staff and students are not to interfere with chemicals used by housekeeping staff.	Building Users

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	Use of Chemicals	High	Instructions supplied with all chemicals used during work are to be followed at all times. All chemicals used by the Department will be subject to a risk assessment.	All Staff
Metals Preparation Laboratory	Use of Chemicals	High	All those using chemicals in this laboratory must ask the Chemical Hazards EO for the appropriate safety data sheets and to adhere to their prescriptions. The Laboratory is to be left clean and tidy at all times, with chemicals correctly stored.	Chemical Hazard EO, Laboratory Users
	Inventory of Chemicals	High	An inventory of all chemicals & quantities (including paints) to be compiled.	Chemical Hazard EO
	Waste disposal of Chemicals	High	All chemicals including waste oils are to be disposed of via the Chemical waste disposal system operated by the Chemistry Department. The Chemical Hazard EO will arrange their transfer to the Chemistry Dept.	Head of Dept., Chemical Hazard EO
	Incorrect lifting & handling	High	All technical staff as far as possible to be trained in manual handling techniques by the College Safety Officer.	Head of Department
	Visitors to the building	Low	All visitors who are present in the building for more than a brief period, are to the responsibility of the host. The hosts to take charge of the visitor(s) in the event of an evacuation or if any specific procedures apply.	The Host
	Changes in office practice	High	Any substantial changes involving the introduction of potentially hazardous materials, equipment or situations must be 'risk assessed' & control measures adopted prior to use. The College Safety Officer will advise on assessments.	Head of Department & Dept. Safety Officer
	Workshop personal protective equip.	High	All personal protective equipment is provided and is required to be worn at all necessary times. Staff are reminded to follow instructions on correct use at all times and to report any defects or missing items.	Head of Department & Chief Technical Officer
	Workshop personal protective equip.	High	All workshop users to wear safety shoes. All impact grinding and welding work to be accompanied by the use of safety goggles.	Head of Department & Chief Technical Officer
	Workshop	High	All fixed electrical machinery to be provided with a labelled isolator.	Head of Department & Chief Technical Officer

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	Workshop	High	All guards to be in place prior to use. Push sticks to be used at the band saw	Head of Department & Chief Technical
	Late night working	High	Staff to have access to a telephone or radio in the event of an emergency.	Head of Department
	Overcrowding	Medium	The workshop cannot be used by more than 25 persons at once.	Chief Technical Officer
	Lack of consultation	High	Regular Faculty Safety meetings are to be held to review this document and safe systems of work used.	Dept. Safety Officer
	Statutory Engineering Inspections	High	The Head of Department to implement these as necessary.	Head of Department
	Portable Electrical equipment	High	Only 110V equipment to be used or otherwise protected by a 30mA ECLB or RCD.	Chief Technical Officer
	Welding	High	To be carried out in the open air or well ventilated areas only. Cylinders are to be stored in fire proof external area.	Chief Technical Officer
	House keeping	High	All workshops, boiler rooms, store rooms, material and equipment stores are to be kept clean tidy and free of excess combustible materials. Section heads to review & inspect. Inaccessible areas given special attention.	Head of Department & Chief Technical Officer
	Work related upper limb disorder &...	Medium	All VDU work stations are to have a suitable fully adjustable chair for any user. The College Safety Officer will define a "user", assess suitability and adjust the chair as necessary.	Head of Department
	RSI...repetitive strain injury		The VDU to be positioned in accordance with good ergonomic principles. The College Safety Officer will advise as necessary	VDU Users

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	Eye strain	Low	Anti-glare screens to be removed in favour of arranging screens away from window reflections and direct light. The College Safety Officer will advise as necessary. All VDU users are encouraged to attend the Occupational Health Clinic for an eye test.	VDU Users
	Ventilation for equipment	Low	Photocopiers and printers should be located as close to sources of ventilation (e.g. windows) as far as possible. This does not apply if the area is supplied with mechanical ventilation	Chief Technical Officer
	Overcrowding	Medium	Purpose built lecture theatres become overcrowded when the number of students present exceeds the number of seats. This should be avoided as far as possible. In multipurpose rooms the number of desks available will limit the number within.	Head of Department
Fluids Laboratory	Laboratory noise	High	Ear defenders to be worn at all times whilst operating wind tunnels.	Head of Department
Fluids Lab. Vibrations Lab.	Laser anemometer Laser vibrometer	High	This equipment is only to be used by authorized personnel who must adhere to the College's code of practice for this equipment	Head of Department
	Lack of supervision for students	High	Students to be supervised at all times by staff or use a supervised building. When students are granted leisure or study facilities within an unsupervised building the College Safety Officer is to assess suitability.	Head of Department
	Changes in office practice	High	Any substantial changes involving the introduction of potentially hazardous materials, equipment or situations is to be risk assessed & control measures adopted prior to use. The College Safety Officer will advise as to risk assessments.	Head of Department
	Laboratory Exercises	Medium	All students must familiarize themselves with the Department's Electrical equipment Safety Guide before conducting experiments. They must follow the guidance of the demonstrator at all times and only operate equipment in his/her presence.	Head of Department
	Laboratory Exercises	Medium	All demonstrators to be trained in Fire Safety	Head of Department
	Engine test cells (Fire & toxic gases)	High	Staff & students working on Engine test cells must be familiar with, & adhere to the safety instructions for the use of this equipment, which are to be displayed prominently in the area. Lone working of students is not permitted.	Senior Experimental Officer Thermo Labs

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	Mechanical testing equipment	Medium	Staff and students may not use this equipment unless they have satisfied Mr Peter O'Reilly of their competence. Lone working is not permitted.	Chemical Hazards EO
	Laser welder	High	This equipment is only to be used by authorized personnel who must adhere to the College's code of practice for this equipment	Head of Department
	New practices	High	All new practices functions or equipment to be risk assessed prior to implementation	Head of Department
Parsons Building & Podium	Biological Materials	High	The Head of Department is to appoint a departmental Bio Safety Officer and that person so named in the table in Section I of this document has been duly appointed.	Head of Department
Workshop	Biological Materials	High	All persons handling biological materials must register with the Department & College according to procedures administered by the Departmental Bio Safety Officer. Biological materials will be handled & disposed of as specified in the Departmental Safety Statement.	Bio Safety Officer
	Biological Materials	High	All persons handling biological materials must register with the Department & College according to procedures administered by the Dept. Safety Officer. Biological materials will be handled & disposed of as specified in the Departmental Safety Statement.	Bio Safety Officer

Design Loft				
Machine	Potential Hazard	Control Measures	Risk	Person Responsible
<u>Milling Machine</u> Clarke CMD1225	Eye, face, hands and arm injury	Wear safety glasses and use guards. Tie up long hair. Loose clothing (i.e. loose sleeves, ties, hoods, scarves) are prohibited. All jewellery must be removed. Wear the barrier cream provided. Always use clamps/bench vice to securely mount workpiece. Wear hard toe shoes.	Medium	Dr Conor McGinn
<u>Drill press</u> Clarke CDP301	Eye, face, hands and arm injury	Wear safety glasses. Tie up long hair. Loose clothing (i.e. loose sleeves, ties, hoods, scarves) are prohibited. All jewellery must be removed. Wear the barrier cream provided. Always use clamps/bench vice to securely mount workpiece. Wear hard toe shoes.	Medium	Dr Conor McGinn
<u>CNC Router</u> JBEC 106512	Eye, face, hands and arm injury	Wear safety glasses and use guards. Tie up long hair. Loose clothing (i.e. loose sleeves, ties, hoods, scarves) are prohibited. All jewellery must be removed.	Medium	Dr Conor McGinn
<u>Vertical Bandsaw</u> Xcalibur	Eye, face, hands and arm injury	Wear safety glasses and use guards. Tie up long hair. Loose clothing (i.e. loose sleeves, ties, hoods, scarves) are prohibited. All jewellery must be removed. Use of a workpiece pusher is recommended. Wear the barrier cream provided.	Medium	Dr Conor McGinn
<u>Hot Wire Bender</u> CR Clarke H500	Eye, face, hands and arm injury	Wear safety glasses and protective gloves. Loose clothing (i.e. loose sleeves, ties, hoods, scarves) are prohibited. All jewellery must be removed.	Medium	Dr Conor McGinn
<u>Hot Wire Sculptor</u> CR Clarke 280	Eye, face, hands and arm injury	Wear safety glasses and protective gloves. Loose clothing (i.e. loose sleeves, ties, hoods, scarves) are prohibited. All jewellery must be removed. Wear lab jacket to ensure all skin is covered.	Medium	Dr Conor McGinn
<u>Solder Station</u> 60W LCD	Eye, face, hands and lungs injury	Wear safety glasses and use clamp to hold workpiece. Loose clothing (i.e. loose sleeves, ties, hoods, scarves) are prohibited. All jewellery must be removed. Always use lead free solder. Wear lab jacket to ensure all skin is covered.	Medium	Dr Conor McGinn
<u>Hand-drill</u> 18V Portable	Eye, face, hands and arm injury	Wear safety glasses. Tie up long hair. Loose clothing (i.e. loose sleeves, ties, hoods, scarves) are prohibited. All jewellery must be removed. Wear the barrier cream provided. Always use clamps/bench vice to securely mount workpiece. Wear hard toe shoes.	Medium	Dr Conor McGinn

