



Service Safety Statement
for
North Kilkenny
Community First Responders Group

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Section 1 Safety Policy

The policy of the NORTH KILKENNY CFR Group is to provide and maintain safe and healthy working conditions and environment for all our volunteers and users, plus any other people who are directly affected by our activities, such as members of the public at our call outs, trainings and events.

This policy will be reviewed and revised as necessary.

Section 2 Declaration of Intent

The basic intent of the document is to formally declare the means by which the management of NORTH KILKENNY CFR Group ensures, so far as is reasonably practicable, the safety, health and welfare of volunteers, contractors, service users, visitors and all who come into contact with our Services and/ or may be affected by our activities. This SSS contains details of how safety, health and welfare will be managed.

Safety is everybody's business and the success of our safety policy will depend on the co-operation of volunteers. It is important that volunteers are familiar with the arrangements for health and safety in the group and incorporate these as an integral part of the tasks performed while providing a service on behalf of the group.

The Service Safety Statement (SSS) will be revised and evaluated by the Trustees on a yearly basis.

The contents will be brought to the attention of all volunteers and others, through initial email to all team members and follow up at team meetings. A reasonable time frame of three weeks will be given for staff to read the safety statement and the associated risk assessments, after which they will be followed up individually by the group Co-Ordinator. The SSS will be part of the induction process for all new volunteers.

Signed..... 

Date...April 17, 2024.....

Group Co-ordinator

Section 3 Group Responsibilities

3.1 NORTH KILKENNY Trustees are accountable respectively for the effective integration of safety, health and welfare across all group activities, so far as is reasonably practicable.

Responsibilities (Please specify) to include:

- ensuring there are adequate and appropriate arrangements in place for the successful implementation, monitoring, evaluation and review of the safety management system.
- ensuring that the NORTH KILKENNY CFR group has in place a written SSS and associated risk assessments which is communicated, monitored, reviewed and updated annually and in the event of any significant change in activity.
- ensuring necessary resources are allocated and are available for the implementation of the safety management system
- seeking advice from the relevant governing bodies or risk advisors/managers as necessary
- ensuring that a health and safety training needs analysis based on risk assessment has been undertaken and training programmes implemented to ensure the safety, health and welfare of volunteers and others affected by the work activities
- ensuring that suitable arrangements are in place to facilitate effective consultation on matters pertaining to occupational safety, health and welfare
- with regard to emergencies or situations of serious or imminent danger, ensuring adequate plans and procedures are in place and periodically tested
- putting in place appropriate procedures to ensure all incidents are reported and managed by the group Co-Ordinator.
- ensuring that premises used are designed and maintained in a condition that is safe and without risk to health, that there is a safe means of access to and egress from them and that equipment and other articles are safe and without risk to health so far as is reasonably practicable
- ensuring that systems of work are planned, organised, performed, maintained and revised as appropriate, so as to be safe and without risk to health so far as is reasonably practicable
- managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her colleagues at risk
- ensuring that all safety related records are maintained appropriately and are available for inspection

3.2 **Volunteers Roles and Responsibilities**

All volunteers have a responsibility for their own safety, health and welfare and that of others in the group and should therefore:

- Take reasonable care of their own safety, health and welfare and that of others
- Ensure they are not under the influence of an intoxicant to the extent that they may endanger themselves or others
- Not engage in improper conduct or behaviour (including bullying / harassment)
- Attend all necessary training
- Use safety equipment or PPE provided, or other items provided for their safety, health and welfare on call
- Report to the group co-ordinator as soon as is practicable:
 - Any work which may endanger the health and safety of themselves or others
 - Any defect in the place of work, systems of work, articles or substance
 - Any breach of health and safety legislation of which he or she is aware

Volunteers must not:

- (i) Interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at work
- (ii) Place anyone at risk in connection with work activities
- (iii) Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons on call

Section 4 **Hazard Control Service Arrangements**

Following risk assessment this section of the SSS describes how it is proposed to ensure that the following general duties of volunteers are met, so far as is reasonably practicable:

General Duties of the Employer	How these duties are met by the Trustees
A safe place of work	The Trustees provides a safe environment for volunteers of the NORTH KILKENNY CFR group to carry out all meetings, trainings and events, which allows volunteers to access and egress from the premises safely. Through the risk assessment process any risks to volunteers have been identified and minimised.
Safe means of access and egress	
Safe plant, equipment and machinery	
Safe systems of work	
Provision of suitable protective clothing and equipment where hazards cannot be eliminated	Suitable protective clothing –gloves- provided
Designation of employees having emergency duties	CISM trained staff
Prevention of risk to health from article or substance	Risk Assessment carried out

4.1 Hazard Identification

Hazard: A hazard is any object, condition or practice which can cause an injury, ill health, damage or loss. There is generally recognition of many common hazards, e.g. an unsteady stepladder, a wet stairway etc. There is a need to recognise that unsafe work practices are equally hazardous and can cause serious injury and loss, e.g. poor manual handling techniques, mishandling of chemicals, failure to wear personal protective equipment (PPE) etc.

All volunteers must be vigilant in identifying and reporting to the group Co-Ordinator any on-call or training hazards.

Arrangements may cover the following hazard areas:

- Slips, trips and falls
- Public Events
- Use of Equipment
- Fire
- Use of own vehicle when on call
- Stress
- Chemicals/Medications
- Biohazards
- Exposure to Violence and Aggression
- Lone Working

Section 5 Risk Management Process

A **Risk Assessment** is a systematic and critical examination of the workplace for the purpose of identifying hazards and assessing the associated risk. Where hazards cannot be eliminated, control measures, either intermediate or permanent, will be outlined to ensure risk is reduced to the lowest possible and acceptable level.

In accordance with Section 19 Safety Health and Welfare at Work Act 2005, Risk Assessments have been completed for this service provide by the NORTH KILKENNY CFR Group. The Trustees will undertake written risk assessments relating to their area of responsibility and matters within their remit.

A Risk Assessment will be reviewed where:

- (a) There has been significant change in the matters to which it relates, or
- (b) There is another reason to believe that it is no longer valid, e.g. new legislation, or annually, whichever is the earliest.

Following the review, Risk Assessments will be amended as appropriate.

Persons carrying out Risk Assessments will have regard to Schedule 3 of Safety Health and Welfare at Work Act 2005, relating to general principles of prevention.

Section 6 Consultation Arrangements

The NORTH KILKENNY CFR Group is committed to a policy of co-operation and consultation between all team members and will take account of any representations made by volunteers. The effectiveness of the consultation arrangements will be reviewed at regular intervals.

Consultation with all relevant volunteers will take place:

- When new risk assessments are being carried out or revised
- When there is a change, update or modification to a particular process or procedure
- When new machines or processes are introduced
- When new substances or materials are introduced

Furthermore, should any volunteer raise any matters relating to their health and safety that are connected in any way to the on call or training activities, consideration will be given to such matters and all necessary or appropriate action will be taken to deal with the matters raised.

Section 7 Distribution/Access to the SSS

The SSS is available to all volunteers and others who may also require access to it. The master copy of the SSS is held by the Co-Ordinator and the Secretary. When making changes to the SSS, the Co-Ordinator will ensure that volunteers are made aware of the most recent updated version of the document is circulated. The revision number and date of revision will be recorded.

This SSS will be brought to the attention of all new volunteers and to existing volunteers at least annually and following any amendments will be discussed at team meetings.

Section 8 Revision of the SSS

This SSS will be brought to the attention of the above persons in a form, manner and as appropriate, language that will be understood.

This Safety Statement will be reviewed annually or when there has been a significant change in the matters to which it refers such as legislative, organisational changes, there is another reason to believe that the Safety Statement is no longer valid, or an inspector in the course of an inspection, investigation, examination, or inquiry directs that the Safety Statement be amended.

Section 9 Group Safety Statement and Risk Assessments

This is the Safety Statement and associated risk assessments for the NORTH KILKENNY CFR Group. The NORTH KILKENNY CFR Group is composed of members from Johnstown, Crosspatrick, Galmoy and Gathabawn CFR and Urlingford and Graine CFR who fulfil the following roles:

- A Group Co-Ordinator
- Secretary
- Treasurer
- Garda Vetting Officer
- Training and Equipment Co-Ordinator
- Volunteers

They work with both the National Ambulance Service and CFR Ireland in order to ensure the safety of the Trustees, the volunteers and the public, be that during on call situations, training or at any fundraising activity.

This Safety statement was developed by the Co-Ordinator and the Training and Equipment Manager whom are currently part of the NORTH KILKENNY CFR Group. The document will be reviewed annually by the NORTH KILKENNY Trustees.

The risk assessment to accompany this safety statement is a separate document

Signed: _____


Date: April 17, 2024_

Group Co-Ordinator