



General Risk Assessment Form North Kilkenny CFR Group

Hazard identified	Persons at Risk	Risk Rating (before)	Control Measures in Place	Risk Rating (after)	Named Responsible Persons	Further Control Measures Required Y/N
Slips trips and falls at training, at meetings and in premises when on call.	Team Public	Medium	<ul style="list-style-type: none"> ▪ Adoption of good housekeeping standards (cleaning spills immediately if spill occurs while providing refreshments) ▪ Inspection of premises, prior to training, for possible hazards. ▪ Avoid having trailing cables. ▪ Keep passageways clear of obstructions such as boxes, extra chairs etc. ▪ Wear suitable footwear when on call. 	Low	Team	N
Public Events	Team Public	Medium	<ul style="list-style-type: none"> ▪ Ensure there is sufficient PLI to cover any event. ▪ Ensure there are clear lines of communication between the organisers and persons responsible for carrying out individual tasks. ▪ Venue suitability is assessed and NAS online insurance form completed for any public training. ▪ Trolleys should be used for transporting all goods or equipment. ▪ Crowd control plan should be put in place. ▪ If food and drink is being prepared for the event FSAI guidelines must be considered. ▪ All possible fire hazards should be assessed and necessary action taken. 	Low	Team	N

Use of Equipment	Equipment Manager	Low	<ul style="list-style-type: none"> ▪ A list should be kept of all equipment that is available for use by the team: <ul style="list-style-type: none"> - AED's - On call bags - Training Equipment and their servicing and maintenance records if appropriate. 	Low	Equipment Manager	N
Fire	All team members when attending meetings, training and private premises when on call	Medium	<ul style="list-style-type: none"> ▪ Each team member and/or member of the public attending an event/training is aware of the exits from the area, the assembly point if appropriate, the location of the firefighting equipment and how to raise the fire alarm. ▪ At meetings and trainings corridors / passageways and exits are kept free from obstruction. 	Low	All Team members	N
Use of own vehicle when on call	All Team members	High	<ul style="list-style-type: none"> ▪ Equipment transported to and from the vehicle safely, use of trolleys where appropriate ▪ All team familiar with the law on mobile phone use in vehicle 	Low	All Team members	N
Stress	All Team members	Medium	<ul style="list-style-type: none"> ▪ Procedures in place for dealing with issues of call out related stress – identifying potential stressors, procedures for dealing with complaints, team support etc. ▪ Use CISM and HSE resources where necessary. 	Low	All team members	N
Chemicals /Medications	All Team members	Low – Medium	<ul style="list-style-type: none"> ▪ A list of all the chemicals/medications in use compiled and the appropriate safety data sheets obtained. ▪ Safety guidance information on chemical storage and use of chemicals kept in chemical safety folder. ▪ All team familiar with possible points of contact with potentially hazardous medication when with a client. ▪ Personal protective clothing i.e. gloves provided for team. ▪ All team members should be familiar with latest CPG's and where to locate them online 	Low	All team members	N
Biohazard -- infection and illness including	All Team members	Medium to high	<ul style="list-style-type: none"> ▪ All team familiar with procedure for exposure to bites, scratches, spills, splashes. ▪ All team familiar in the safe collection and disposal of Body 	Medium	All team members	N

Covid – 19 and other diseases			<p>Fluids and procedures for dealing with spillage and disposal of waste</p> <ul style="list-style-type: none"> ▪ All team must ensure that cross contamination and infection will be prevented by keeping their own cuts and grazes covered with waterproof dressing. ▪ Personal protective clothing i.e. gloves provided for team. ▪ Staff will be provided with wipes to deal with spillage. ▪ When cleaning up spillage that may include blood or other body fluids, staff will: <ul style="list-style-type: none"> - wear gloves and / or other ppe as required - use paper towels to wipe up or collect waste - dispose of the cleaning/paper towels in a tied plastic bag - wash hands thoroughly ▪ If skin is punctured by a needle, syringe or blood contaminated piece of glass the following procedure must be followed: <ul style="list-style-type: none"> - immediately wash the punctured area with soap and warm water; - encourage bleeding by squeezing around the area; - go to the nearest hospital with the sharp object, safely tied in a sturdy plastic bag; - report the incident to the team co-ordinator. <p>Whilst the risk to health may be low, these waste materials including bodily secretions and items containing urine and faeces are often of an offensive nature.</p> <p>Covid-19 and other infectious diseases: All team members must be fully proficient in the donning and doffing of PPE provided by the NAS and have been evaluated, and passed, a peer assessment in this.</p> <ul style="list-style-type: none"> • PPE will be available in the equipment shed and each team member must ensure they have a sufficient supply for their personal use. • All members must be aware of and adhere to latest NAS/HSE guidelines associated with any such disease. 			
Exposure to violence and	All Team members	Medium	<ul style="list-style-type: none"> ▪ All team members should be aware of potentially volatile situations and remove themselves from direct harm. 	Low	All team members	N

aggression			<ul style="list-style-type: none"> ▪ When on call contact ambulance control to express concerns about the premises and notify them of your decision to leave and why. ▪ Inform the Team Co-ordinator as soon as practically possible. ▪ Should a situation arise where assistance is required and a CFR cannot extricate themselves from the environment, use the WhatsApp team thread to alert fellow team members ▪ Team coordinator to discuss responding area with local Gardaí to identify any areas of concern 			
Lone Working	All Team members	Low - Medium	<ul style="list-style-type: none"> ▪ Ensure that two team members attend any call out after dark at all times. ▪ Ensure team members indicate they are attending calls through WhatsApp team thread, especially if attending solo during daytime ▪ Ensure team member confirms availability of team partner prior to going on call. 	Low	All team members	N
Health and Safety Management System			<ul style="list-style-type: none"> ▪ Ensure training records are up to date. ▪ Ensure safety induction is completed for all new team members. ▪ Team members encouraged to report all incidents and defects. ▪ A system for reviewing progress with remedial measures specified in risk assessments is in place. 	Low	Training and Team co-ordinator	N
Financial	Service provided to public	High	<ul style="list-style-type: none"> ▪ Take out appropriate levels of insurance. ▪ Ensure adequate levels of cash on hand reserves to service recurring expenditure. ▪ Ensure adequate levels of monitoring for cash handling and follow Charities Regulator guidelines for financial procedures. ▪ Report all fundraising activities in annual report and ensure compliance with legal regulations. 	Low	Trustees	N
Operational	Group	Medium	<ul style="list-style-type: none"> ▪ Ensure there is capacity among key staff to deliver projects on time. ▪ Ensure there is appropriate security of assets from loss, theft or damage. ▪ Ensure the trustees meet regularly to review and deliver on risk strategy. 	Low	Trustees	N

			<ul style="list-style-type: none"> ▪ Ensure there is accuracy, timelines and relevance when reporting to governing body. ▪ Ensure all group members are trained to the highest standard. 			
Regulatory	Trustees	Medium	<ul style="list-style-type: none"> ▪ Ensure trustees have good knowledge of all obligations in line with governing standards and policies. 	Low	Co-Ordinator	N
External	Group	Medium	<ul style="list-style-type: none"> ▪ Have process in place for increased demand for training. ▪ Have multiple options for securing equipment/services in the event of unforeseen price increases by suppliers. ▪ Have plan in place for service during adverse weather conditions. 	Low	Trustees	N
Human Resources	Trustees	Medium	<ul style="list-style-type: none"> ▪ Ensure there is a plan in place for departure of key staff. 	Low	Co-Ordinator	N