



Appendix A – Conditions for Group Visits

Copy to be provided to person arranging the Visit

The following conditions are applicable for all visits by an external Group to any premises in the ownership of Kildare Fire Service.

1. In general, at least two weeks notice shall be given for any Station visit.
2. Visiting parties should make arrangements by contacting the local Station Officer directly or through the Headquarters Office at Newbridge Fire Station. Any enquiries that are received at the Headquarters Office will be forwarded to the relevant Station Officer.
3. Unfortunately, not every request for a Station Visit can be accommodated and the Station Officer's decision is final in this regard.
4. If a visit can be accommodated, a provisional slot will be reserved, subject to receipt of the appropriate paperwork (detailed below) at least one week before the provisionally agreed date;
 - a. Evidence of an indemnity to the Council under the Group's Public Liability Insurance Policy with a minimum limit of indemnity of €6.4m for any one occurrence. This limit can be reduced for groups such as Residents Associations. Small groups (less than 5 in total) are permitted to attend without proof of indemnity.
 - b. Contact details for the Group Leader.
 - c. A list of names for the Visiting Group that will attend, and a list of the teachers/group leaders/parents that will attend in a supervisory capacity. These details must be supplied on the attendance sheet provided. There should be a minimum of two supervisors with each Group.
 - d. Any particular requirements that may need to be put in place for persons attending, e.g. access requirements or special provisions.

Note; It is the responsibility of the visiting group to have all the paperwork returned, not the Station Officer's responsibility

5. Once the above paperwork has been received, the Station Officer can then confirm the booking to the school or group.
6. These Conditions should be communicated to the Group supervisors and visitors by the Group Leader.
7. Groups should be aware that a planned visit may need to be postponed due to unforeseen circumstances.
8. On the day of the visit, the Group Leader/Supervisor must verify that the list of visitors submitted in advance correspond to the Group presenting for the Station Visit. Where changes arise, the sheet is to be updated by the Group Leader.
9. No visitors shall enter the Station unaccompanied. In general, the group should remain together for the duration of the visit unless instructed otherwise by a member of Fire Service Staff.
10. All safety matters relating to the visit will be explained to the Group Supervisor/s at the outset and must be adhered to at all times.
11. Visitors will be informed (in advance) of what to do if a fire call is received in the Station during the visit.
12. Where visitors need to be assisted in to or out of Fire Service vehicles this must be done by one of the Group Supervisors. Visitors will not be transported in Fire Service vehicles.
13. Any incidents or near misses occurring will be reported on the appropriate Kildare Fire Service incident reporting forms.
14. Before departing the Fire Station, the Group Leader/Supervisor must ensure that all visitors are accounted for and are no longer on Brigade property. The initial attendance sheet is to be completed and signed to verify this.

Checklist for Organisers

List of requirements	Complete
Two weeks notice given to Station Officer	
Evidence of Insurance Indemnity provided to Station Officer	
Contact details for Group Leader/Organiser provided	
A minimum of 2 Supervisors available	
Attendance List completed & submitted	
Any special requirements notified to Station Officer	



Appendix B – Attendance List

(To be completed by visiting Group)



Kildare Fire Service

School/Group Visit Attendance List

Fire Station	
Date of planned visit	
Time of planned visit	
School/Group Name	
Group Leader	
Total number of Visitors	
Total number of Supervisors	
Age range of children <i>(if applicable)</i>	

Group Supervisor Name(s):

Name <i>(To be completed at time of booking)</i> (Please Print)	<i>To be completed on the day</i>	
	Attended	Departed
1.		
2.		
3.		
4.		
5.		

Visitor Names:

Name (To be completed at time of booking) (Please Print)	To be completed on the day	
	Attended	Departed
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
I verify that the persons listed above attended and departed the Fire Station	<i>Signed;</i> _____	<i>Signed;</i> _____

To be completed by the Group Leader;

1. I/We have read and understand the 'Conditions for Group Visits' as issued by Kildare Fire Service.
2. This attendance list details the Group which will visit the Fire Station and the list will be updated before and after the visit.
3. I/We assume responsibility for ensuring that all visitors are accounted for at all times throughout the visit.

Print Name;

Signed;