

FIRE STATION VISITOR PROCEDURE

Section A is to be completed by representative from Visiting School and posted back to Fire Brigade HQ, Castlebar, Co. Mayo in advance of the proposed visit.

Section B is to be completed and signed by member of Fire Service taking visiting school group.

Section C is to be read out to all visitors attending Fire Station and signed by the main supervising adult.

<p>Date of Visit: _____</p> <p>Name of School: _____</p> <p>Address: _____</p> <p>Teacher: _____</p> <p>No. of Children: _____ Age Group: _____ No. of Adults: _____</p>	A																					
<p style="text-align: center;">Pre-visit Checks</p> <table style="width: 100%;"><tr><td style="width: 70%;">1. Completed School Visit Form received</td><td style="width: 10%; text-align: center;">YES <input type="checkbox"/></td><td style="width: 20%; text-align: center;">NO <input type="checkbox"/></td></tr><tr><td>2. Obtained Insurance Indemnification Letter</td><td style="text-align: center;">YES <input type="checkbox"/></td><td style="text-align: center;">NO <input type="checkbox"/></td></tr></table> <p style="text-align: center;"><i>Do not proceed with School Tour until completed form and letter received.</i></p> <table style="width: 100%;"><tr><td style="width: 70%;">3. All walkways clear (no trip hazards, no liquid spills, no equipment present)</td><td style="width: 10%; text-align: center;">YES <input type="checkbox"/></td><td style="width: 20%; text-align: center;">NO <input type="checkbox"/></td></tr><tr><td>4. All hazardous areas closed off</td><td style="text-align: center;">YES <input type="checkbox"/></td><td style="text-align: center;">NO <input type="checkbox"/></td></tr><tr><td>5. Appropriate safety signage / notices are displayed</td><td style="text-align: center;">YES <input type="checkbox"/></td><td style="text-align: center;">NO <input type="checkbox"/></td></tr><tr><td>6. No training / station maintenance taking place</td><td style="text-align: center;">YES <input type="checkbox"/></td><td style="text-align: center;">NO <input type="checkbox"/></td></tr><tr><td>7. Proposed Children : Adult Ratio correct</td><td style="text-align: center;">YES <input type="checkbox"/></td><td style="text-align: center;">NO <input type="checkbox"/></td></tr></table> <p>Above checks completed to my satisfaction</p> <p>Signed: _____ Date: _____</p> <p style="text-align: center;"><i>Read Visitor Safety Brief upon Arrival</i></p>	1. Completed School Visit Form received	YES <input type="checkbox"/>	NO <input type="checkbox"/>	2. Obtained Insurance Indemnification Letter	YES <input type="checkbox"/>	NO <input type="checkbox"/>	3. All walkways clear (no trip hazards, no liquid spills, no equipment present)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	4. All hazardous areas closed off	YES <input type="checkbox"/>	NO <input type="checkbox"/>	5. Appropriate safety signage / notices are displayed	YES <input type="checkbox"/>	NO <input type="checkbox"/>	6. No training / station maintenance taking place	YES <input type="checkbox"/>	NO <input type="checkbox"/>	7. Proposed Children : Adult Ratio correct	YES <input type="checkbox"/>	NO <input type="checkbox"/>	B
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Visitor Safety Brief

- Maximum number of 18 visitors in appliance bay at any one time, subject to a minor to adult ratio of 5:1 (up to 5 minors 1 adult; 6-10 minors 2 adults; 11-15 minors, 3 adults)
- For the purpose of this safety brief, a minor is any individual under 18 years of age.
- Where more than 18 visitors are present, the ratio of minors to adult is reduced to 4:1 and additional fire service personnel are required for supervision.
- If ratios cannot be met or if additional fire service personnel are unavailable, the extra visitors have to remain in the vehicle(s). Congregating in this foyer is not permitted.
- Visitors are required to conduct themselves in a safe manner at all times.
- No visitors shall enter the station unaccompanied.
- Visitors are only permitted in appliance bay and drill yard.
- Visitors are not permitted in appliance bay or drill yard when fire service vehicles are moving.
- Visitors must not run in appliance bay/drill yard.
- Visitors must not don or interfere with firefighter PPE.
- Visitors must not climb fire service ladders or interfere with any equipment on vehicles
- Visitors must not interfere with any communications equipment in or around the fire station
- Only trained personnel permitted to mount appliances. Minors should not mount appliances.
- Sirens must not be activated in appliance bay.
- In the event of an emergency, such as the fire alarm here activating or this station receiving a fire call visitors are required to follow me out of the appliance bay or drill yard, where we will assemble at the entrance foyer or in the front carpark at the Fire Assembly Point.
- Visitors are required to observe the fire policy and, in the event of an emergency, to identify themselves to an employee and be escorted to the designated assembly point.

I confirm that the above has been read out to our group and that I understand and agree to all above.

Signature of Supervising Adult: _____