

	Monaghan County Council Health and Safety Management System		
	Title: Visits to Community premises and or events		Page 1 of 1
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Monaghan Fire & Civil Protection Off-site Visit Request Sheet

Name of Group / Organisation	
Address (include Eircode)	
Name of Contact Person	
Telephone no.	
Brigade Area	
Group Size	
Age	
Proposed dates for visit	
Reason for visit	
Guardian / Student ratio	
Any special requirements	

Note

1. A minimum notice of 4 weeks requesting an off-site or on-site visit is required
2. It is the responsibility of the Group / Organisation to ensure that adequate liability is in place prior to the visit.
3. Please outline any site-specific emergency measures that may be in place.

General Supervision

1. Employees/volunteers shall endeavour to ensure that there are adequate adult/child ratios. The appropriate ratio will depend on the nature of the activity, the age of the children and any special needs of the group. A general guide may be 1:8 for under 12 years of age and 1:10 for over 12 years of age.
2. Please note that a supervisor / guardian must always be present during the visit. Under no circumstance will Fire-fighters be left alone with children.