



5.0 Checklist:		
5.1	Which entrance and exit will be used	
5.2	Who will open up, turn off alarm, turn on Lights	
5.3	Prepare seating, tables, AV or other equipment.	
5.4	Prepare workshop materials	
5.5	Check fire extinguishers location and condition	
5.6	Check for obstructions to exits and trailing cables	
5.7	Direct attendees	
5.8	Communicate fire regulations and safety information	
5.9	Turn off Lights, turn on alarm, lock up.	

6.0 Environmental issues		
6.1	Is there catering – If so, please append plan. Is food hot?	
6.2	Who is responsible for litter and rubbish clean up	
6.3	Will water be provided and by whom	
6.4	Who will ensure toilets are clean in advance of the activity	
6.5	Who will ensure toilets clean following the activity	

7.0 Participants		
7.1	Are there spectators/participants with disabilities?	
7.2	Is access adequate?	
7.3	Are there suitable sanitary facilities?	
7.4	Is there an induction loop for deaf participants?	
7.5	Are there good directional signs?	
7.6	Will people with mobility problems need assistance and if so who will assist them and are they adequately trained?	

8.0 Emergency Arrangements		
8.1	Is there a fire register?	
8.2	Are there fire extinguishers?	
8.3	Is there an evacuation plan?	
8.4	In the event of an emergency who do you contact?	
- Doctors phone no:		
- Hospital phone no:		
- Now Doc phone no:		
- Fire Services no:		
- Gardaí phone no:		

9.0 Risk Management		
Hazard	Risk	Control
Fire	Low	<ul style="list-style-type: none"> <li>Emergency Exits Clearly Signed. Exits are Communicated to the group</li> <li>No naked flames</li> </ul>
Slips, Trips, Falls.	Med	<ul style="list-style-type: none"> <li>Always check for trailing cables and obstructions</li> </ul>
Sick participant	Low	<ul style="list-style-type: none"> <li>Determine by talking to the patient how sick they are</li> <li>Contact next of kin</li> <li>Contact doctor if applicable</li> <li>Decide whether to bring participant to doctor or phone doctor to arrive.</li> </ul>
Missing Child/participant	Low	<ul style="list-style-type: none"> <li>Position nominated person at exits to make sure child does not leave</li> <li>Children to be signed in &amp; Out</li> <li>Search premises. If not found search outside premises</li> <li>Alert parents</li> <li>Alert Gardaí</li> </ul>
Misbehaving Child	Medium	<ul style="list-style-type: none"> <li>Communicate to child that behaviour is unacceptable</li> <li>Remove child from situation to ensure safety of other children</li> <li>Contact parents</li> </ul>
Unclaimed Child	Medium	<ul style="list-style-type: none"> <li>Keep child in safe public place</li> <li>Contact parents</li> </ul>