



# Safety Sheet for Kairos

Kairos is committed to providing the safest possible environment for young people that take part in our events and activities.

This sheet outlines additional safety measures and best practice guidelines relevant to Kairos, and enables you to provide essential information about your group to the Kairos team as well as providing you with important advice.

## For action before you arrive at Kairos

1. Complete 2 copies of this safety sheet as follows:

One copy should be hand in at the reception when you book in on arrival. The group Leader at all times when on site should keep the second copy with them. It will be used to check and account for all your people should an evacuation be needed.

2. Ensure you bring with you all the Parental consent forms these contain important information, which may be needed in case of accident or treatment of a young person. You should ensure as these forms contain personal information and to comply with data protection that you take all care to secure these.

## Evacuation

In the event of an evacuation an announcement will be made, everyone should meet at the assembly point (marked on the site map).

1. Group Leader should use this form to check that everyone is accounted for by ticking next to their name.
2. Once you have finished your roll call report to the Site Manager and inform them if you have any people missing.
3. Under no circumstances are you to leave the assembly point unless directed to do so by the Site Manager.

# Safety Sheet for Kairos



Group Name	Group Leaders name

Name of adults	Fri/Night	Sat/Night	Sun/Night	Monday
1.				
2.				
3.				
4.				
5.				
6.				
7.				
Name of young people	Fri/Night	Sat/Night	Sun/Night	Monday
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
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17.				
18.				