

Shine

Light

October 11

Host Your Own

Workplace Sleep Out

FOCUS
Ireland



Bord Gáis
Energy

Proudly supported by Bord Gáis Energy

Welcome to Shine A Light!



Welcome on board and thank you for participating in Shine A Light for Focus Ireland, proudly supported by Board Gáis Energy.

This guide will provide you with information on hosting your own Workplace Sleep Out and an overview of how your participation will help support those experiencing homelessness in Ireland.

Contents

- [Why do we need your support?](#)
- [The Sleep Out: Why, Where and When](#)
- [The Sleep Out: Before the night](#)
- [Event Plan - Example](#)
- [Activities during the Sleep Out](#)
- [Risk Assessment](#)
- [Thank you & Further Support](#)



Why do we need your support?



What is Shine A Light?

This Friday, October 11, Focus Ireland and Bord Gáis Energy are calling on all schools, communities, workplaces, and business leaders to join the nationwide Sleep Out against homelessness.

The Workplace Sleep Out aims to inspire employees to take action, raise funds for crucial homeless services, and foster empathy for thousands of people in Ireland experiencing, or at risk of, homelessness.

Together with Bord Gáis Energy, and your company's amazing fundraising, we aim to raise €1.4 million to support the thousands of people experiencing homelessness in Ireland.

Why Fundraise?

Homelessness affects real people; men, women, children, families, young people, the elderly, and people with disabilities. Focus Ireland is driven by the fundamental belief that **homelessness is wrong.**

We work to prevent homelessness and find sustainable long-term solutions to help people leave homelessness forever.

Latest Homeless Figures*

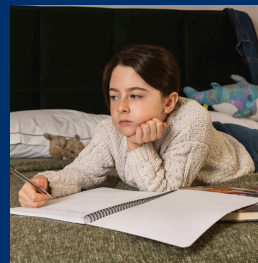
14,400+ people are currently in homelessness in Ireland*

Official number of people who are experiencing homelessness and relying on emergency homeless accommodation. There are **14,429** people currently experiencing homelessness in Ireland.

**Latest figures are correct as of July 2024. Please visit the Focus Ireland website for updated figures: www.focusireland.ie*



2,096 families



4,401 children



1,700 young adults

The Sleep Out: Why, Where and When



Why host a Workplace Sleep Out?

The statistics around homelessness are staggering. With over 4,000 children experiencing homelessness, it's clear we need to take action.

The Workplace Sleep Out to encourage responsible businesses to take action, raise funds for crucial homeless services, and foster empathy for thousands of people in Ireland without a safe and secure home.

This is an opportunity for your company to take part in the nationwide Sleep Out against homelessness.

When is it?

Shine A Light will be taking place nationwide on 11 October. We encourage everyone to join us on the same day for bigger impact but you are welcome to adapt to your company's needs.

Where can we sleep?

Choose somewhere safe and secure, for example, your car park, atrium, boardroom, or even a larger room. All that we ask is that you step out of the comfort of your own bed for one night. Please do not sleep out in a public place.

The Sleep Out: Before the night



Health & Safety

We would advise that you conduct a thorough risk assessment of your chosen event location before the night. Your event should have a First Aider and make sure that the venue is safe and accessible to only your staff.

Be Prepared

Make a checklist of everything you need and ensure you are covered by your insurance. Check the Workplace Sleep Out webpage for a recommended list to share with your coworkers on what items to bring on the night, and what to wear for a cold night outdoors.

Food & Drink

Think about food options – do you want to provide any snacks throughout the night, or should participants bring their own food? Provide plenty of water throughout the event and check out options to source some equipment for hot drinks.

Event Support

Form a Sleep Out Committee and recruit colleagues to support the planning and delivery. Ensure you have enough help to set up and clean up after your event.



Event Plan - Example



Time	Activity	Who	Materials Needed
5:30-6pm	Set up registration table, cardboard, first aid station, dinner/breakfast area, sleeping area, presentation area, any activities.	Sleep Out Committee	Pen Registration form Cardboard First aid kit Cutlery, plates, etc. Projector Speaker Extension lead
6-6:30pm	Final event briefing to go over plans for the night.	Sleep Out Committee	-
6:30-7pm	The event starts: <ul style="list-style-type: none"> • Participants arrive; • Registration; • Collection of sleeping material; • Setting up of materials and belongings. 	Participants Sleep Out Committee	-
7-7:30pm	Dinner is served. Allow time for eating dinner and mingling	Sleep Out Committee	Prepared food/catering
7:30- 8pm	Presentation: <ul style="list-style-type: none"> • Opportunity to present on why employees are sleeping out • Shine A Light videos including a presentation from a Focus Ireland ambassador with lived experience of homelessness. • Going over the plan for the night. 	Participants Sleep Out Committee	Projector Speakers Note: The Shine A Light online programme will be made live on the morning of Friday 11 October.

Continued on next page

Event Plan - Example



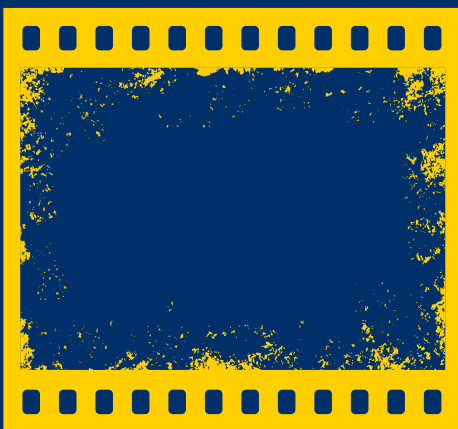
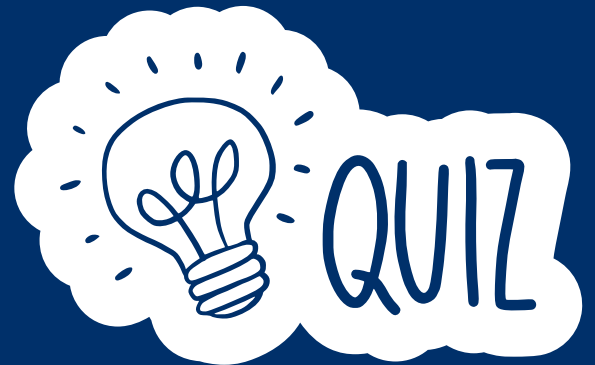
Time	Activity	Who	Materials Needed
8-8.30pm	<p>Dedicated social media time Remind your team that the sleep out is a critical time to raise funds so share their activity on social media with a link to your team fundraising page and ask for donations!</p>	Participants Sleep Out Committee	
8-10pm	<p>Activities Opportunity to run an activity for employees to help deepen their understanding of homelessness. Come up with your own activity or use one of our suggestions on page 8.</p>	Participants Sleep Out Committee	Activities materials
10-10:30pm	<p>Time to get ready for bed.</p> <p>Social media reminder - Share an update with supporters and continue to ask for donations.</p>	Participants Sleep Out Committee	-
10:30pm-6am	Lights out and sleep.	Participants Sleep Out Committee	-
6-7am	Wake up and Breakfast.	Participants Sleep Out Committee	Prepared food/Catering
7am	<p>Pack up belongings and leave for home.</p> <p>Social media reminder - Share an update with supporters that your team have completed the sleep out and continue to ask for donations.</p>	Participants Sleep Out Committee	
7-7.30am	Tidy up	Sleep Out Committee	

Activities during the Sleep Out



Quiz Night

Host a quiz to test your team's general knowledge. In addition to your own awesome trivia questions, add a special 'Shine A Light' round dedicated to raising awareness about homelessness. By including this round, you're not only testing your colleagues' knowledge but also raising awareness about a critical issue and the important work of Focus Ireland.



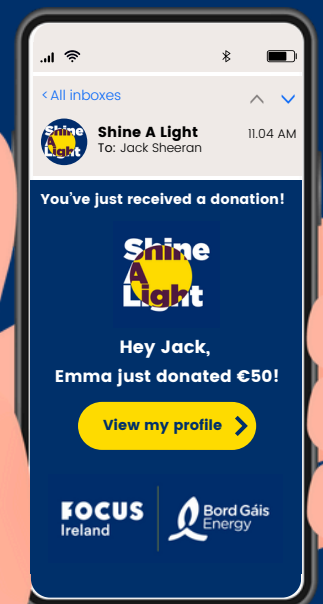
Watch A Movie

Movies can spark important conversations and raise awareness about homelessness. Here are some recommendations that can set the tone for reflection and empathy:

- Rosie;
- Pursuit of Happyness;
- The Soloist;
- Timeout of mind.

Social Media

The event day is a prime opportunity to secure donations. Share live updates during the sleep out event and ask your supporters to continue donating throughout the night. Take photos of your team setting up their sleep out area, enjoying activities, getting ready for lights out, and most importantly, keep sharing your fundraising pages to encourage donations.



Risk Assessment



This is a template risk assessment which you may tailor to your particular venue and requirements.

A risk assessment aims to identify potential hazards associated with the Sleep Out event, assess the likelihood and severity of those hazards, and implement control measures to minimize risks to participants.

What hazards are present or may be generated?	Who is affected or exposed to hazards?	What is the potential severity of harm?	What precautions are in place to either eliminate or reduce the risk of an accident happening	What is the likelihood of harm occurring?	What is the risk rating?
Unsafe sleep out locations	Participants	Serious	<ul style="list-style-type: none"> Participants will not be sleeping in public spaces; There will be a designated area for the sleep out; The sleep out area will be inspected for potential hazards. 	Improbable	Low Risk
Hypothermia	Participants, staff & volunteers	Serious	<ul style="list-style-type: none"> Participants will be advised to wear appropriate clothing and bring adequate supplies for all types of weather; A health & safety briefing will be delivered to participants. Organisers will monitor well-being of participants. Participants will return indoors, and will receive medical attention if required. 	Possible	Low Risk
Fall, trip, or slip	Participants, staff & volunteers	Minor	<ul style="list-style-type: none"> The event area will be checked for litter and any hazards immediately before, during and after, the event; All participants will be advised to take extra care if it has been raining. encourage participants to keep belongings organised. 	Possible	Low Risk

Shine A Light Risk Assessment



What hazards are present or may be generated?	Who is affected or exposed to hazards?	What is the potential severity of harm?	What precautions are in place to either eliminate or reduce the risk of an accident happening	What is the likelihood of harm occurring?	What is the risk rating?
Inaccessible venue	Participants, staff & volunteers	Serious	<ul style="list-style-type: none"> Ensure access points are in place for those with a disability. 	Improbable	Low Risk
Fire	Participants, staff & volunteers	Serious	<ul style="list-style-type: none"> Prohibit open flames, designate smoking areas, have fire extinguishers readily available. 	Improbable	Low Risk
Medical emergencies Allergic reactions, injuries	Participants, staff & volunteers	Serious	<ul style="list-style-type: none"> Have a first-aid kit readily available, identify a designated person with basic first-aid training. Organisers to call emergency services if required. Participants will be asked to share any allergy information prior to the event. 	Improbable	Low Risk
Security: Theft of personal belongings	Participants, staff & volunteers	Minor	<ul style="list-style-type: none"> Encourage participants to bring minimal valuables, designate a secure area for valuables if needed. 	Improbable	Low Risk

Thank You & Further Support



Fundraising Dashboard

When you sign up to Shine A Light, a fundraising page will be created for you. On your fundraising dashboard, you will have access to a QR code poster, social media guide, fundraising tips, email & social media templates, and more.

Didn't find what you were looking for?

Have you tried looking through the downloadable resources on our website?

shinealight.focusireland.ie

We also have a list of FAQs that might be able to answer your question.

If you still haven't found the answer to your question, please feel free to get in touch with our team:

shinealight@focusireland.ie

or call the Focus Ireland team on:

01 881 5900

Thank You!

