



Quality Assurance System

PP07 - Policy and procedure for checking Outreach facilities

Rev 1.0

Policy and procedure for Checking Outreach Facilities

Document reference number:	PP07	Revision Number:	1.0
Document drafted by:	Programme Co-Ordinator	Date drafted:	5/3/2020
Document approved by:	LASNTG	Date approved:	
Document adopted by:	LASNTG	Date document adopted:	
Issued by:	LASNTG	Date of Issue:	
Assigned Review Period	2 Years	Next Review Date:	
Responsibility for Review	Programme Co-Ordinator	Date of withdrawal obsolete document	

Amendment History:

Date	Revision Number	Details of amendment
	1.0	New Document

Purpose:

To ensure that training is delivered in a secure and safe environment

Scope:

All sites where training is delivered, other than at the Regional Training Centres.

Authorities/Responsibilities

- RTC Manager
- Trainer

1. All Regional Training Centres compile a Register of sites under following categories and by activity :

- I. Out-reach sites with practical element to course – High Risk
- II. Fire Fighting Skills Sites – High Risk
- III. Water/Wastewater Assessment Sites – Medium Risk
- IV. Theory Sites including Hotels, Local Authority venues etc. – Low Risk

2. Out-reach sites with practical element to course – High Risk

- I. The RTC Manager contacts the Health and Safety Officer of the Local Authority where the outreach site has been selected, regarding the possible use of the outreach site and to outline the purpose of the outreach training.
- II. The H&S Officer, in consultation with the RTC Manager, will decide if it is a requirement to have a competent person from his/her Authority on site for the preliminary on-site risk assessment. If this is the case, the H&S Officer will put the RTC Manager in contact with the designated person to arrange same.
- III. RTC Manager arranges for representatives from the RTC and the Local Authority designated person to carry out site risk assessment.
- IV. Retain copies of risk assessments on file in the RTC.
- V. Issue compliance check list in advance by RTC to appointed Trainer for completion on morning of course commencement, to confirm the training, as intended, can proceed.
- VI. Retain compliance check list on file in the RTC.

3. Fire Fighting Skills Site – High Risk

- I. Due to complexity of the training carried out by the Fire Services, the RTCs have not the necessary expertise to carry out appropriate risk assessment of sites/activities.
- II. Site risk assessments should be carried out by the Local Authority in charge of fire training Centre.
- III. Prior to any course commencement, RTCs should request written confirmation from fire station that the appropriate risk assessments have been completed.
- IV. Retain written confirmation retained on file in the RTC.

4. Water/Wastewater Assessment Sites

- I. Arrange for generic risk assessment for assessment element of the Programme.
- I. Issue compliance check list in advance by RTC to appointed Trainer for completion on morning of course commencement, to confirm the training, as intended, can proceed.
- II. Retain compliance check list on file in the RTC.

5. Theory Sites including Hotels, Local Authority venues

- I. Included in Trainer Induction checklist to Learner at commencement of Programme