



# Off-Site Training

## JOINING INSTRUCTIONS

For courses delivered at sites other than at Outreach Rescue in North Wales

**In preparation for your chosen course, please ensure you read the enclosed information. If you require any further information or assistance, please don't hesitate to contact us:**

**[enquiries@outreachrescue.com](mailto:enquiries@outreachrescue.com)**

### Medical Form

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A medical form requires **MANDATORY COMPLETION** by Friday the week before attendance of your course. This form also requests equipment sizing for water and powered boat courses and asks for dietary information. Note that all students must be over the age of 18 at the time of training unless otherwise explicitly agreed.

**Please complete the form online at: [tinyurl.com/ORmedform](https://tinyurl.com/ORmedform)**

### First Aid and Emergencies

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During training, instructors are first aid qualified, and first aid equipment including DEFIB and Oxygen are available in vehicles and at on-site training venues.

### Drink and Illegal Substances Policy

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Due to the nature of the courses, we have a strict drug and alcohol policy. Anyone under the influence of illegal substances or alcohol will be denied participation in training. This will be at the instructor's discretion, and if suspected of being under the influence you may be asked to take a breathalyser test. The instructor's decision is final, and in the event of being denied participation, your training manager/booking person will be informed, and no reimbursements issued. We strongly discourage excessive consumption of alcohol in the evenings and remind

delegates of the consequences of being deemed unfit to participate and for being under the influence of alcohol or illegal substances whilst at work (where applicable).

## Smoking Policy

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Smoking is permitted only in the designated smoking areas as directed by the managers of the premises. Smoking is not permitted in any Outreach Rescue issued equipment, or whilst training is taking place.

## Professional Conduct

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It is an expectation of delegates to fully participate in the courses, showing an interest in personal development. Any disruptive behaviour will be challenged by instructors. We reserve the right to exclude any delegate who negatively affects the learning experience of other delegates or presents any safety risks determined by the instructor.

## Physical Fitness

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- Many of our courses are very physical and require a good level of fitness, please ensure you are fit and well before attending
- Ensure you have completed the Medical Form as detailed on page 1 by the Friday before your course commences
- If there are any changes to what you submit on your medical form between submission and arrival, inform your instructor at the first opportunity
- The assessment criteria on some courses will require a minimum level of fitness in order to complete the assessment tasks. (E.g. ascending a rope, completing a self-rescue swim in grade 2 water)
- If you are attending an Outreach Rescue course on an Instructor, Supervisor or Advanced courses, we expect you to operate at a high level of proficiency within that environment on both a practical skills and knowledge base level. This forms part of the assessment criteria along with your ability to teach, convey information and show an aptitude in your chosen topic

## Equipment and Clothing (common to all courses):

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- Emergency Service personnel are not required by Outreach Rescue to wear uniform, and this will be at your employers discretion
- Outreach can supply all technical PPE for the course. Should you choose to bring your own PPE, please ensure it is in good working order and in accordance with the relevant legislation and guidance. Your instructor will inspect it at the start of the course
- If you have your own PPE available to you for training, it can be beneficial for familiarity purposes
- Outreach Rescue takes no responsibility for personal items which you choose to take training. Delegates are warned of the risks of damage to personal items from water ingress, being dropped, lost, scratches, tears, impacts etc. (this list not exhaustive)
- Course specific items are detailed in the relevant section of this document

### **Generic items that you may wish to bring on all training courses:**

- Any personal medication
- Sun Cream (can be provided on courses)
- Sunglasses
- Note taking facilities
- Mobile phone
- Camera

## **SPECIALIST EQUIPMENT:**

Training takes place using the equipment that Outreach Rescue owns, which is typically the most commonly used equipment used throughout services & industry. We will also have some equipment which is less commonly used to show other options available, but we will not necessarily have all the equipment you may have access to in your workplace. If you suspect you may have use of some lesser used equipment and would like to incorporate it into your learning, it may be possible for you to bring it and for it to be incorporated into the training delivered. We can make no guarantees of this, and it will be subject to the equipment fitting within the learning outcomes of the course and being familiar with the instructors. To know more about the typical equipment used in the training, and to ask about bringing additional items, please contact us.

## **Course Prerequisites:**

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Many courses have strict pre-requisite qualifications for attendance. These are listed on the courses data sheet on the **Data Sheets** page of outreachrescue.com. If you do not meet the specified pre-requisites, please contact us at the first opportunity.

## **Recommended Reading (common to all courses):**

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Recommendations for pre-course reading for each course are in the relevant section of this document. For courses other than basic courses, it is expected that you are familiar with the content of the prerequisite courses and relevant legislation, if you want to be best prepared, it will be worthwhile working through the recommended reading list. Where possible, it is beneficial to have a working knowledge of your organisation's documents that relate to working in specific environments:

- Risk Assessments (generic, site or task specific)
- Safe Systems of Work or Method Statements
- Standard Operating Procedures
- Rescue Plans
- Internal training manuals and guidance for working in adverse environments

## **Assessments:**

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Classroom only courses are assessed by exams and written works only. All other courses are assessed through a combination of direct observations of set tasks, question and answer, written/multi choice exams and scenario-based assessment. Assessment is typically by means of holistic assessment throughout the courses, then culminating in designated assessment days towards the end of the course. Instructor assessments and supervisor courses will also have assessed written tasks. Further details are available on the course data sheets on our website.

## **Cancellations:**

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Our cancellation policy is viewable on the downloads page of outreachrescue.com. Please contact us at the first opportunity if you need to cancel your course place.

**We look forward to welcoming you to an Outreach Rescue course**

# Water Courses

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**Note that Water Incident Management courses are not practical, so equipment details can be ignored. Additionally pre-course information will be sent for WIM courses with a reading list and knowledge test.**

Outreach Rescue water courses consist largely of practical training. We use several river and seaside venues to meet the needs of the learning outcomes. Depending on the time of the year, temperatures vary greatly in North Wales, sometimes on a daily basis. Ensure you bring a selection of layers to cater for ever changing weather and temperatures.

## **EQUIPMENT AND CLOTHING:**

Outreach can supply all technical PPE for the course including a thermal underlayer. Should you choose to bring your own PPE, please ensure it is in good working order and in accordance with the relevant legislation and guidance. Your instructor will inspect it at the start of the course.

**Note:** That there is a 120kg upper weight limit for Water Advanced Courses due to this being the working load limit for a number of items of personal equipment.

**The Medical Form will ask for your equipment sizes, please be accurate as this will be pre-prepared for you prior to the course.**

**You are expected to bring the following:**

- Thermal top, thin fleece or similar
- Thermal leggings, joggers or similar
- Warm socks (thick and thin pairs)
- Notepad and pen (essential for instructor courses and useful for non-instructor courses)
- Buff/Snood (if you have long hair)

## **SPECIALIST EQUIPMENT:**

Training takes place using the equipment that Outreach Rescue owns, which is typically the most commonly used equipment used throughout services & industry. We will also have some equipment which is less commonly used to show other options available, but we will not necessarily have all the equipment you may have access to in your workplace. If you suspect you may have use of some lesser used equipment and would like to incorporate it into your learning, it may be possible for you to bring it and for it to be incorporated into the training delivered. We can make no guarantees of this, and it will be subject to the equipment fitting within the learning outcomes of the course and being familiar with the instructors. To know more about the typical equipment used in the training, and to ask about bringing additional items, please contact us.

## **RECOMMENDED READING:**

All water courses:

- DEFRA Flood Rescue Concept of Operations 2019 (relevant pages) – [www.tinyurl.com/DEFRAconops](http://www.tinyurl.com/DEFRAconops)

Extra reading for relevant Water Instructor Awards:

- Outreach Rescue Water First Responder (Mod 2) Manual
- Outreach Rescue Water Rescue Technician (Mod 3) Manual
- Outreach Rescue Water Advanced Technician Manual (*Water rescue advanced skills instructor only*)

Extra reading for relevant Water Advanced:

- Outreach Rescue Rope Operator and Supervisor Manual
- Outreach Rescue Water Rescue Technician (Mod 3) Manual

# Rope Rescue and SWAH Courses

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Training will incorporate a mix of indoor and outdoor venues, with both man made and natural features.

## **EQUIPMENT AND CLOTHING:**

The City and Guilds Level 3 award in Understanding Planning, Supervising and Managing Working at Height (6144), this is solely a classroom-based course, so no specialist equipment is required.

Outreach can supply all technical PPE for the course. Should you choose to bring your own PPE, please ensure it is in good working order and in accordance with the relevant legislation and guidance. Your instructor will inspect it at the start of the course.

**Note:** *That there is a 120kg upper weight limit for Rope Courses due to this being the working load limit for a number of items of personal equipment.*

## **You are expected to bring the following:**

- Fleece or warm jacket that is reasonably durable
- Waterproof top and bottoms
- Durable warm trousers (shorts that cover the knees are fine in warmer weather)
- Durable trainers or boots. Must have good grip on metalwork
- Gloves suitable for ropework (can be provided)
- Notepad and Pen (essential for instructor courses)
- Thin hat that can fit under a helmet (colder times of year)

## **SPECIALIST EQUIPMENT:**

Training takes place using the equipment that Outreach Rescue owns, which is typically the most commonly used equipment used throughout services & industry. We will also have some equipment which is less commonly used to show other options available, but we will not necessarily have all the equipment you may have access to in your workplace. If you suspect you may have use of some lesser used equipment and would like to incorporate it into your learning, it may be possible for you to bring it and for it to be incorporated into the training delivered. We can make no guarantees of this, and it will be subject to the equipment fitting within the learning outcomes of the course and being familiar with the instructors. To know more about the typical equipment used in the training, and to ask about bringing additional items, please contact us.

## **RECOMMENDED READING:**

All Rope Rescue & SWAH Courses:

- Working at Height Regulations – Find on HSE website
- LOLER – Find on HSE website
- PUWER - Find on HSE website

Rope Supervisors Course:

- Outreach Rescue Rope Operator Manual

Rope Instructors Course:

- Outreach Rescue Rope Operator Manual

SWAH Instructors Course:

- Outreach Rescue SWAH Manual

Supervisors, SWAH and Rope Rescue Instructor Reassessments:

- Relevant Outreach Rescue Manual (Supervisor, SWAH Instructor, Rope Rescue Instructor Manuals)

# Confined Space Courses

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## **CITY AND GUILDS REGISTRATION REQUIREMENTS: Relevant only if you are attending a course with City and Guilds accreditation**

We require photographic proof of ID for registration. We can accept: Driving Licence, Passport or EUSR card which should be emailed to [sarah.jones@outreachrescue.com](mailto:sarah.jones@outreachrescue.com) by the Friday before the course start.

## **EQUIPMENT AND CLOTHING:**

The City and Level 4 Award in Plan, Manage and Review Legislative and Safety Compliance for Work in Confined Spaces (6160-06), this is solely a classroom-based course, so no specialist equipment is required.

Outreach can supply all technical PPE for the course. Should you choose to bring your own PPE, please ensure it is in good working order and in accordance with the relevant legislation and guidance. Your instructor will inspect it at the start of the course.

**Note:** *That there is a 120kg upper weight limit for Rope Courses due to this being the working load limit for a number of items of personal equipment.*

## **You are expected to bring the following:**

- Overalls
- Safety boots (non-slip, toe capped)
- Gloves (can be provided)
- Thin hat that can fit under a helmet (colder times of year)
- Comfortable, flexible and suitably warm clothing (for under overalls and in classroom)
- Notepad and Pen (essential for instructors)
- Laptop for instructor courses (you will be producing and delivering a presentation)

## **SPECIALIST EQUIPMENT:**

Training takes place using the equipment that Outreach Rescue owns, which is typically the most commonly used equipment used throughout services & industry. We will also have some equipment which is less commonly used to show other options available, but we will not necessarily have all the equipment you may have access to in your workplace. If you suspect you may have use of some lesser used equipment and would like to incorporate it into your learning, it may be possible for you to bring it and for it to be incorporated into the training delivered. We can make no guarantees of this, and it will be subject to the equipment fitting within the learning outcomes of the course and being familiar with the instructors. To know more about the typical equipment used in the training, and to ask about bringing additional items, please contact us.

Examples might be:

- Use of the gas monitors you use in service (we provide MSA Altair 4's)
- Use of BA equipment such as EDBA (we provide a combination of Dräger and MSA single cylinder sets)

## **REQUIREMENT TO BE CLEAN SHAVEN:**

For High Risk Confined Space Entry courses, Rescue and Recovery courses and all others requiring the use of Breathing Apparatus, it is imperative that you arrive clean shaven each day for training as per manufacturers guidance on the use of BA sets to ensure an airtight fit. A moustache is allowable. This does not apply to Low and Medium Risk entry courses.

## **RECOMMENDED READING:**

For all Confined Space Courses:

- Confined Space Regulations - Find on HSE website
- Approved Code of Practice for working in Confined Spaces 2014 – Find on HSE website
- Occasional Guidance Notes (Water UK)

For Confined Space Instructor Courses:

- Outreach Rescue Confined Space Manual

# Bariatric Rescue and Heavy Lift Courses

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## **EQUIPMENT AND CLOTHING:**

Outreach can supply all technical PPE for the course. Should you choose to bring your own PPE, please ensure it is in good working order and in accordance with the relevant legislation and guidance. Your instructor will inspect it at the start of the course.

### **You are expected to bring the following:**

- Safety boots (non-slip, toe capped)
- Gloves (can be provided)
- Thin hat that can fit under a helmet (colder times of year)
- Comfortable, flexible and suitably warm clothing
- Notepad and Pen (essential for instructors)
- Waterproof top and bottoms

## **SPECIALIST EQUIPMENT:**

Training takes place using the equipment that Outreach Rescue owns, which is typically the most commonly used equipment used throughout services & industry. We will also have some equipment which is less commonly used to show other options available, but we will not necessarily have all the equipment you may have access to in your workplace. If you suspect you may have use of some lesser used equipment and would like to incorporate it into your learning, it may be possible for you to bring it and for it to be incorporated into the training delivered. We can make no guarantees of this, and it will be subject to the equipment fitting within the learning outcomes of the course and being familiar with the instructors. To know more about the typical equipment used in the training, and to ask about bringing additional items, please contact us.

## **RECOMMENDED READING:**

For all Bariatric and Heavy Lift Courses:

- Working at Height Regulations – Find on HSE website
- LOLER – Find on HSE website
- PUWER - Find on HSE website

# Casualty Management Courses

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Casualty management courses combine medical treatment along with the environmental difficulties of specialist rescue in a practical fashion. Therefore, please see the specific section of these joining instructions relating to the environment/s that you are receiving training in. i.e., read the rope section for information about equipment and reading materials if you are attending Casualty Management for Rope Rescue.