Facilities Checklist

SSG Fire Safety Courses

Thank you very much for your booking. We would be grateful if you could provide us with the following information within 3 days of receipt of the booking confirmation to ensure the necessary facilities are available for the course. If you have any queries relating to this, please contact the training administration team on 01752 201616.

Once complete, please return this form to bookings@ssg.co.uk

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| Company Details | |
| Company Name |  |
| Contact Name |  |
| Contact Number |  |
| Contact Email |  |
| Invoice Address |  |
| PO Number |  |

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| --- | --- |
| Course Details | |
| Course Title |  |
| Course Date(s) |  |
| Start Time |  |
| Venue Address  (inc Postcode) |  |
| What3words (if known) |  |
| Contact Name at Venue |  |
| Venue Telephone |  |
| Emergency contact on day of course (name / number) |  |
| Course requirements discussed |  |

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| Location Details please complete if training @ client venue | |
| Any health and safety issues or procedures our tutors need to be aware of at the training venue |  |
| Are welfare and refreshment facilities available for our tutor at the training venue? |  |
| Contact name and number on arrival |  |
| Parking arrangements on arrival |  |
| Tutor can arrive 30 - 45 minutes before the course start time to setup the training room |  |
| Is there WiFi access, or where unavailable, a reliable 4G phone signal for accessing online resources? |  |

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| Training room layout | |
| Training room should be suitable for presenting a training course |  |
| Available for the duration of the course and free from distractions |  |
| Approximately 3m between the trainer and the delegates |  |
| Tables and chairs for all delegates to allow for open books, written work and possibly assessments / tests for which delegates must be sat with sufficient space between them to not see each other's work |  |
| Facilities to darken the room when necessary |  |
| Electrical supply in close proximity to the tutors table |  |
| Adequate toilets and wash facilities within reasonable distance |  |
| Fire escape routes and arrangements clearly signed |  |

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| Training room facilities | |
| TV screen and connection OR |  |
| Projector and screen |  |
| Flipchart and pens |  |
| Any additional notes you may wish to pass on | |

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| Practical Assessment Area | |
| Provision of an outside area dedicated to the practical demonstration of the use of fire extinguishers should be made available, to include the following | |
| * Access to outside water supply (if possible) |  |
| * Area for fire practical to demonstrate the use of fire extinguishers. Ideally, this area should be; * Secluded and not overviewed by members of the public (to avoid the possibility of emergency calls being made) * Not in the vicinity of the public, children, healthcare or animal services * Approximately 10 metres squared in size * At least 3m distance away from other buildings, vehicles and flammables * Away from overhanging trees * Not being used by other companies / tenants * Pedestrian / vehicle access controlled – if necessary * Clear of other fire / ignition hazards e.g. pallet storage, fuel, LPG canisters, chemical storage etc * Cordoned off using cones, barriers, fences etc * Free / away from drains, manholes, gullies, storm drains etc. If these are in the area, are there methods for blocking / bunding them |  |
| * Have access for the tutor’s vehicle for the delivery of the practical training equipment (alternatively, assistance to carry the equipment would be appreciated) |  |
| Administration |  |
| * Client to provide copies of any fire procedures and plans. Ideally this should be provided at least 10 days prior to us attending site for the fire training session for our tutor to review |  |
| * Client to advise us if a hot work permit is required for undertaking practical fire training and if required, ensure this is in place prior to the course taking place |  |
| * Client to advise us if there are any site specific hazards we need to be aware of to be included in our Risk Assessment |  |

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| Information collection and use |
| SSG - For information explaining how SSG use data collected, please refer to our privacy policy located online at <http://www.ssg.co.uk/about/dataprotection.php> |

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| Within this checklist are details relating to the specific arrangements that need to be in place for the presentation of the course.  Please sign the adjacent declaration confirming that these requirements will be in place at the time of the course.  Should you need to make any changes to this prior to the course starting, please ensure you contact us to advise accordingly. | I confirm that we wish to proceed with the training as detailed above, we understand that should the training facilities not meet the requirements, we may have to re-schedule all or part of the training and additional charges will be made for this as appropriate. | |
| Signed: |  |
| Name: |  |
| Date: |  |

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