



**National Directorate for
Fire and Emergency Management**

**KEEPING COMMUNITIES SAFE –
SUPPORT DOCUMENT-
FIRE SERVICE TRAINING**

Document Title	KCS Support Document - Fire Services Training	
Document Version: 3.5	Date	12 th December, 2013
Prepared By:	National Directorate	
Document Status	Approved for issue	
Approved for Issue: SH	Date	12 th December, 2013

CONTENTS

	Introduction	2
1	Background	3
2	Training Strategy	6
3	Developing A Common Framework	7
4	Training for Rank & Other Roles	11
5	Training Records	19
	Appendix A – Course Management Template	20
	Appendix B – Training for Rank and Other Roles	29
	Appendix C – List of Specialist Training Courses	36

Introduction

Keeping Communities Safe (KCS) provides the framework for the management of risk, addressing public safety improvement, incident reduction, response standards and service delivery structures for the decade ahead. It sets out the approach, standards and expectations for fire services delivered by local authorities in Ireland.

The most valuable resource in any fire service is the staff, which should be suitably trained to deliver services in a safe and competent manner. Everybody working in the fire service, including operational response personnel, officers and support staff require ongoing training and development throughout their careers. Personnel are provided with training to ensure that they can deliver their core role competently and safely. In addition to training for delivering core roles, many personnel will also be provided with additional training for specialist, instructor or supervisory roles.

A common training framework is required for the effective development of all personnel and for the exchange of emerging and good practice. This requires the integration of existing good practice within a co-ordinated structure and a continuous proactive approach to developing and maintaining competence at all levels.

The variety and extent of roles carried out by Fire Authorities in Ireland has expanded significantly in the past two decades. Fire Authorities are obliged under both Fire Services and Safety, Health and Welfare legislation to ensure that their all personnel are adequately trained and competent. These statutory obligations apply to personnel, including operational staff that may be called upon at any time to respond to a wide range of emergency situations.

This support document details the strategic aim at national level and provides guidance on the provision and co-ordination of fire service training in Ireland. The expectation is that each fire service delivery unit as outlined in KCS, will prepare their own training policy with reference to this document.

1. Background

1.1 Legislation

Fire Authorities are obliged under both Fire Services and Safety, Health and Welfare legislation to ensure that personnel are adequately trained and competent. These statutory obligations apply to all personnel, including operational staff that may be called upon at any time to respond to a wide range of emergency situations.

Fire Services Act 1981 and 2003 (Section 15)

It shall be the duty of a fire authority to make arrangements for the efficient training of the personnel of its fire services.

Safety, Health and Welfare at Work Act 2005 (Section 8)

The employer's duty extends to providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

Safety, Health and Welfare at Work Act 2005 (Section 13)

The employee shall while at work:

- *Co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate.*
- *Attend such training and, as appropriate, undergo such assessment as maybe reasonably be required by his or her employer or as may be prescribed relating to the safety health and welfare at work or relating to the work carried out by the employee.*

1.2 Current Training Provision

1.2.1 National Level

The Fire Service Central Training Programme provides courses for Fire Service Officers in supervisory positions and for Instructors. This is delivered by the National Directorate for Fire and Emergency Management (NDFEM) and it also has accredited fire authorities to deliver certain courses in accordance with national syllabi.

National Guidance and Training Material has also been produced by the NDFEM e.g. Standard Operational Guidance (SOG), following a process of appropriate peer review. These have been circulated, adapted and delivered at the local Fire Authority level. The methodology for the rollout and delivery of the training in each authority is dependent on the level of available funding.

1.2.2 Fire Authority Level

The Fire Authorities arrange and deliver training for fire-fighters, officers and other support personnel. This includes people working in all areas of Operations, Technical Fire Safety, Building Control, Maintenance, Regional Communications Centres and other support staff as appropriate.

Training in the primary foundation courses for new entrants i.e. Recruit Induction and Breathing Apparatus Initial Wearers, typically takes place at Fire Authority Level, whereby that service has arranged the appropriate course and trained recruits from their own and other Fire Authorities.

The Fire Authority may not have sufficient capacity within their own service to deliver core courses such as training in Breathing Apparatus (BA), Compartment Fire Behaviour (CFB), Road Traffic Collision, Pump Operation etc. This will need both the use of outside instructors and/or facilities from other Fire Services, generally arranged by payment for facilities and reciprocal arrangements for instructors.

Some training activities are delivered by a combination of qualified instructors with the relevant competence from Fire Services, and/or external agencies / companies with the appropriate expertise and competence in those areas.

The maintenance and enhancement of knowledge and skills is achieved through appropriate Refresher Courses, along with the regular on-station training. The on-station training is delivered by the supervisory Officers within that station, with some assistance and supervision by Senior Fire Officers. The current arrangements for on-Station Training in retained services vary between the Fire Services, both retained and Whole-Time. It is recognised that the current on-station training regime requires review to take account of the introduction of new equipment, disciplines, SOGs, ongoing developments in training practices and skills.

1.2.3 Training Facilities

The refresher and on-station training can be delivered in the station or in the local area, where facilities permit.

There is additional specialised infrastructure in some fire authorities e.g. BA/CFBT, with recognised fire training centres attached to fire stations, which are typically used for national courses, recruit initial induction and BA training. These centres are operated by the relevant Fire Authority and a charge levied for the use of the facilities.

KCS document has outlined the framework for the 21 service delivery units and also refers to training under shared service arrangements. The recognised training centres can facilitate and co-ordinate common standards of training. The NDFEM will review the co-ordination of such centres and will seek to strengthen the regional dimension in the delivery of training.

2. Training Strategy

The vision of the NDFEM is to support training service delivery, by having a:

‘co-ordinated approach to training and development through national guidance and standards that are delivered in a consistent manner within a quality assured framework at local, regional and national levels’.

The aims are to:

- Continue to provide safe and competent personnel through the development and efficient and effective delivery of training at all levels of the fire service.
- Put in place common minimum standards for learning, development and assessment associated with initial and refresher training in risk critical core skills for all personnel.
- Ensure that all formal relevant learning and development will be subject to assessment, evaluation and quality assurance, and where appropriate with reference to a suitable qualifications framework.

The NDFEM undertakes the task of devising the appropriate national standards, specifications and guidance by engaging fire authorities or individual officers to do research on a subject, to prepare draft documents, to work with the appropriate oversight committee i.e. operational practitioners, to finalise a draft before formally adopting documents as national standards, specifications or guidance.

Quality assurance helps to raise the effectiveness and levels of understanding between all people working in the Fire Services, through sharing, communicating and applying standards and expectations. This will give confidence to all those involved in the development, delivery and assessment of training. The NDFEM will review systems to enhance the consistent application of the relevant guidance or standards throughout the system. This will include consideration of efficient and effective methods and the use of recognised systems on a local, regional and national basis e.g QQI, implementation of organisational quality standards such as ISO and internal/external accreditation.

3. Developing a Common Framework

3.1 National Training Support

This document provides overall guidance to support the overall objective of consistent and quality assured fire service delivery in Ireland. The intention is to set up a fire service training committee with the overall remit for governance and oversight on national training. This committee will strategically review training with reference to the vision and aims of the NDFEM.

There are previously issued training support material (Syllabus, Timetable, Training Material, Assessment Criteria etc.) from the NDFEM in relation to the delivery of a number of courses. Further details relating to a number of the courses referred to in this document are also contained in the National SOGs. In the interim, Fire Services should continue to utilise previously prepared Training Material and use local Assessment Criteria for the particular course.

This support guidance also facilitates Fire Services in developing a standard framework for arranging, preparing and delivering courses. This requires standard training material, assessing students in a consistent and appropriate manner and retaining a course file and training records at the end of each course and for each member of staff. Training support materials will be circulated and made available to Fire Services by the NDFEM and it will continue to provide standardised material, with a priority on new entrant training.

3.2 Training Needs Analysis

It is intended that Fire Services should analyse the requirements and conduct a Training Needs Analysis. This process may be initiated with appropriate consultation with fire service staff and also as part of the Performance Management Development System (PMDS) process. The consultation should be inclusive of all levels of the service and provision of the required training must be referenced to the operational roles and objectives outlined in the Section 26 plan.

It is recognised that the list of identified courses will likely exceed the logistical capabilities and that it may not be possible to deliver all training required in a short time-frame due to these operational and budgetary constraints. The prioritisation process will include consideration of budget, operational issues, current good practices, legislation, new risks, accident records and safety critical training courses.

The following courses should be prioritised in the Fire Service Training Plan (note this list is in addition to regular on-station training):

- Recruit Induction Foundation Course;
- Manual Handling;
- Breathing Apparatus Initial Wearer Course;
- Compartment Fire Behaviour Initial Course;
- Standard Operational Guidance (SOGs) – incorporate in ongoing training;
- Sub-Officer Course;
- Senior Command Course;
- Health & Safety Training for Line Managers;
- Breathing Apparatus Wearer's Refresher;

The Training Plan must be consistent with the objectives and operational response arrangements detailed in the Section 26 plan. Considering the ongoing refresher cycle requirements, the Training Plan should typically cover a three-year period. The plan should be reviewed on an annual basis and agreed by the end of the year preceding the three-year period, subject to the confirmation of appropriate funding.

The approved training for the relevant year will be circulated as early as possible to all personnel that may be required / wish to participate in a particular course. Courses will then be individually circulated and all participants should generally be given a minimum of 4 weeks' notice of their required attendance on a course. In the case of any amendments to the courses listed, the Training Plan will be updated and circulated accordingly.

3.3 Competency Based

The purpose of training is to maintain and develop knowledge and skills in the relevant discipline as required by the training programme learning outcomes. The objective of any course is to facilitate the participants to demonstrate competence to the required standard. Suitable opportunities must be in place to assist an individual to attain the required standard. In the event that competency has not been demonstrated during a course, fire service management must make every effort and ensure that a process is in place to facilitate the person to demonstrate competence. The action taken will be based on the criticality and nature of the training relative to the role of the individual.

3.4 Training Management

This guidance facilitates consistency in the delivery, management and administration of training across Fire Services. It is envisaged that all Fire Services will ensure that their Training Management System includes the following:

- 1) Fire Service Training Policy Document
- 2) Copy of Training Plans for previous, current and future years
- 3) Course Training Support Materials (Timetable, Syllabus, Presentations, Assessment Material etc.) - refer to general template in **Appendix A**.
- 4) Course Training Files (or a reference to their location)
- 5) Personnel Training Records (or a reference to their location)

Fire Services will ensure effective systems are in place to manage the available information, and continue to develop as new material or practices are introduced. A documented training management system will provide demonstrable evidence of the commitment to safe and competent personnel as part of the Authority's Safety Management System. It is essential that an effective Document Control System is provided to ensure that the latest revisions of all documents are both available and in use.

The management of training must consider developments in technology and fire services should examine e-learning methods to deliver some of the training detailed in this document. The NDFEM will further explore guidance on self-directed and e-learning opportunities.

The NDFEM aims to provide a co-ordinated approach to training and development through national guidance and standards delivered in a consistent manner. In managing any training programme, it is important to ensure that the course materials incorporate up-to-date published guidance and practice. This presents a logistical challenge considering the varying delivery mechanisms at national, regional and local levels.

The NDFEM currently provides guidance/information/standards by circular, or information sessions such as the relevant NDFEM seminars. The use of 'open source' infrastructure e.g. Cloud systems, will be reviewed as an option to enhance both documentation control and access. The aim is the collation of training support materials on a suitable platform that is accessible by all relevant personnel on any internet enabled devices.

4. Training for Rank and Other Roles

KCS details the Core activities of fire services in the context of the available resources. This section considers the 'Core' training for particular roles and the essential minimum training requirements are outlined, for staff to attend and successfully complete these courses. This core training requirements are included for key personnel such as operational fire fighters, officers, specialist roles, instructors and support staff.

In examining competence for a role, the skills, knowledge and experience are considered. The recommended core training for the ranks and roles are detailed in **Appendix B**. Personnel that have previously completed a course similar to that described in this document, in terms of content and duration may be deemed to have "*Prior Learning Experience*" and it may not be necessary to re-attend a course. It is recognised that there may not be detailed competency and assessment records available for personnel who completed courses prior to the release of this document.

It is acknowledged that the whole-time services already have significantly longer periods (typically 13 – 14 weeks) of recruit induction training in place. The NDFEM intends to provide further guidance for ensuring a consistent approach in the whole-time service. The retained service has more limited time and resources available, and this document primarily provides guidance for new entrants into the service and also on minimum training provision for all existing personnel.

There are changes due to the evolving role of the fire service and a variety of other activities undertaken on the basis of identified local training needs analysis. This is dependent on the local area risks, equipment available and incident types. A non-exhaustive list of the specialist courses delivered is detailed in **Appendix C**. These courses are undertaken by selected personnel in authorities to ensure an effective service response to certain incident types, identified as part of their Section 26 plan.

Significant work needs to be undertaken to ensure a consistent approach to new entrant training and the NDFEM will initially prioritise the preparation of these training support materials.

4.1 Fire-fighters

4.1.1 New Entrants

The expectation for new entrants into the service is that they demonstrate the required core competencies. New entrants into the whole-time service are normally trained over an initial 13-14 week recruit training programme covering all aspects of fire service work outlined in this guidance. Entry into the whole-time service is contingent on the successful completion of all aspects of such a course. The NDFEM intends to provide further guidance for whole-time services to ensure a consistent approach.

Appendix B1 outlines the modules required for the new entrants into the service. The new entrant into the retained fire service must initially successfully complete the Recruit Induction Foundation Course before fulfilling any operational role. In the event of a person being unsuccessful in the initial recruit course, the Fire Service must consider the person's suitability for employment as a fire fighter.

Personnel that do not successfully complete a Breathing Apparatus Initial Wearers Course may be given a second opportunity within the 12-month Probationary Period to repeat the course. This is dependent on the report from the Course Director as to the mitigating circumstances that prevented the individual from successfully completing the first course.

Recruit Induction, Breathing Apparatus Initial Wearer Courses and Compartment Fire Behaviour are currently run at a number of centres. In order to facilitate efficient recruitment and training, the NDFEM will facilitate the co-ordination and circulation of the details of such courses, and will try to circulate to fire services as early as possible in any particular year. This will necessitate a training needs analysis in co-operation with the fire authorities to ensure the most strategic use of the resources available.

4.1.2 Refresher Training

There are significant levels of training undertaken in Fire Services and it is important to identify the critical aspects of core work and the necessary refresher requirements. Working with breathing apparatus is considered to be one of the most significant risks and it is recommended that all fire service personnel skills are refreshed on a regular basis. The guidance in Appendix B2 is provided in relation to the core activities to ensure that fire fighters knowledge and skills are maintained and developed.

There are a large number of other courses, which may be undertaken by firefighters and these are further outlined in section 4.3 and Appendix C of this document, which includes the important area of Community Fire Safety.

4.1.3 On-Station Training

Regular On-Station Training is provided to ensure knowledge and skills are maintained and developed. The current systems require review to take account of new equipment, disciplines, SOGs, developments in training practices and more effective recording of training. The NDFEM will develop updated guidance on On-Station training programmes.

The current arrangements in the retained Fire Service range from 60 to 104 hours per annum, which is further supplemented by ongoing refresher training at authority level. In the interim, until updated guidance is released, it is recommended that each retained fire service should maintain their current hours per annum and that all that are below 80 hours should progress to deliver a minimum of 80 hours per annum.

There is a larger training provision in the Whole-Time service arising from the more expansive risk profiles of stations and the enhanced availability of personnel at the station level on a permanent basis. There are differing methods used for the collation of the training hours and the current estimated hours range from 180 to 290 per annum. The Whole-Time Fire Service should progress towards the provision of 290 hours per annum (per Shift / Group / Watch) for each Fire Brigade for On-Station Training.

4.2 Officers

4.2.1 Junior Officers

Front-line officers in the Fire Service play a key role in both managing personnel within their Brigade and taking charge at incidents. The officer in attendance at the scene is generally the first, and often only, Local Authority representative taking charge of emergency situations, which can escalate into large scale Major Emergency Incidents. Accordingly, in addition to the core competencies required by fire-fighters outlined in 4.1, Officers need a broad range of training to ensure they have the competencies in areas such as supervisory management, health & safety and the ability to take charge of incidents, to effectively fulfill this role.

Fire-fighters that are permanently promoted to the Rank of Sub-Station Officer or Station Officer should have successfully completed the NDFEM Sub-Station Officer Course (or equivalent approved) within 12 months of being appointed to the Rank. There may be circumstances whereby a senior Fire-fighter or an Officer, who has recently been promoted, may have to take charge of an incident without having successfully completed this course. In such circumstances, these personnel should have completed the 3-Day Incident Command Course for Officers prior to attending an incident.

Newly appointed Station Officers should complete the NDFEM 2-Week Station Officer (or equivalent approved) course within 1 year of permanent appointment and Sub-Station Officers should undertake this course within 4 years of their appointment.

The format and content of these two officer courses has remained largely unchanged for a number of years and the NDFEM intends to review these and the overall Central Training Programme.

The more recent developments in areas such as Health & Safety and Grievance & Disciplinary have highlighted the requirement for additional support for Junior Officers through further training. Fire Services should consider the provision of appropriate on-going training to maintain and develop the skills and knowledge of officers.

Junior officers should also attend a 3-Day IOSH or similar approved Health & Safety Course for Line Managers as soon as possible after being permanently promoted to the rank of Sub-Station Officer, ideally within 12 months of being appointed. Consideration should also be given to running appropriate management course such as the 5-Day Line Managers Course (or equivalent), typically arranged by the Training Section within the Local Authority.

4.2.2 Senior Officers

Senior Officers in the Fire Service play a key role in the management of fire safety and prevention activities and the operational service. There are numerous areas of responsibility such as service planning, budgeting, supervisory management, health and safety and as the Rostered Senior Fire Officers (RSFO) taking charge at more significant incidents. Appendix B4 outlines the range of training recommended for Senior Officers and also the courses that considered a pre-requisite to being appointed to a Senior Fire Officer Rota.

There is significant work undertaken in the area of technical fire safety including fire prevention, fire safety certificate, fire risk management and fire inspection programmes. The NDFEM intends to review Technical Fire Safety training to ensure effective continuing professional development and enhancing the competence of the Officers working in this important area. This will include particular attention to the ongoing developments in the Building Control legislation.

Senior Officers should be facilitated by their authority in ongoing professional development in areas such as human resources, industrial relations, leadership and change management.

The Officers working in Technical Fire Safety and as RSFOs should attend the annual NDFEM Fire Safety Engineering and Senior Officer Seminars.

4.3 Specialist Training

The training courses previously outlined are the minimum recommended for the core work of Fire-fighters and officers in the Fire Service. However, there will be requirements for additional training in specialist activities, for Fire Services that have planned for attendance at Discretionary Activities or use Specialist Equipment as outlined in the KCS Document. The specialist activities will be undertaken by selected personnel, typically 2-3 per station, to ensure an effective and safe response to the relevant incident type.

Appendix C contains a non-exhaustive list of specialist courses and guidance regarding the delivery of these and appropriate Refresher Courses for all levels of personnel. It is recognised that the list of courses and guidance will change with time. When a fire service has committed to attending particular incident types, they must consider the number of personnel, equipment and relevant refresher training requirements.

4.4 Instructors

The majority of courses outlined in this document are delivered by Instructors from within Fire Services. These personnel have successfully completed the appropriate instructor courses and have been deemed competent in the relevant discipline. The majority have been qualified as instructors by the NDFEM (and formerly by the Fire Services Council) and other external UK Fire Services. A number of instructors have been deemed competent by external companies / agencies that have the competency in particular areas, in particular specialist equipment. Some courses are delivered by companies / agencies for Fire Services, with the appropriate qualifications, knowledge, skill and experience in the particular area, with appropriate external accreditation.

Fire Service Instructors are generally from the rank of Sub-Station Officer or higher. It is recommended initially that before instructing, the person successfully completes the NDFEM Fire Instructor 1 course (or equivalent approved) before undertaking any other Instructor Course.

There are a number of courses run by the NDFEM or typically fire services in the UK. The following is a list of the main courses that Fire Service Instructors undertake, if instructing in the relevant discipline:

- 2-Week BA Instructor Course;
- 2- Week CFBT Instructor Course;
- 1-Week Pump Instructor Course;
- 3- Day National Incident Command System
- 2- Week Hazardous Materials Course;
- 2 -Week Road Traffic Accident Course;
- 2 -Week Ship & Ports Course;

The following are to be considered when nominating candidates for Instructor Courses:

- Rank of candidate – should have a suitable balance between Junior and Senior Officer Instructors, bearing in mind the supervisory structure in the service;
- Candidates interest and relevant knowledge, skills and experience in the particular discipline;
- Interpersonal and communication skills;
- Operational exposure to a particular discipline;
- Likely subsequent availability of the Instructor to instruct on courses

The NDFEM considers it good practice that Instructors should maintain a log book of their activities. Instructors should attend appropriate refresher courses commensurate with their experience, e.g. a Breathing Apparatus Instructor than has not instructed within the past 2 years should attend a Breathing Apparatus Refresher Course as a student at the recommended frequency of every 2 years. In order to maintain competency in instructing in a particular discipline, it is recommended that an Instructor should instruct for a minimum of 6 Days in any 3-year period, in either Initial or Refresher Courses.

4.5 Personnel - Maintenance

Fire service equipment should be maintained in accordance with the manufacturers/suppliers recommendations. The majority of in-house maintenance, other than routine maintenance and checks, is carried out by qualified Fitter Mechanics. Firefighting personnel may also be involved in certain aspects of maintenance. Any such personnel must be appropriately trained, including being up to date with refresher training, in the equipment / plant that they are checking and maintaining.

Fire Services also need to ensure that external contractors/ suppliers are competent to provide maintenance services through their Safety Management System.

Operational personnel, who undertake checking of equipment, will gain valuable familiarity training, especially with equipment that is rarely utilised otherwise. Personnel carrying out such checks should be familiar with and trained on the relevant equipment. A record should be kept of the details of any checks carried out, by whom, and any other observations. It is recommended that these personnel receive an appropriate ½-day training course every 3 years in their own station on their own appliances.

4.6 Control Room Operators & Supervisors

Emergency Control Operators should complete an appropriate induction course within 1 week of joining a Regional Communications Centre, covering organisational policies, rosters, health and safety, job role and responsibilities and quality management system. It is recommended that Emergency Control Operators successfully complete appropriate training as outlined in Appendix B5.

4.7 Training for Support & Administration Personnel

Non-operational Support Staff generally fulfill clerical and administrative duties within Fire Services. They will require ongoing development in areas such as computer skills, legal governance, time management, financial management etc. The training needs of Support and Administration personnel should be identified and provided as part of the PMDS process and other parameters outlined in this document.

5. Training Records

As training is one of the primary controls in the Safety Management System, Fire Services should have appropriate recording of all training for personnel. It is anticipated that all records should be easily accessible through a suitable software package in the future. It is important to consider the integration with the local authority enterprise systems already in place e.g. Core, FSi, for the management of such records.

A record for all courses attended following the Training Policy in place should be available for each member of personnel. The recording system should include details of the relevant courses, dates, personnel and outcomes. An overall record should be available for all personnel indicating the training attended, knowledge acquired and competency demonstrated throughout their career, along with plans for future development. It is acknowledged that such systems are already in place in a number of Fire Services. A comprehensive system of recording will demonstrate the commitment to training as a significant control measure as part of the overall Safety Management System.

Courses run directly by the relevant Fire Service, should have a comprehensive course file and the course management template is provided for guidance in Appendix A.

For courses run by an External company /agency, the contracting Fire Service should obtain the above details from the course provider at the end of the course.

Appendix A

Training Management Template

A1. Course Management

This Appendix provides guidance and suggests a template for the management of training, in particular the courses. There is considerable work involved in the planning, organising, developing and running of any course. There is a significant level of administration involved in the management of any course and a Course File should be prepared for all courses undertaken.

1. Overall Administration

- 1.1. Approval to run the course (from CFO/Director of Service) – may include course costs
- 1.2. Booking of Training Centre / Lecture Room
- 1.3. Requesting availability of External Instructors
- 1.4. Advertising of Course Places
- 1.5. Requests for Course Places
- 1.6. List of Instructors & Candidates
- 1.7. Training Centre Safety Statement
- 1.8. Accident Report Forms
- 1.9. Medical Certificates for Candidates (as required)
- 1.10. Manual Handling for Candidates (as required)
- 1.11. Arrangements for Wages & Subsistence for Students & Instructors
- 1.12. Arrangements for Pre and/or Post Course Meetings (if required)
- 1.13. Records of joining instructions issued – include information regarding uniforms, time keeping, meals, travel and subsistence arrangements, equipment, notes and any pre-reads that may be required.
- 1.14. Course administration including Attendance Sheets, cleaning rota etc.
- 1.15. Syndicates and Course Mentors (if applicable)
- 1.16. Records of Assessments and Student Interviews
- 1.17. Cleaning Rota
- 1.18. Course Director Daily Checklist
- 1.19. Course Evaluation Forms

2. Pre-Course Management

2.1. Pre-Course Meeting (record details)

- 2.1.1. Training Centre – practical training/equipment/lecture room facilities
- 2.1.2. Availability of Training Aids e.g. mannequins, smoke machines etc.
- 2.1.3. Facilities for BA cylinder charging (if applicable)
- 2.1.4. Review Timetable, assign instructors and update timetable as required
- 2.1.5. Review marking/assessment system (where applicable)
- 2.1.6. Review health and safety – safety management for during course

2.2. Pre-Course Planning

- 2.2.1. Joining Instructions – circulate prior to the beginning of the Course
- 2.2.2. Arrangements for payments of wages and subsistence
- 2.2.3. Preparation of lectures – refer to SOGs/National standards, if available
- 2.2.4. Preparation of practical demonstrations
- 2.2.5. Course notes/handouts - preparation and printing
- 2.2.6. Preparation of course assistance requirements, equipment & appliances, e.g. Course Assistant(s), Number & Type of Appliances, BA Sets, BA Cylinders, Radios, Ladders, Hoses, Radios, TICs, Smoke Generator, BAECO Board / NICS Level 1/2/3 Boards etc.
- 2.2.7. Consideration of welfare requirements e.g. eating, availability of drinking water and plan as necessary
- 2.2.8. Receipt of pre-course certification e.g. medical, manual handling
- 2.2.9. Preparation of paperwork for exercises
 - Agreed assessment formats/marking systems, as appropriate
 - Wears/Exercise Sheets
 - Syndicates/Course Mentors (if applicable)
- 2.2.10 Preparation of paperwork for course management
 - Registration/Attendance Sheet /Course Evaluation Forms
 - Assessment Sheets/Record for Student Interviews
 - Cleaning Rota
 - Reporting of Accidents

3. Course Management

3.1. On Arrival

3.1.1. Safety arrangements with training provider or facility

3.1.2. Welfare arrangements – meal sheet if applicable

3.1.3. Course Assistant – outline expectations and requirements

3.2. The Course Director will ensure that records are taken of all practical sessions / demonstrations / interviews. The responsibilities of the Course Director are further detailed in this Appendix.

3.3. Overall documentation

3.3.1. Attendance/Registration Sheet

3.3.2. Exercise / Wear Descriptor Sheets and assessment sheets (Individual)

3.3.3. Practical assessments

3.3.4. Written assessments

3.3.5. Student Interview(s) – if applicable

3.3.6. Course Evaluation – Instructors and Students

3.4. The instructor in charge of the exercise has responsibility to ensure all documentation is completed – refer below for details required.

3.5. Exercise / Wear Documentation to include:

3.5.1. Exercise details including course, venue, date, exercise number, Instructor in charge of exercise, objectives of exercise, situation / scenario. (Standard Template to be used)

3.5.2. Risk Assessment for the exercise

3.5.3. Pre-Exercise Brief including specific exercise details and drawings, teams/zones, supervision of teams, scenario/objectives, communications, arrangements in the event of an accident

3.5.4. De-Brief – Post-Exercise Brief Summary including comments on exercise (Post Exercise)

3.5.5. Confirmation of any accidents / near miss reports and any accident investigation, if undertaken

3.6. Candidate Assessment Sheets:

- 3.6.1. Individual Assessment Sheet for each Exercise / Wear
- 3.6.2. Assessment Sheet for any Practical Sessions / Demonstration
- 3.6.3. Individual Written Assessment Sheets
- 3.6.4. Overall Summary Sheet of Candidate Performance

- 3.7. Consideration of informing the candidates who are referred before the end of the course

4. Post Course

- 4.1. Hard Copy of all lectures delivered & course notes circulated (should also be an electronic backup)
- 4.2. Post Course Meeting (where held or before end of course)
 - 4.2.1. Compilation of marks and decision on Pass/Referral of Students
 - 4.2.2. Review the course and recommendations for future courses improvements
 - 4.2.3. Review any accidents that may have occurred during the course
 - 4.2.4. Signing of certificates as applicable
 - 4.2.5. Course Director Report on Course
- 4.3. Issue notification of pass (with certificate) to the candidates and/or the relevant Fire Service
- 4.4. Issue notification of referral with reasons, to the candidates and/or the relevant Fire Service. Consider the further training requirements, if necessary, to facilitate demonstration of competence.
- 4.5. In case of the appeal of any result, undertake review of assessment process for individual and inform candidate of any decision relating to that appeal.

5. Records

- 5.1. Copy and record all materials relating to the course on single file and for candidates on personal files.

A2. Course Director

The individual assigned responsibility for the position of Course Director on any course has an important role in ensuring that the course is delivered efficiently and safely, in line with current guidance and fully recorded. The duties and responsibilities include: -

- a. Arranging Pre-Course Meeting, if appropriate.
- b. Having overall responsibility for the safety, health and welfare of persons on a course in accordance with the Safety Statement.
- c. Ensuring that staff and course participants under his/her control who are delegated specific duties under a Safety Statement understand and comply with those duties.
- d. Ensuring that course participants are fully aware of their duties and responsibilities as set out in the safety policy.
- e. Ensure that account is taken of the possible affects that training activities may have on persons who come in contact with those activities.
- f. Ensuring that a visual / functional inspection, is carried out prior to any training exercise, of the facilities to be used paying particular attention to the safety aspects of the following:
 - Fixed ladders
 - Roof / hatch openings
 - Steps, stairs and railings
 - Electrical fittings/lights
 - Mechanical fittings/equipment, including extractor fans
 - Access/egress routes, including emergency exit doors
 - Use and location of gas burners and smoke machines
 - Conditions of the structure
 - Vehicles and machinery
 - All equipment

(Note: It is the responsibility of the hosting Fire Authority to ensure that all equipment and facilities used on a Training Course are fully certified up to date and fit for purpose.)

- g. Prior to exercises, to give specific advice on procedures and instructions to participating personnel. Where the type of exercise demands, to give advice on such topics as:
 - Effects of working in hot and humid temperatures and precautions to be taken

- Precautions to be taken when working in darkness
 - Procedures to be adapted in the event of an agreed evacuation signal being given
 - Procedures to be adapted in the event of a distress signal unit being activated
 - Procedures to be adapted if a person is injured or in need of attention during exercises
 - Special procedures to be adapted to cater for the circumstances of a particular training exercise
 - Procedure for the summoning of external assistance, e.g. doctor, ambulance
- h. Ensuring that, at all times during courses, adequate procedures and equipment are in place for dealing with the occurrence of accident or injury.
- i. Examining the options available for dealing with hazards identified and taking appropriate action to eliminate, or at least control, unnecessary hazards.
- j. Use exercise plans and checklists for all exercises and retain copies of same.
- k. Ensuring that every person involved in the giving of instruction or participating in any way in courses is equipped with, and wearing, at least the following protection:
- Fire fighting tunic BS EN 469;
 - Fire fighting leggings BS EN 469;
 - Fire Helmet BS EN 443;
 - Water-proof gloves with thermal lining to BS EN 659;
 - Anti-Flash hood (shoulder length) BS EN 13911;
 - Firefighters' boots BS EN 15090.
- l. Permitting a reduction in the prescribed level of protection only in exceptional circumstances and for stated reasons.
- m. Where hazardous activities are involved, paying particular attention to arrangements for supervision - special attention being paid to heating and smoke-logging of the centre for training purposes and the conditions created by such heat and smoke in areas where personnel are operating.
- n. Careful planning and supervision of hot and humid conditions training by instructors and paying particular attention to the arrangements in the event of accident or injury.
- o. Not tolerating any participant engaging in 'substance abuse' - either prior to, or on the course, which might affect the participant's or instructor's capacity to operate in a safe manner.

- p. Ensuring that the environment is safe and tidy before commencement of any training exercise.
- q. Making suggestions to improve safety to the Chief Fire Officer or Senior Assistant Chief Fire Officer, as appropriate.
- r. Ensuring that he/she and the instructors are familiar with and competent in the safe use of all equipment.
- s. Ensuring that all accidents, near misses or dangerous occurrences are fully recorded in the appropriate manner in accordance with the Safety Management System.
- t. Investigate or assist with investigations as soon as is possible into any accidents, near misses or dangerous occurrences.
- u. Preparing and keeping up to date a Course File, with all relevant details relating to the running of that course.
- v. Arranging a Post Course Meeting if appropriate within a short time frame of the end of the course.
- w. Completing an end of course report (if appropriate) and the circulation of all results, certificates etc. as appropriate after the Post Course Meeting.

It is recommended that all students and instructors participating and instructing on a course involving physical activity should be certified medically fit, either in accordance with the Retained Fire-fighters Occupational Medical Scheme or a specific medical certificate for a particular course to participate or instruct on the course.

A3. Student-to-Instructor Ratios

The following provides indicative minimum student-to-instructor ratios in the delivery of the courses. The figures indicated are on the basis of good practice and ensuring consistency in the delivery of such courses.

Course	Course Director	Instructors (other than Course Director)
Recruit Induction	1	1 Instructor per 5 students
Breathing Apparatus Initial Wearers & Refresher (13 Students on Initial, Maximum 15 on Refresher *)	1	4 Instructors
Compartment Fire Behaviour (Initial & Refresher) (8 Students)	1	3
Road Traffic Collision	1	1 Instructor per 5 students
Pump Operator	1	1 Instructor per 6 students
Hazardous Materials Awareness	1	1 Instructor per 6 students
Hazardous Materials Wearer	1	1 Instructor per 5 students
Emergency Fire Appliance Defensive Driving	N/A	1 Instructor per 4 students
Manual Handling	N/A	1 Instructor

*** 15 Students on a BA Refresher Course subject to the Course Director being satisfied that the Training Facility is adequate for 15 students and that the student to instructor ratio is adequate for the proposed training programme**

Appendix B

Training for Rank and Other Roles

This Appendix contains a list of suggested courses with indicative durations based on existing courses that are currently being undertaken in the fire service in Ireland. The list of courses and the guidance provided in relation to each is subject to ongoing evaluation. The schedules set out will involve an examination of the competencies associated with the core activities of the relevant fire service.

There is a planned phased review of the training framework for new entrants into the retained service, in particular the development of the relevant modules of competence for new entrants. This work will commence with the preparation of comprehensive training support materials for the fire fighter retained recruit foundation course in 2014.

The whole-time fire services have established syllabi in place extending to approximately 13 weeks for new entrants into the service. This includes directly run courses and also sending recruits to training centres in the UK. Further work is considered necessary in this area for ensuring consistency in the training delivery. Consideration must be given to incorporating all ongoing training, where possible, into on-shift training time for the whole-time service. Hence the establishment of more detailed tasks and sub modules, relating to the experience and skills of the relevant personnel, rather than specific interval refresher times, may be appropriate for demonstrating competence in these cases.

B1 Fire Fighters - New Entrants

The following courses cover the disciplines to be undertaken by new entrants into the fire service.

Period after Joining	Course	Duration (days)
1 year	Recruit Foundation Induction ¹	10
	Working at Heights	1
	Breathing Apparatus Initial Wearers	10
	Compartment Fire Behaviour	2.5
	NICS – Introduction	1
	Local Authority Induction	1
2 years	Water Awareness	1
	Road Traffic Collision	4
	Hazardous Material – Awareness	1
3 years	Hazardous Material – Wearer ²	3
5 years	Pump Operator	3
	Emergency Fire Appliance Driving ³	3

Notes

1. This initial recruit induction will be reviewed and revised training support materials provided in 2014.
2. This is where stations are equipped with Chemical Protective Suits.
3. Many Fire Services now require recruit Fire-fighters to obtain a full C Licence and an EB Licence within their probationary period. There is work at national level with RSA, which will make recommendations on emergency service driving standards.

B2 Fire Fighters

These courses are to follow on from the initial training undertaken in the relevant disciplines. It is recommended that all fire fighters (up to and including Station Officer) other than those that are instructors complete the courses.

Refresher Interval	Course	Duration (days)
2 years	Breathing Apparatus	2
	Critical Incident Stress Management	2 hours min
3 years	Manual Handling	2 hours min
4 years	Compartment Fire Behaviour	1
	Water Awareness	0.5
	Hazardous Material – Awareness	0.5
	Hazardous Material – Wearer ¹	2
5 years	Road Traffic Collision	1
	Pump Operator	1
	Fire-fighter Skills ²	2
	Emergency Fire Appliance Driving ³	1

Notes

1. This is where stations are equipped with Chemical Protective Suits.
2. The Fire-fighter training includes consolidation of core skills, updates on developments in good practice, working at heights and ICS.
3. There is work at national level with the Road Safety Authority, which will make recommendations on emergency service driving standards.

B3 Junior Officers

The following courses are to be undertaken in addition to the ongoing training from section B2.

Period After Appointment	Rank	Course	Duration (days)
1 year	S.S.O./S.O. ¹	NDFEM Sub Officer Course	10
	S.O.	NDFEM Station Officer Course	10
	S.S.O./S.O.	IOSH H&S Line Manager Course	3
2 years	S.S.O./S.O.	Line Managers Course	5
4 years	S.S.O.	NDFEM Station Officer Course	10

Notes

1. S.O. refers to Station Officer and S.S.O. to Sub-Station Officer
2. Consideration should be given to providing appropriate refresher training for the above disciplines, in addition to the ongoing training for core competencies outlined in B2.
3. It is also recommended that Officers complete the NDFEM Fire Service Instructor 1 course for those personnel instructing at county, regional or national levels.

B4 Senior Officers

It is recommended that all senior officers complete foundation operational courses to enhance their overall knowledge and skills. This section also provides guidance for training courses that should be completed prior to being appointed a Rostered Senior Fire Officer.

	Course	Duration (days)
Senior Officer	Recruit Foundation Induction ¹	10
	Working at Heights	1
	Breathing Apparatus Initial Wearers	10
	Compartment Fire Behaviour	2.5
	Incident Command System – Introduction	1
	Local Authority Induction	1
	NDFEM Fire Engineering Course ²	5
Rostered Senior Fire Officer	To complete all the above	
	NDFEM Senior Officer Operational Command	10
	Media Management	2

Notes

1. This initial recruit induction to include Manual Handling and the course will be reviewed by NDFEM.
2. Senior Officers working in the area of Technical Fire Safety should complete the NDFEM 5 day course as soon as practicable. The NDFEM will consider further guidance on continuing professional development to enhance competency of Officers in the area of Technical Fire Safety – refer also to Legal Training and Technical Fire Safety in Appendix C.
3. Senior Officers should be familiar with all SOGs operating within their service, water awareness, Major Emergency Management including the information management system, local authority Controller of Operations and MEM On-Site Co-ordination.

B5 Control Room Operators and Supervisors

The following training is required for the new recruits into the regional communication centres.

Period after Joining	Course	Duration (days)
12 weeks	Induction Course ¹	1
	New Operator Training ²	Ongoing
16 weeks	Complete program to take calls unassisted.	Ongoing
	Critical Incident Stress Management ³	2 hours
Senior Emergency Control Operator	FETAC accredited Supervisory Management Training Course ⁵	

Notes

1. The Induction of new recruits covers organisational policies, rosters, health and safety, job role and responsibilities and quality management system.
2. The operator is to be assessed by:
 - Written theory
 - Practical assessment of control room equipment operation
 - Final Call taking practical assessment
3. Ensure that the CISM training is completed before taking any live calls.
4. It is recommended that Emergency Control Operators/Senior ECOs complete a minimum of 1 hour's operational training per shift. If performance falls below the required standard, person must complete Refresher training program, as deemed appropriate by the Communications Centre Training Officer.
5. Courses should also be made available to a number of personnel in Occupational First Aid with AED training, Critical Incident Stress Management and Peer Supporter.
6. Personnel that are promoted to the grade of Senior Emergency Control Operator should successfully complete the FETAC course within 6 months of promotion.
7. Appropriate Refresher Training Courses in CISM (min 2 hrs/year) and peer supporters (every 2 years).

Appendix C

List of Specialist Training Courses

This Appendix contains a non-exhaustive list of specialist courses and guidance regarding the delivery of these and appropriate Refresher Courses. The list of courses and the guidance provided in relation to each may change.

It is recognised that only selected personnel i.e. person working in that area or 2 – 3 per station, will be typically required to undertake the specialist training. This is to ensure an efficient, effective and safe service response involving either the relevant equipment and/or attendance at the relevant incident type. It will also be necessary to attend appropriate refresher training and maintaining competence in these disciplines.

The refresher schedules set out here will involve an examination of the competencies associated with the activities of the service. Consideration must be given to incorporating such training, where possible into on-shift training time for the whole-time service. Hence the establishment of more detailed tasks and sub modules, relating to the experience and skills of the relevant personnel, rather than specific interval refresher times, may be appropriate for demonstrating competence in these cases.

- **Abrasive Wheels** – Any personnel that operate Abrasive Wheels equipment such as Consaws, Grinders and Grindettes should attend an initial 2-Day Abrasive Wheels Course (or equivalent) before using such equipment. Personnel should attend a 1-Day Refresher Training Course every 3 years.
- **Aerial Appliances** – Any personnel operating Aerial Appliances should attend an operator course as recommended by the supplier / manufacturer of the Aerial Appliance before operating the appliance. In the absence of any recommendation from the supplier / manufacturer of an aerial appliance, personnel that are operating an aerial appliance should attend an appropriate refresher course, preferably recommended by the supplier / manufacturer, for a minimum of 3 days every 3 years.

- **Compressed Air Foam System (CAFS) Pump** – Any personnel operating a CAFS Pump should attend a 1-day operator course as recommended by the supplier / manufacturer of the CAFS Pump before operating the Pump. In the absence of any recommendation from the supplier / manufacturer of the CAFS Pump, personnel that are operating a CAFS Pump should attend an overall pump refresher course, incorporating the safe use of CAFS as part of the programme, for a minimum of 1-day every 5 years.
- **Chainsaw** - Any personnel operating a Chainsaw should attend an initial Coillte Chainsaw Course for Local Authority Operatives (or tailored equivalent for fire services) before using such equipment. Personnel should attend a minimum 2-Day Refresher Training Course every 3 years.
- **Crane (Hiab / Palfinger or other)** – Any personnel operating a Crane should attend an operator course as recommended by the supplier / manufacturer of the Crane before operating the Crane. In the absence of any recommendation from the supplier / manufacturer of the Crane, personnel that are operating a Crane should attend an appropriate Refresher course, preferably recommended by the supplier / manufacturer, for a minimum of 1 Day every 3 years.
- **Community Fire Safety** – In addition to training for Operational Roles, Fire Services should train a number of personnel to deliver Community Fire Safety Initiatives, in particular the NDFEM Schools Programme. It is recommended that 2 personnel in each station/shift should complete a 1-day Community Fire Safety (CFS) Training Programme, to include all statistics (causes of fires, locations etc.), overview of Building Regulations for domestic houses, Schools Programme (packs & characters) and advice for children on discovering a fire.
- **Confined Space** – This is to be finalised (separate project group of NDFEM working on it)

- **Emergency First Responder** – Personnel may be required to deal with casualties in advance of arrival or in tandem with the ambulance service. Fire Authorities should look at developing a minimum number of emergency first responders in their service. For emergency first responder, personnel will be required to undertake the required PHECC accredited course, typically 6 days, and attend a 1-day and 2-refresher course on a 2-year and 3-year cycle. In the event that there is an insufficient number of Emergency First Responders in a station, a core number of personnel will be trained up as Occupational First Aiders.
- **Forklift Operator** – Personnel may be required to operate a Forklift as part of their employment as a fire-fighter, particularly if they are working in a station that is used as a Training Centre. Any personnel operating a Forklift should attend a suitably approved 2-Day operator course and possess the appropriate licence before attending the course, and should attend a 1-Day Refresher Course every 3 years.
- **Hazardous Materials Operator** – The suite of SOGs in relation to Hazardous Materials, recommend that Fire Services should carry out a Risk Assessment in conjunction with neighboring Fire Services to determine requirements for stations that need capability of wearing Chemical Protective Clothing (CPC) at a Hazardous Materials Incident. Any Fire-fighters in these stations that may be required to wear CPC at an incident should attend training as prescribed.
- **Legal Training** - Fire Services should consider appropriate legal training for senior officers and these courses may be arranged within a Local Authority or joint courses between authorities. It is recommended that a 3-day course (either consecutive or 3 No. 1-Day Courses) should cover relevant legislation & powers, appearance in court, preparation and maintenance of files and procedure in the event of a serious incident.
- **Line Rescue** – Guidance for SOGs in this area is to be prepared.

- **Safe Pass** – In circumstances, where personnel are required to carry out visits or inspections of certain construction sites, it is necessary for personnel going on-site to have successfully completed a 1-Day Safe Pass Training. This training can be arranged by the Training Section within the Local Authority and certificates are valid for 3 years.
- **Safety Representative** – Fire Services are obliged under the Safety, Health and Welfare at Work Act to have Safety Representatives within their Brigade. Personnel fulfilling this role should attend a 3-day IOSH approved Course for Health & Safety Representatives.
- **Ship & Ports** – A number of coastal Fire Services may deem it necessary to carry out training for Ship Fire-fighting, both on and off-shore and for fighting fires in ports. Dublin Fire Brigade have a suitably equipped and trained Marine Emergency Response (MER) unit to deal with incidents on ships off shore and it is not considered necessary that any other Fire Services would equip or train personnel to deal with incidents off-shore. Fire Services may decide to arrange a 5-Day course on Ship-Firefighting for ships that are docked. Fire Services may also arrange a 3-Day Port Fire-fighting Course to deal with incidents that may occur within a port – such courses should concentrate on particular risks within a port, e.g. Fuel Farms, Radiation Sources and other specific risks and students should be trained in the special arrangements in place with water supplies etc. for dealing with such incidents.
- **Swift Water Rescue Technician** – The suite of SOGs in relation to on Water Based Rescues, recommend that Fire Services should carry out a needs assessment to determine if any stations require a Swift Water Rescue Capability. Where it is deemed necessary for Fire-fighters to enter water to carry out a Rescue, personnel should be equipped with the appropriate PPE and attend an accredited SRT Course, typically for a minimum of 4 days.

- **Tactical Ventilation** – Any Fire Services using Positive Pressure Ventilation Fans for *Defensive* Fire-fighting in their Fire Services need to ensure that all Fire-fighting personnel receive training for a minimum of 1 Day in Tactical Ventilation and all Junior Officers undertake a minimum 2-Day training course delivered by suitably qualified Instructors. All personnel should also attend a ½ Day Refresher Course every 3 years.

Any Fire Services using Positive Pressure Ventilation Fans for *Offensive* Fire-fighting in their Fire Services need to ensure that all Fire-fighting personnel receive a minimum of a 2-Day Training Course in Tactical Ventilation and all Junior Officers undertake a minimum 3-Day Training Course delivered by suitably qualified Instructors. All personnel should also attend a 1-Day refresher course every 3 years.

- **Technical Fire Safety** – It is recommended Senior Fire Officers should complete a NDFEM 1-week Fire Safety Engineering course (or equivalent) within 2 years of their appointment. In addition, all Senior Fire Officers who are expected to carry out functions in relation to Technical Fire Safety should undertake additional training in the following areas:
 - Fire Safety and Building Control Legislation
 - Design Strategies
 - Fire Risk Assessment
 - Passive Fire Protection
 - Active Fire Protection Systems
 - Fire Safety Engineering
 - Fire Safety Management
- **Tunnel Fire-fighting** - In recent years a number of road tunnels have opened, in particular the Dublin Port Tunnel, Jack Lynch Tunnel in Cork and the Shannon Tunnel in Limerick. Due to the nature of incidents that may occur in these tunnels, the Fire Services responding have delivered specialist training in Tunnel Fire-fighting

procedures to responding personnel. Due to the lack of expertise and experience in Ireland in tunnel fire-fighting, Fire Services have sent Officers abroad to be trained as instructors and these instructors have delivered suitable training to personnel in their Brigades at their local tunnel facility. It is recommended that personnel receive the equivalent of 1-Day refresher training every 3 years. This may for operational reasons need to be delivered over a number of sessions when sections of the tunnel are closed for Maintenance reasons.

- **Wildland Fire-fighting** – The SOG issued in relation to Wildland Fire-fighting, recommends that Fire Services should ensure that all personnel are trained in accordance with the Guidance provided in the SOG.
- **Winch Operator** - Any personnel operating a Winch should attend an operator course as recommended by the supplier / manufacturer of the Winch before operating the Winch. In the absence of any recommendation from the supplier / manufacturer of the Winch, personnel operating a Winch should attend an appropriate Refresher course, preferably recommended by the supplier / manufacturer, for a minimum of 1-Day every 3 years
- **Miscellaneous Site Specific Risk Training** - (e.g. Airports, Railways, High Rise Buildings etc.) – The local risk assessment, delivery of a particular SOG, consultation with the Major Emergency Management Committee, a pre-incident planning inspection or legislative requirements may deem it necessary to carry out visits to specific sites within their Fire Service. The objectives and the planned duration for the site visit should be prepared in advance of the visit by the Brigade person arranging and agreed with an on-site representative. Suitable arrangements should be put in place to ensure the objectives are met. A report should be prepared and filed appropriately by the Brigade person in charge of the site visit, outlining the requirements of the fire service and ensuring that appropriate site specific procedures are agreed and communicated to all the relevant fire service personnel.