

# OUTREACH RESCUE



## JOINING INSTRUCTIONS

For courses delivered at Outreach Rescue and Sea Training International at our training centres in North West Wales

*Any Vehicles in Water Courses, or any courses delivered off-site have separate Joining Instructions. If you have received these Joining Instructions in error, please contact us at first opportunity.*

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

### Accommodation (for courses booked as residential only)

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Please be aware that Outreach Rescue uses a number of accommodation providers, and your accommodation will not necessarily be at Outreach Rescue. Specific instructions on where you are to be accommodated will be sent to you the week before your course. Please do not request this any sooner as it will remain unconfirmed until this time.

Accommodation is provided the night before the start date of your course. An evening meal on this first night is not included. Residential courses will include breakfast on each training day, lunches and evening meals on all but the first night and the day of departure.

## Getting to Outreach Rescue

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**Note that for Power Boat courses, the course meeting place WILL NOT BE at Outreach Rescue, and instead see details in the following powerboat section.**

You can download directions and a map of how to get to Outreach from our website's downloads page or [outreachrescue.com/s/directions.pdf](https://outreachrescue.com/s/directions.pdf). If you are using GPS navigation systems to get to Outreach via the A55 North Wales Coast Road, it is best to go via Junction 11 on the A55.

**Beware a GPS trying to take the shortest route via slow and narrow back country roads!**

**Address:** Outreach Rescue, Tan-y-Bwlch Centre, Llanllechid, Bangor, Gwynedd, North Wales, LL57 3HY

**Google Maps:** [Outreach Rescue](#)

**What 3 Words:** consults.angle.increases

**Grid Reference:** SH 627 683

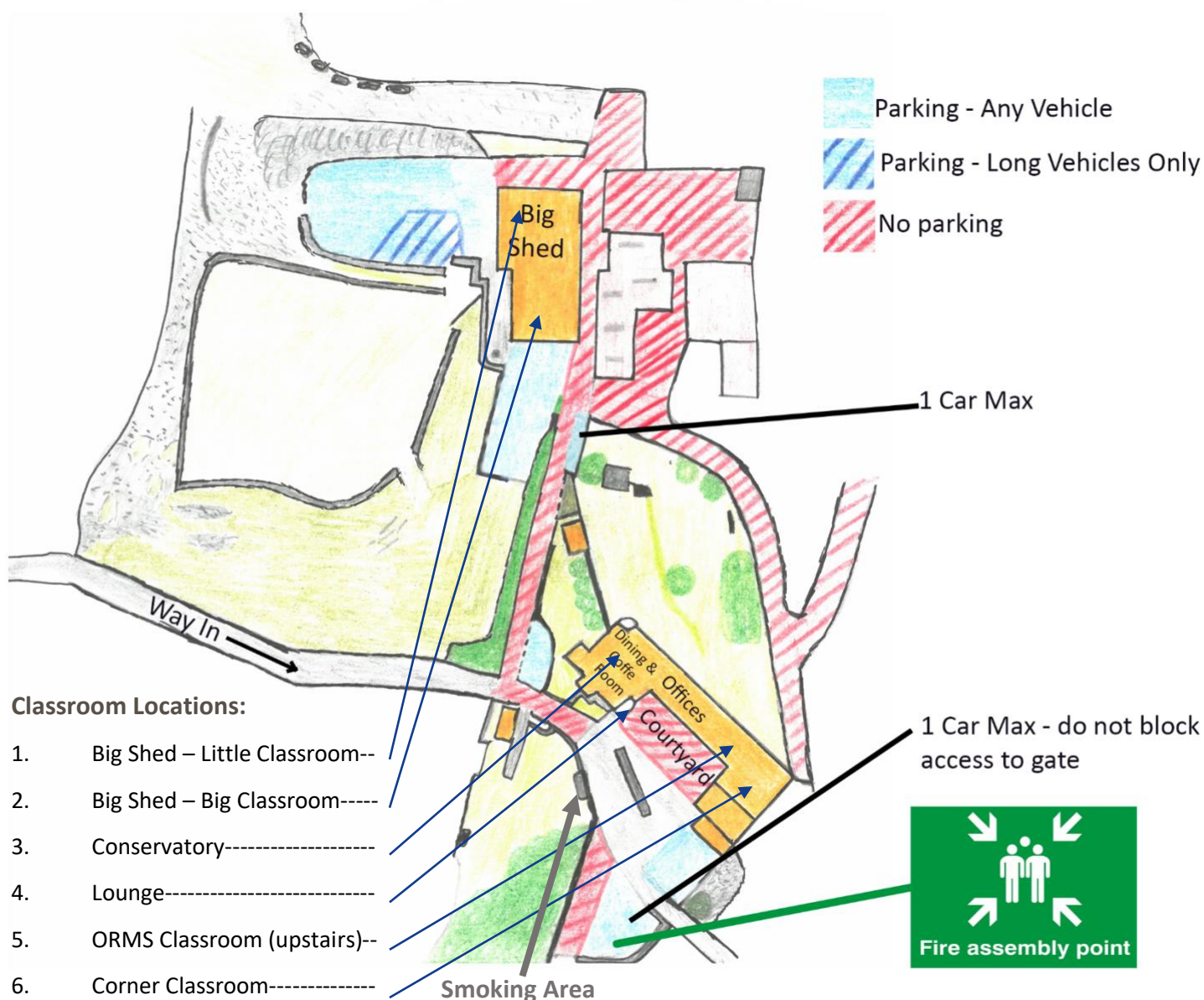
**Lat/Long:** 53.193675, -4.055809

## WI-FI Code

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**Outr3achgu35t (first character is zero)**

## Site Map



## Parking

Parking at Outreach can sometimes be busy, we ask that you:

- Keep strictly in the bays where they are marked (ensure no overhang beyond the bays)
- Park long vehicles in the indicated area on the site map
- Please reverse park only
- Please park sensibly (only use the space you need)
- Adhere to the strict one-car-only notices on the site map
- Follow the 'fish bone' pattern in the car park behind the Big Shed to maximise space

## First Aid and Emergencies

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.

Outside of training, a comprehensive first aid kit and DEFIB are available in the foyer as you access the Coffee Room & Dining Room. It is at the right-hand door as you come in. Please inform staff if any items are used.

A landline is located in the same foyer on the wall at the base of the stairs. Ensure to dial 9 for an outside line (i.e. 9999 for emergency services) This phone will only dial emergency services.

Mobile phone signal can be patchy for calling of emergency services and works best near the Big Shed.

Give the location details given on the previous page and send someone to meet assistance at the site entrance to direct them from there.

## Useful Contacts

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### **Doctors Surgery & Pharmacist**

Bethesda Medical Centre  
Station Rd, Bethesda, LL57 3NE  
01248 600212

### **Hospital**

Ysbyty Gwynedd (has A&E department)  
Penrhosgarnedd, Bangor, LL57 2PW  
01248 384384

### **Outreach Rescue Out of Hours Contact**

Greg Cain – 07909 771168

### **Dentist**

Bangor Cosmetic and Implant Centre LL57 2EE  
01248 372888

### **Shops**

Tesco & Cooperative  
Both on Bethesda High Street

## Fire Procedures

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- If you discover a fire:
  - Immediately operate the nearest alarm point
  - Dial 999 and request fire service (if using landline in foyer dial 9999)
  - Attack the fire, without taking personal risks if appropriate - extinguishers located by all exits OR leave the building without collecting personal belongings
- On hearing the fire alarm:
  - Leave the building by the nearest available exit
  - Report immediately to the Fire Assembly Point, as shown on the site map
  - Alert Outreach Staff – use the number listed above for our of hours alarms
- Incident Response Boards with a rooming list are located: Little shed, Outreach Rescue Office, Foyer, Cottage and Big Shed. Use these to ensure all personnel have left the building.

## Food and Refreshments

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- Hot beverages are provided for all courses
- Lunch is provided on all courses (packed lunches for courses involving some off-site training)
- Residential courses include evening meals (except evening of arrival) and all breakfasts
- Dietary requirements are catered for you based on details stipulated in the medical form. Please ensure you provide sufficient detail for your needs

## Diploma in Specialist Rescue

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The Diploma and Certificates in Specialist Rescue are delivered in partnership by Outreach Rescue and Coventry University.

To see if your course qualifies and for further information, please visit [www.outreachrescue.com/diploma](http://www.outreachrescue.com/diploma)

Contact [amy.jones@outreachrescue.com](mailto:amy.jones@outreachrescue.com) or visit the office when you are at Outreach for more information and to enrol.

## 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 area as indicated on the site map. Please extinguish the cigarette fully before leaving the smoking area. Smoking is not permitted in any Outreach Rescue issued equipment.

## 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 effects 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 Outreach Rescue 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.

## Meeting Places:

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- Please meet in the courtyard and/or Coffee room at 9am on the first day of training (**except for power boat courses, see Power Boat section for details**)
- Successive days meeting places will be given by instructors and are displayed in the Coffee Room window
- Classrooms are shown on the included site map

## 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.

The General Assessment Criteria is available in the downloads section of the OutreachRescue.com 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 Outreach Rescue**



## Water Courses

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Excluding Vehicles in Water and any courses not delivered in North West Wales, please email enquiries@outreachrescue.com immediately if you have received these joining instructions in error.

**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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At Outreach Rescue we have a variety of training venues that we use for Working at Height and Rope Rescue Courses. 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:**

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### **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

### **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:**

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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 Drager 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.

## Power Boat Courses

Our power boat courses are run off site with our partner company Sea Training International (see below for address) based on the shores of the Menai Strait. The Menai Strait is commonly regarded as the most difficult navigable waterway in the UK and is a fantastic venue for honing your powerboat handling skills.

### LOCATION:

All Power Boat Courses take place at the following location:

**Address:** Sea Training International Ltd, Dinas Boat Yard, Y Felinheli, LL56 4RX

**Google Maps:** [Dinas Boat Yard](#) (searching Sea Training International will not lead you to the correct address)

**What 3 Words:** look.dried.pills

**Grid Reference:** SH 520 672

**Lat/Long:** 53.180975, -4.215865



Access is via the gateway between the slipway and the ambulance as shown in this photo. Long vehicles can park where the ambulance is located. Do not block any entrances.

### PREREQUISITES:

#### **For DEFRA MOD 4 Powered Boat for Rescue Initial:**

Proof of holding an RYA Powerboat Level 2 and DEFRA MOD 3 awards must be submitted to the Outreach Rescue office at least a week in advance of the course start

#### **For DEFRA MOD 4 Powered Boat for Rescue Recertification:**

Proof of holding an in-date DEFRA MOD 4 award must be submitted to the Outreach Rescue office at least a week in advance of the course start

### COURSE START TIMES:

#### **For DEFRA MOD 4 Powered Boat for Rescue Initial:**

Course starts at 9am

#### **For DEFRA MOD 4 Powered Boat for Rescue Recertification:**

Course start times vary depending on seasonality due to there being a night exercise on day 1. Start times will vary between 9am in the winter and 3pm in the summer to ensure the night exercise is conducted in the dark.

Confirmation of the start time will be included in your accommodation email and sent to you the week before your course start date.

### **RECOMMENDED READING:**

All Powered Boat courses:

- DEFRA Flood Rescue Concept of Operations 2019 (relevant pages) – [www.tinyurl.com/DEFRAconops](http://www.tinyurl.com/DEFRAconops)
- RYA Powerboat Level 2 Course Notes
- Maritime & Coastguard Agency – Rescue Boat Code – Find on MCA website
- (only for FRS personnel) Rescue Boat Code for the Fire and Rescue Service – On [www.ukfrs.com](http://www.ukfrs.com)

Powered Boat for Rescue DEFRA MOD 4 Recertification:

- Powered Boat for Rescue Response Manual

### **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: Externally mounted rescue knives and BA harness lanyards/cows-tails will need to be removed.**

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

**Powered Boat for Rescue courses have a tendency to be cold as there is limited shelter, strong winds and limited physical activity, often whilst in wet outer layers. Wearing warmer thermals than on a MOD 3 course is recommended.**

**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:**

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