



## Off Site Safety Management Brathay Exploration Group October 20<sup>th</sup> to 21<sup>st</sup> 2011

We are very pleased that you have decided to use Fieldskills for your training course and look forward to seeing you there. We hope the following contains all the information you need before the course but if you need any other assistance please feel free to give us a ring on 0845 293 7296 or email [admin@fieldskills.com](mailto:admin@fieldskills.com).

It is important you have a read through this information to ensure everyone knows what to expect and has appropriate clothing etc on the day.

### Course content and timetable

Below is an outline of the timetable for the course. This will be flexible on the day, dependant on factors such as weather and the needs and interests of the group. However it provides a good outline of the topics we will cover.

#### The key timings are:

Both days run from **9.00 to 17.00**.

<b>DAY 1</b>	
Intros and Paperwork	9.00 - 9.15
Planning Intro – why is it important	9.15 - 9.30
Information gathering practical	9.30 - 9.45
What do we need to know about the people on the trip	9.45 - 10.15
<b>BREAK</b>	10.15 - 10.30
Safety Guidelines	10.30 - 12.00
<b>LUNCH</b>	12.00 - 13.00
Legal Responsibilities	13.00 - 14.30
<b>BREAK</b>	14.30 - 14.45
Risk assessment	14.45 - 15.30
Risk assessment practicals and case study	15.30 - 17.00
<b>DAY 2</b>	
Other Elements of planning - code of conduct, insurance, environment	9.00 - 10.00
Managing the event	10.00 - 11.00
<b>BREAK</b>	11.00 - 11.15
Crisis Management Planning	11.15 - 11.45
Communications and Evacuations	11.45 - 12.00
Evacuation scenarios	12.00 - 12.30
<b>LUNCH</b>	
Planning practical and emergency scenario	13.30 - 15.45
<b>BREAK</b>	
Evaluating the event	16.00 - 16.45
Wrap up and Conclusions	16.45 - 17.00

## Location

The course will be run on site at Brathay.

<http://www.brathayexploration.org.uk/accommodation/how-to-get-there.html>

## What to expect and what to bring

All Fieldskills courses involve some practical elements. In the case of first aid this may be just some bending and lifting inside the classroom, in other courses this may involve working outside in rough or even remote terrain. Clients are reminded of the importance of operating within their abilities and informing Fieldskills of any medical or other issues which may affect their active participation.

Clients should also understand that all outdoor activities are potentially hazardous and that they are obligated to agree to abide by safe practice as instructed.

This course is a combination of lecture based teaching, group planning exercises and hands on practical sessions. Whilst the majority of the course will be indoors we may run a couple of outdoor scenarios during which we will be outside for up to an hour. Therefore it is necessary that you bring adequate clothing (waterproofs and warm fleece).

## Food

Food is not included in the course.

## Booking terms and conditions

Payment of the full course fee is required to secure the booking.

In case of client cancellation:

- More than one month prior to the course Fieldskills is able to provide a 50% refund.
- Less than a month before no refund is possible.

Please get in touch if you require any further details and we look forward to seeing you on the course.

Kind Regards

*The Fieldskills Team*

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