



IVR

(Administrator for National Rescue / Recovery Scheme SS17)

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TRAINING CENTRE
OR
TRAINING VENUE STANDARDS

BACKGROUND

This guidance note is for training centres and instructors who provide training under National Rescue / Recovery Scheme (SS17) instructor and operator training to meet the standards of IVR approved training centres, both in their own training centres and whilst training on customers' premises.

INTRODUCTION

IVR recognises that Rescue & Recovery operator training may take place in two different types of location in a dedicated off-the-job training centre (in centre), or on the premises where the operator will eventually work (on site).

Instructors and training provider/organisations will have full control over the facilities offered by their own centres, but experience has shown that facilities offered on employers' own premises may fall short of the ideal.

Under these latter circumstances, training undertaken may not reach the aspirations of IVR, but may well be directly relevant to the operator's eventual operating environment. Thus any shortcomings may be balanced by the possibility of structuring training to the precise requirements of the employer concerned. In this way, both basic training and some specific job training objectives can be met satisfactorily, to the benefit of the trainees.

In the following notes, terms used indicate where standards **SHALL** be met, where specific requirements are strongly recommended **SHOULD**, and where they are desirable or optional **COULD/MAY**.

IVR/ITSSAR Training Standards Advisors monitor training activities against the whole standard, and where unacceptable levels of compliance are noted, IVR/ITSSAR approval may be withdrawn or cancelled in accordance with IVR or ITSSAR's published Disciplinary Procedure.

An up to date IVR (National Rescue & Recovery Scheme) registration certificate should be displayed preferably in the reception area of the training centre.

The certificates of each of the tutors/instructors should be available for examination and may be on display.

Each tutor/instructor should wear their IVR Identity badge or at least have it available on his/her person.

In a training centre, there should be the minimum statutory signs and notices referring to:

- Action to take in the event of fire
- Fire muster points
- First aid staff, and action to take in the event of accidents
- Extract of Health & Safety at Work Act etc.
- Current certificate of public and employee liability insurance.

On clients' premises these items are the responsibility of the client, but the instructor should have:
Current copy of their public liability insurance certificate.

TRAINING AREA – CLASSROOM

Operator training is mainly of a practical nature, but it is appropriate to cover certain essential elements in a theoretical manner, ideally in a classroom environment.

- The classroom facility must have a safe environment, with safe access and egress, be clean comfortably heated, well ventilated and be properly lit. It should be free of distraction and excessive noise.
- There should be access to toilets and washing facilities.
- Sufficient seating, together with tables or worktops, must be provided for the trainees, and accommodation must also be available for the instructor and his training aids.
- There should be enough paper, pens/pencils and handouts for all trainees.
- Training aids should include an overhead projector, screen and view foils. Or Computer & Projector for PowerPoint.
- A chalk or marker board or flip chart and easel should also be available.
- A video, monitor and suitable video programmes could also be available.
- Demonstration equipment to illustrate operating principles, models of trucks or sectioned components and various Straps, Chains, Shackles, etc. may also be considered useful.

When training on site in a customer's premises, an unoccupied office or room may provide suitable accommodation to act as a classroom, providing the main features in the above bullet points are observed. A rest room, canteen or other similar facility, where access has to be available to other employees, will not generally be suitable because distraction is caused to trainees and instructor, which limits the effectiveness of training.

It is desirable for a training company to check with his client that all his requirements will be met, preferably supplying a list of what they are. Any shortfalls made up to carry out the training should be stated in a written post-training report to the client.

TRAINING AREA – PRACTICAL TRAINING

The practical training area should be arranged to provide as realistic an operating area as possible. In a training centre environment, this is particularly important, because as many operating environments as practicable need to be replicated to ensure that trainees gain the widest experience possible.

- The centre should be equipped with facilities that are regularly met in normal operation, including a variety of loads and methods of recovery. It may be inside a building or in the open, as appropriate to the type of truck or equipment being used.
- It must be a designated "off-the-job" area, away from normal operating pressures.
- The space available must be sufficiently large to allow adequate working and manoeuvring room for the truck(s) to be used during training.
- It must be a safe environment, with safe access and egress, and have sufficient uninterrupted headroom to permit a casualty vehicle to be lifted.
- No part of the training, parking refuelling, recharging areas shall obstruct gangways, aisles and emergency equipment or escape routes.
- Access to the training area should be limited to the instructor and trainees ONLY. Where necessary, Training Standards Advisors must be included in those allowed to have access to the area when appropriate. Signs indicating that the area is designated as a training area shall be prominently displayed; this is especially important where there are several points of access to the area.

- Fire fighting equipment should be readily available and should show evidence of regular maintenance (each item should carry a label showing the date of last examination). It should also be suitable for the likely fire that could occur in the immediate area.
- As a guide, smaller recovery trucks of up to 7.5 tonnes will require an absolute minimum unobstructed manoeuvring area of approx. 75 metres by 50 metres (250ft x 150ft). Larger trucks will require more space.
- In companies where space is restricted. Another nearby suitable site may be used for the practical training or testing. The instructor should carry out a risk assessment before taking the students to this location if such areas are in normal operating locations, suitable barriers and notices warning of the presence of training activity should be provided, and access of others should be controlled as described in the paragraph "Interruption to Training".

TRAINING EQUIPMENT

- A training centre should be equipped with sufficient vehicles and equipment for the VR modules being trained they should be properly inspected and maintained.
- A suitable inspection recording system should be in operation, together with effective means to notify management of any identified faults.
- Equipment must be clearly marked with the safe working load (SWL) or Working Load Limit (WLL), and/or its capacity.
- Different types of commonly used recovery equipment could also be incorporated into the training centre, if there is sufficient room.
- The availability of cones, drums and other means of providing obstacles for training use may enhance training.
- A variety of casualty vehicles should be available. Care must be taken to ensure that such vehicles are not filled with hazardous substances, i.e. Oil, Fuel, Battery acid. If the casualty vehicle is going to be rolled over
- All students must wear their PPE when handling damaged casualty vehicles

TRUCKS

- The correct type of truck to suit the trainee's needs is essential. It must be in a safe, mechanically sound condition, and it must be subject to regular maintenance arrangements.
- The manufacturer's rated capacity plate should be on the truck, in a position where the operator can see it without climbing on the truck. Any other plate needs to be identified i.e. winch plate however certificates could be used to identify the SWL/WLL or capacity
- If a restraint system is fitted, it should be used, even where a risk assessment has suggested that it is not necessary, the culture of using it should be promoted.
- Where training centres are inside buildings, Suitable extraction of exhaust fumes will be necessary for engine-powered trucks
- Daily pre-shift inspections of the truck should be recorded, and there should be effective means of notifying management in writing of any faults identified.
- All wheels, tyres, fork arms, carriage plates, masts, lift chains, hydraulic rams, brakes, steering, lights, instruments and warning devices must be in full working order;
- Lift chains should be regularly inspected and certificated by a competent person in accordance with the appropriate regulation the certificate should be available for inspection on site.

REFUELLING

- Where trucks are powered by liquefied petroleum gas (LPG), changing gas cylinders must be done outside and away from buildings. LPG cylinders must be stored in the open air; filled ones separate from used and empty ones; and away from sources of ignition, rubbish etc. Because LPG is heavier than air it must be kept away from pits, manhole covers, drains, etc.
- If the user fills the trucks' cylinders from a bulk supply, this must be carried out away from buildings and all possible sources of ignition and other hazards, such as pits, manhole covers, drains, etc.
- Replenishment of diesel and gasoline tanks should be performed in the open air, and the installation must be acceptable under the Petroleum (Consolidation) Act 1928, guidance for which may be obtained from the local fire officer. Simply, diesel tanks should be surrounded by a bund capable of withstanding vehicular impact and able to contain the nominal capacity of the tanks plus 10%. Gasoline tanks should be underground. Regularly maintained and suitable fire extinguishers and buckets of clean sand should also be available.
- The area should be clean and free from spillage.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- In situations where employees are required to use specified PPE, the practice must be reinforced during training. Consideration should be given to providing strong advice to trainees to use such equipment as safety helmets, safety footwear, high visibility clothing, eye protection and ear protection as appropriate to any risk that could be present. Where the site management does not enforce a site requirement, instructors should nevertheless insist on full compliance for training purposes.

TRAINING ON CUSTOMERS' PREMISES

- When on client's premises for the purposes of training, an instructor witnesses operator performance that is potentially dangerous, or not in accordance with normal operating practices, but which is outside his immediate training responsibilities, he should bring it to the attention of the client's management concerned. This action should be in writing. This may represent an opportunity to market training services.
- In any case, copies of the written report should be retained by the training organisation in case it is necessary to show that the matter had been brought to the particular client's attention.
- During the monitoring of training standards by an IVR or ITSSAR Training Standards Advisor, any shortfall identified by the Advisor should be brought to the attention of the instructor concerned and discussed for the purpose of establishing what action the instructor had taken or proposed to take. Under no circumstances shall the Advisor discuss such matters with the training organisation's client, unless invited to do so by the instructor concerned.

INTERRUPTIONS TO TRAINING

- Training carried out in training centres should be controlled by the training organisation. When training on clients' premises however, interruptions can and do occur. The instructor must control this by appropriate means if they are not to have a detrimental effect on the training course of the trainees.
- Other employees requiring access to the designated training area, for whatever purpose, may have to be tolerated, but instructors should ensure that their permission is gained beforehand, so that suitable arrangements may be made, and so that safety is not compromised in any way.
- Trainees being removed from training for whatever reason can affect the individual's ability to perform to the required standard, and it may be necessary to request that the client provides sufficient further training time to compensate for the loss.

The removal of a truck for other work can be a serious irritation, unless the programme can be adjusted to attend to some other point for the duration of the interruption. Alternatively, the trainee carrying out the required task under close supervision may cover a learning point.

- The substitution of a truck may require additional briefing on operational controls, steering characteristics, pedal layout, etc., all of which take up valuable time. In extreme cases, it may be necessary to adjust the course time accordingly.
- Any break in training may materially affect the outcome of the course unless suitable additional time is allocated to compensate.
- The Approved Code of Practice (ACoP) states that trainees, trucks facilities and training areas should be allocated for the full duration of training and that no interruptions of a work nature should intervene. This may not always be possible. Instructors must interpret this requirement as best they can, given commercial pressures that may be exerted by clients. The general consideration that should be borne in mind is that performance standards and safety considerations must never be compromised.

TRAINING PROVISION

- There should be a timetable/course syllabus in evidence.
- It should be either supplied to the trainees or displayed in the area or classroom.
- The number of trainees on practical training elements of the course per instructor should not exceed the number specified in IVR's document "Training Periods".
- Trainees should be provided with relevant information, including; basic legal information related to Health & Safety at Work etc., Act 1974,
- All students must complete the core modules VR01 VR02 & VR03 before National Rescue & Recovery I.D card can be issued
- Rated capacity, the principles of stability, the causes of instability and actions to control it; the principles of hydraulics on the relevant VR modules.
- The instructor should maintain a daily record of subject matter covered and skills practised; the trainee should sign these off. Ideally, the instructor might indicate whether or not the trainee has achieved an acceptable standard in those skills practised or knowledge studies. This is particularly useful for the instructor, in case of dispute, to be able to prove that particular topics have been covered.

SKILLS TEST

- If a test is observed, the following should be seen, on the relevant VR modules. If not, they may be established through questioning.
- In delivering the practical skills test, the layout should generally be up to the IVR recommend standards layouts.
- The critical dimension should be to the standard, except where the nature of the machine prevents those tolerances being practicable (such as a large machine or one with a large turning circle or wide loads).
- All other matters should be as according to the standard.
- Pre-use checks and the written test may be conducted at any relevant time during the course, once the information has been learned or the trainee has had time to practice.
- Where the full test is not used, a suitable reference must be included on the final certificate.

THE INSTRUCTORS PACK

When working on a client's premises, it is usually necessary for the instructor to take material and training kit with him in case it is not available on site. The following is intended to be a guide to the materials and kit needed.

Administration

- Copy of client's orders or instructions
- Instructors time sheet
- Instructors expense claim or record form

Proof of Competence

- Copies of personal accreditation certificates and approval
- Copies of personal liability insurance certificates (or those of organisation)
- National Rescue / Recovery Green I.D Card issued by the IVR (to be worn at all times) in addition to personal identification from employer

Personal Protective Equipment

- Company uniform (if applicable)
- Safety Helmet for the relevant VR modules. (for the practical training),
- Safety boots/shoes (suitable to working conditions)
- Gloves (general purpose suitable to working conditions)
- Ear defenders (either earphone type or plugs) if applicable
- High visibility coat/jacket (normal yellow, but some locations may require orange)
- High visibility tabard for warm weather (again usually yellow, but some locations may require orange)
- Waterproof gear (personal use only)
- Other specialist protective gear (hairnets, snoods, special Wellingtons etc.)

Training Equipment

- Video/DVD equipment (either a monitor and recording deck, or a combined unit) and suitable video/DVD films/slides or electronic presentation
- Computer & Projector (for PowerPoint presentations) or
- Portable OHP projector and relevant view foils, blank acetates and marker pens.
- Portable flip chart easel and marker pens
- Flip chart pad (possibly made out in advance)
- Marker boards markers and marking tape to mark off training area (in case of non-availability)

Training Material

- Personal lesson plans for the course
- Trainee attendance form for each trainee
- Instructor Risk assessment form
- Information Form for the Administrator (advising what vehicles & equipment was used)
- Copies of handout material for each trainee for the reliant VR module
- Safety Code Booklets\Leaflets for the reliant VR module
- Workbook for the reliant VR module
- Test Material
- Question and answer sheets (for each trainee)
- Pre-use check sheets for the reliant VR module and observation records (for each trainee)
- Report forms (for each trainee)
- Personal Copies of critical documents for personal reference: for the reliant VR module

PUWER Regs 1998;
LOLER Regs 1998;

- IVR or ITSSAR Professional Skills & Standards Guide, Course Syllabus manuals and Instructional Techniques and Methods manual.
- Samples of training programme and certificates issued.