

Company:			
Course Booked:		# of Delegates	
Start Date:		End Date:	
Site Address:			
Site Contact Name:		Site Contact #	

Please tick the boxes below to confirm the required resources are available onsite:

Prior to the Course	Delegate's full name, address, date of birth, NI and e-mail address provided	☐
	Delegate's previous certificate (for refresher courses / testing only) provided	☐
	Plant checked by a competent person prior to course to ensure it operates correctly and evidence of this provided to the training provider	☐
	Client Risk Assessment for use of plant provided prior the course, (including management of overhead/underground services risks)	☐
	Profile sheet completed by each delegate	☐
	Communicate parking facilities (as close to site / venue for courses with equipment)	☐
Welfare & Facilities	Toilets with hand washing facilities	☐
	Area for refreshments	☐
	Fire procedure	☐
	First aid procedures	☐
	Traffic management plan	☐
	Overhead/underground services survey and guidance	☐
Training Room	Seating for the number of delegates, plus the instructor	☐
	Table(s) for the number of delegates to complete paperwork	☐
	Table(s) for instructor to set up a laptop and projector, and complete paperwork	☐
	Suitable power supply for laptop and projector	☐
	Screen or blank wall for projection	☐
	Adequate heating and ventilation	☐
	Quiet environment so learners can hear the instructor	☐
Practical Training Area	Sufficient area cordoned off for exclusive use during training	☐
	Uneven but firm terrain	☐
	Flat, firm area to allow lifting and placing of skips/bodies and the tipping of loads	☐
	Structure with limited headroom	☐
	Materials (pallets / barriers) to construct a chicane	☐

	Area must be available for duration of training and allow the instructor to be heard clearly	☐
Equipment	Suitable Skip Handler	☐
	Current LOLER certificate or certificate of conformity if less than 12 months old	☐
	Plant should be fuelled	☐
	Manufacturer's manual and key/s	☐
	Plant checked by a competent person prior to the course to ensure it operates correctly	☐
	Pre-use / daily check sheets	☐
	Risk assessment for use of plant	☐
	Fully loaded and empty skips and bodies	☐
PPE – delegates shall have	Safety Footwear	☐
	Hi-viz clothing	☐
	Hard Hat	☐
	Hearing protection (if required, per risk assessment)	☐
	Eye protection (if required, per risk assessment)	☐
General	Laptops / projectors / USB sticks / mobile phones are permitted on site	☐
	The instructor is permitted to take photographs of training delivery that may include the client's equipment, logo etc for use in future marketing material (please note, delegates will be required to complete a separate GDPR checklist)	☐

If you are unable to tick any of the boxes, please provide further details here:

Failure to meet these site requirements, without prior notification to us, may result in the course being cancelled on the day. Raeburn Training has no liability to issue a refund in this situation.

Further instructions

1. If any delegates have issues with literacy, medical conditions or are unable to bring the correct items, please notify us for further arrangements to be made.
2. Most courses require photographs of delegates for certification purposes which are normally taken by the instructor. However, if cameras/mobile phones are not permitted on site, the company must supply a clear head shot of each individual on a white background, saved using the delegate's full name prior to the end of the course by e-mailing them to delivery@raeburntraining.co.uk.
3. Raeburn Training has no liability to issue a refund for any delegates that do not attend on the day.

Declaration

I confirm that all the facilities and / or equipment are available as requested. If it is necessary to cancel any training course, as a result of the requirements not being met, I accept that there will be a cancellation fee payable, which could be up to the full cost of conducting the course.



**On-Site Requirements Checklist
NPORS Skip Loader**

Name

Position

Date

Please return completed form to admin@raeburntraining.co.uk