

Civil Defence Premises Requirements for delivery of a Course

The Civil Defence College is responsible for accommodation centrally and confirming premises used when training is delivered outside the College

Civil Defence Officers are responsible for providing suitable premises for training in Local Authorities.



Room size

- There must be adequate space for each participant to both sit comfortably and have sufficient space when doing practical work and during written assessments.
- Training rooms must be assessable for persons with mobility difficulties
- Training rooms must be clean and clutter free; have no Health and Safety risks

Lighting

- There must be adequate lighting
- When using multimedia, means of providing shade from outside light is required
- Heating/Ventilation
- For the comfort of students and instructors the room must be maintained at a comfortable temperature with a means of providing both heat and the ability to cool the room when needed.

Bathroom

- Ensure sufficient and clean bathroom and toilet facilities are available of all students
- Chairs and Desks
- The instructor must ensure that there is sufficient and suitable seating for all participants. If required tables or desks must be made available.

AV Equipment

Suitable audio visual equipment must be made available and the instructors must have received training and be competent delivering presentations through this means.

Visual Aids & Equipment

Appropriate Visual Aids including White Board/Flip Charts, Markers and pens/paper should be available. In addition, relevant equipment relation to the topic should be available, clean and in working order.

Emergency Exits

- There must be adequate clearly identified Fire Exits.
- Fire Exits must not be locked or blocked and have clear instructions how they can be opened.