

# Wigston Fire Station

## Training Venues and Risk Assessment Pack

Operational aide-memoire for planning and delivery of training away from station



Document owner: Wigston Fire Station

Version: 0.2 (draft) Date: 25 Feb 2026

Approver: JO sign-off required

## Contents

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## Wigston Fire Station - Training venues and risk assessment pack

### 1. Document control

This pack is intended to be a live document. Venue sheets and risk assessments must be reviewed and updated whenever site conditions, access arrangements, hazards, training objectives, or control measures change.

#### Version control

Version	Date	Author	Summary of changes	Approved by JO
0.2 (draft)	25 Feb 2026	(name)	Updated pack structure, added venue authorisation register and TOC.	(sign)

#### Review cycle

Minimum annual review, and immediate review following any of the following triggers:

- Changes to access, parking, key holding, or site contacts
- Changes to site conditions (water levels, vegetation, construction, lighting, surface condition)
- New equipment, PPE, or training method introduced
- Any near-miss, injury, or learning outcome that identifies a new hazard or weak control
- Any incident at the site that changes the risk profile

## **2. Purpose and scope**

This pack provides a consistent, auditable method for selecting training venues, planning training activities, and recording risk controls. It is designed for routine station training and development events, and supports safe delivery of training for operational firefighters.

It does not replace the requirement to conduct ongoing dynamic risk assessment during training, or to follow local service policy, SSIs, operational guidance, or instructor directions.

### 3. Governance and sign-off

Risk assessment documentation in this pack is structured in three layers:

1. Site risk assessment (venue-specific): captures fixed hazards and agreed control measures for a location. Reviewed at least annually and when changes occur.
2. Training session risk assessment (per visit): captures the specific objectives, numbers, competence, equipment, weather, and control measures for that session.
3. Dynamic risk assessment (on the day): continual assessment and adjustment during the session based on conditions and behaviour.

#### **JO sign-off requirements:**

- A site must not be used for training until a Site risk assessment and Site familiarisation record are completed and signed by the JO.
- Each training event off station must have a Training session risk assessment signed by the instructor and the JO or delegated competent officer, as per local policy.
- If any control measure cannot be met on the day, the training must be amended or stopped, and the paperwork updated.

## 4. Roles and responsibilities

<b>Role</b>	<b>Responsibilities</b>
Instructor / lead trainer	Plans the session, completes the Training session risk assessment, briefs the crew, ensures controls are in place, and conducts dynamic risk assessment.
JO	Reviews and approves the Site risk assessment and Training session risk assessment. Confirms suitability of the venue and control measures.
Safety officer (if appointed)	Monitors compliance with controls, identifies emerging hazards, and supports the instructor with dynamic risk assessment.
Participants	Follow briefings, use PPE correctly, report hazards or near misses, and stop if unsafe.
Site responsible person (if applicable)	Confirms access arrangements, local rules, restricted areas, and emergency arrangements.

## 5. Planning checklist (aide-memoire)

Use this checklist when planning and delivering any training at an external venue.

### Pre-visit planning

- Confirm learning objectives and training type (water, BA, RTC, working at height, hazmat, etc).
- Select a venue with a completed Venue sheet and JO signed Site risk assessment.
- Confirm access, parking, gate codes, keys, and any time restrictions.
- Confirm staffing levels, competence requirements, and supervision ratios.
- Confirm required PPE and specialist equipment (and any calibration/inspection status).
- Confirm communications plan (radio channels, mobile coverage, rendezvous point).
- Confirm emergency arrangements: nearest hospital, extraction route, and casualty management plan.
- Check weather, daylight, water levels and flow, and any site specific warnings.
- Print or save the relevant venue sheet and complete the Training session risk assessment.

### On arrival

- Confirm the venue matches the venue sheet (no changes to access, surfaces, or hazards).
- Conduct a safety walk-round and update the Training session risk assessment if required.
- Set up a safety brief area and identify exclusion zones and emergency egress routes.
- Confirm welfare (hydration, toilets if applicable, cold and heat management).
- Deliver safety briefing and confirm understanding (record attendance).

### During training

- Maintain dynamic risk assessment and stop/amend training if controls cannot be maintained.
- Monitor fatigue, cold stress, heat stress, and performance drift.
- Maintain clear communications and supervision throughout.

### After training

- Conduct debrief, capture learning points and any defects or near misses.

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- Restore the venue, remove all equipment and waste, and secure access points.
- Update paperwork if hazards or controls changed, and submit any required reporting.

## 6. Templates

### 6.1 Site familiarisation record (venue set-up)

Complete once per venue (and update when anything changes). Attach photos and any site documents.

<b>Venue name</b>	
<b>Address / description</b>	
<b>What3words</b>	
<b>Access and parking (incl. appliance access)</b>	
<b>Site responsible person / contact details</b>	
<b>Time restrictions (term time, opening hours, noise constraints)</b>	
<b>Facilities (toilets, welfare, shelter)</b>	
<b>Mobile coverage / radio considerations</b>	
<b>Nearest A&amp;E / hospital</b>	
<b>Emergency arrangements and rendezvous point</b>	
<b>Known fixed hazards (summary)</b>	
<b>Date completed / reviewed and by whom</b>	

JO sign-off: Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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6.2 Site risk assessment (venue specific)

Complete once per venue (and update when anything changes).

Hazard	Who might be harmed	Initial risk	Existing controls	Further actions required	Residual risk	Owner / date

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and approved by JO: \_\_\_\_\_ Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

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### 6.3 Training session risk assessment (per visit)

Complete for each training visit off station, even if the site risk assessment is already completed.

<b>Training type and objectives</b>	
<b>Venue (reference to venue sheet)</b>	
<b>Date and time</b>	
<b>Instructor / lead trainer</b>	
<b>JO / approving officer</b>	
<b>Crew numbers and competence requirements</b>	
<b>PPE and equipment (incl. inspections)</b>	
<b>Weather, light, and environmental conditions</b>	
<b>Communications plan and emergency arrangements</b>	
<b>Key hazards and control measures specific to this session</b>	

Brief delivered and understood: Attendance attached (yes/no)

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

JO approval signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 6.4 Attendance and briefing record

Use for each training session. Attach additional pages if required.

Name	Role	Signature	Notes (medical, restrictions, etc)

Safety briefing topics covered (tick):

- Objectives and plan
- PPE and equipment
- Exclusion zones
- Emergency stop signal
- Casualty plan and extraction route
- Communications
- Site hazards
- Welfare and fatigue management

### 6.5 Post-training debrief and learning log

<b>What went well</b>	
<b>What did not go well / near misses</b>	
<b>Any injuries or treatment provided</b>	
<b>Equipment defects or maintenance required</b>	
<b>Changes required to venue sheet or risk assessments</b>	
<b>Learning points for future sessions</b>	
<b>Action owner / target date</b>	
<b>Sign-off (instructor) / date</b>	

## 7. Firefighter role alignment (Skills England OCC0486)

This section helps you evidence how station training links to the recognised duties of an operational firefighter. Use this when recording development and when planning scenarios.

Duty	Summary
D4	Save and preserve endangered life. Safely conduct a search to locate life involved in fire and other incidents, using a range of rescue equipment.
D5	Rescue life (human or animal) involved in incidents.
D6	Provide treatment to casualties.
D7	Respond and provide resolution to fire and rescue operational incidents.
D9	Carry out roles and responsibilities, within the incident command system, alongside other agencies during fire and operational incidents.
D10	Protect the environment from the effects of hazardous materials and support people involved (incl. PPE and decontamination).

### Training scenario alignment

Training type	Primary duty links
Water rescue / open water	D4, D5, D6, D7
BA (wearing, entry control, search, emergency procedures)	D2, D3, D4, D7
RTC (casualty access and rescue)	D4, D5, D6, D7
Working at height (tower, ladder, rope where applicable)	D2, D4, D5, D7
Incident command (crew roles within ICS, communications, briefings)	D3, D7, D9
Hazmat (PPE, decontamination, environmental protection)	D2, D7, D10
Pumping (open water, relay, water management)	D2, D7
Ladders (pitching, leg-lock, working from ladder)	D2, D4, D7

## 8. Venue index and authorisation register

Use this section to select a suitable venue and track whether it is authorised for use.

### 8.1 Venue index (by training type)

- Water rescue
  - Kilby Bridge
  - Great Glen
  - Devonia Road (risk assessment complete)
  - South Wigston Pochin Close
  - Crow Mills, South Wigston
  - Wigston Station
- Breathing apparatus (BA)
  - Smokehouse Wigston
  - Central Smokehouse
  - Devonshire Court
  - HMP Fosseway
- RTC
  - Wigston Station
- Working at height
  - Southern Tower
  - Wigston Station
  - Market Harborough Station Tower
  - South Leicestershire College (not in term time)
- Incident command
  - Wigston Station TDEs
  - Arrange exercise with multiple pumps
- IEC
  - John Garden to advise

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- Pumping
  - Wigston Station
- Working from open water
  - Great Glen
  - Kilby Bridge
  - Saddington Reservoir
- Ladders
  - Wigston Station
  - Council Offices (TBC)
- Hazmat
  - Stowlin
  - Leicester Airport (potential BA / hazmat incident)

### 8.2 Venue authorisation register (JO sign-off)

Update this table as venues are completed and approved.

Venue	Training types	Venue sheet status	Site RA signed?	Next review date	Notes
Kilby Bridge	Water rescue; Working from open water	Draft	No		
Great Glen	Water rescue; Working from open water	TBC	No		
Devonia Road	Water rescue; Working from open water; Pumping	In progress	No		
South Wigston Pochin Close	Water rescue	TBC	No		
Crow Mills, South Wigston	Water rescue	TBC	No		
Wigston Station	Multiple	TBC	No		
Smokehouse Wigston	BA	TBC	No		
Central Smokehouse	BA	TBC	No		
Devonshire	BA	TBC	No		

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Court					
HMP Fosseway	BA	TBC	No		
Southern Tower	Working at height	TBC	No		
Market Harborough Station Tower	Working at height	TBC	No		
South Leicestershire College	Working at height	TBC	No		Not in term time
Saddington Reservoir	Working from open water	TBC	No		
Council Offices	Ladders	TBC	No		
Stowlin	Hazmat	TBC	No		
Leicester Airport	Hazmat; BA (combined)	TBC	No		

## 9. Venue sheets

Each venue sheet should include: overview, directions and access, what3words, photos, hazards and controls, and suitable exercises.

Where a venue sheet is incomplete, treat it as 'not authorised' until familiarisation and JO sign-off is completed.

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### KILBY BRIDGE

Status: Draft - familiarisation and JO sign-off required

Venue name	Kilby Bridge
What3words	///waters.crass.admits
Directions / access	(to be completed)
Primary training types	Water training, Lifting from open water
Key hazards (summary)	
Controls (summary)	

#### Photos



### Navigation Inn

Stop ID: leidmgjt  
Bus stop



Directions



Save



Nearby



Send to  
phone



Share



Wigston LE18 3TE

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### Exercises that can be done on site

- Water training
- Lifting from open water

### Notes / constraints

Check with on-site team to ensure training will not disrupt day-to-day work prior to arrival.

Venue sheet completed by: \_\_\_\_\_ Date: \_\_\_\_\_

JO approval: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

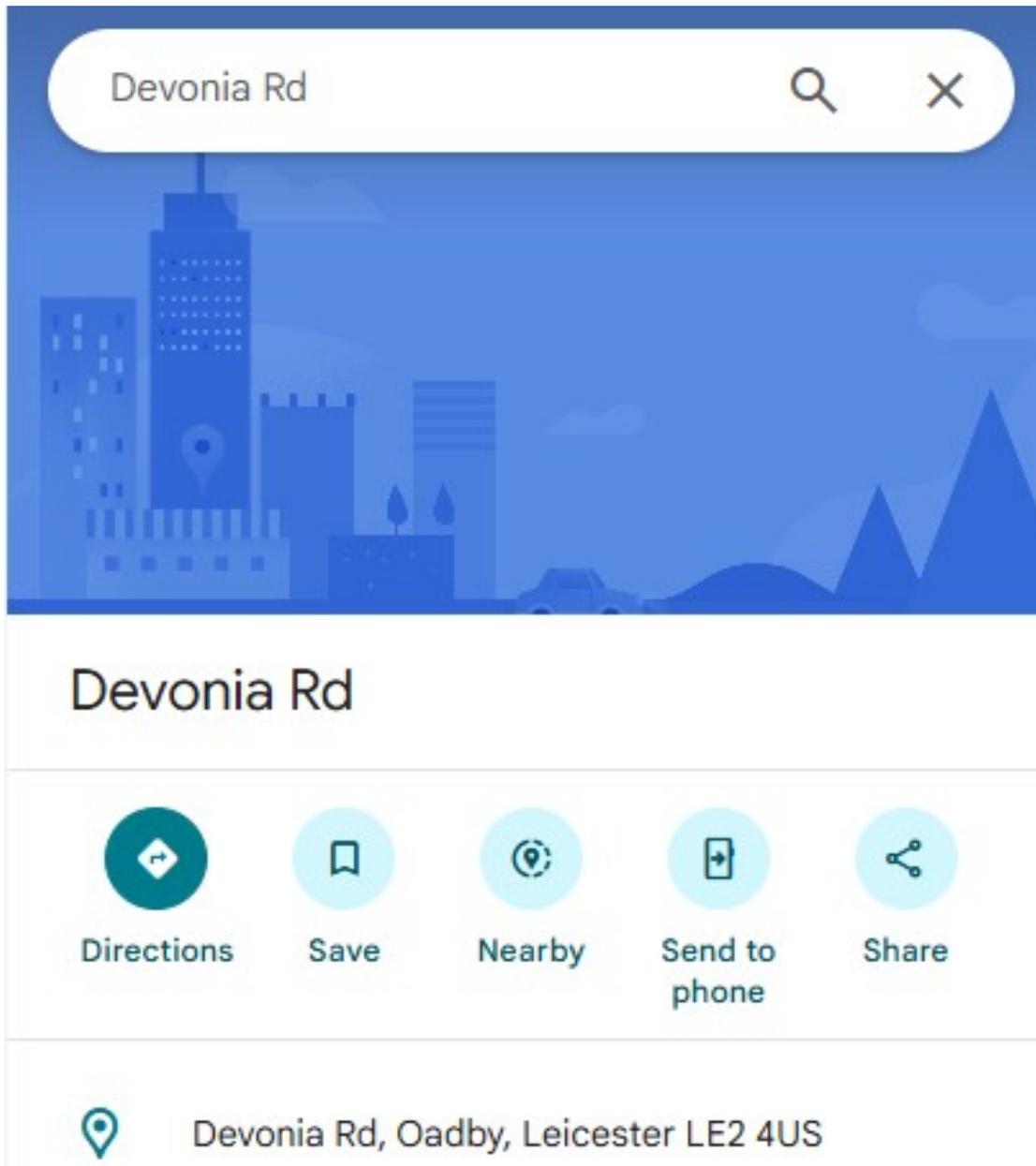
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### DEVONIA ROAD

Status: In progress - confirm RA and JO sign-off

Venue name	Devonia Road
What3words	///logic.play.moth
Directions / access	(to be completed)
Primary training types	Water training, Pumping from open water, Sled to work
Key hazards (summary)	
Controls (summary)	

### Photos



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**Exercises that can be done on site**

- Water training
- Pumping from open water
- Sled to work

## Wigston Fire Station - Training venues and risk assessment pack

### Notes / constraints

Risk assessment marked as complete in the current folder. Confirm latest copy is attached and signed before use.

Venue sheet completed by: \_\_\_\_\_ Date: \_\_\_\_\_

JO approval: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### GREAT GLEN

Status: TBC - not authorised until completed and signed

Venue name	Great Glen
What3words	
Directions / access	(to be completed)
Primary training types	Water training, Working from open water
Key hazards (summary)	
Controls (summary)	

#### Exercises that can be done on site

- Water training
- Working from open water

Venue sheet completed by: \_\_\_\_\_ Date: \_\_\_\_\_

JO approval: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### SOUTH WIGSTON POCHIN CLOSE

Status: TBC - not authorised until completed and signed

<b>Venue name</b>	South Wigston Pochin Close
<b>What3words</b>	
<b>Directions / access</b>	(to be completed)
<b>Primary training types</b>	Water training
<b>Key hazards (summary)</b>	
<b>Controls (summary)</b>	

#### Exercises that can be done on site

- Water training

Venue sheet completed by: \_\_\_\_\_ Date: \_\_\_\_\_

JO approval: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### CROW MILLS, SOUTH WIGSTON

Status: TBC - not authorised until completed and signed

<b>Venue name</b>	Crow Mills, South Wigston
<b>What3words</b>	
<b>Directions / access</b>	(to be completed)
<b>Primary training types</b>	Water training
<b>Key hazards (summary)</b>	
<b>Controls (summary)</b>	

#### Exercises that can be done on site

- Water training

Venue sheet completed by: \_\_\_\_\_ Date: \_\_\_\_\_

JO approval: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### WIGSTON STATION

Status: TBC - not authorised until completed and signed

Venue name	Wigston Station
What3words	
Directions / access	(to be completed)
Primary training types	Multiple - water, RTC, pumping, working at height, ladders, incident command
Key hazards (summary)	
Controls (summary)	

#### Exercises that can be done on site

- Multiple - water, RTC, pumping, working at height, ladders, incident command

Venue sheet completed by: \_\_\_\_\_ Date: \_\_\_\_\_

JO approval: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### SMOKEHOUSE WIGSTON

Status: TBC - not authorised until completed and signed

Venue name	Smokehouse Wigston
What3words	
Directions / access	(to be completed)
Primary training types	BA
Key hazards (summary)	
Controls (summary)	

#### Exercises that can be done on site

- BA

Venue sheet completed by: \_\_\_\_\_ Date: \_\_\_\_\_

JO approval: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### CENTRAL SMOKEHOUSE

Status: TBC - not authorised until completed and signed

Venue name	Central Smokehouse
What3words	
Directions / access	(to be completed)
Primary training types	BA
Key hazards (summary)	
Controls (summary)	

#### Exercises that can be done on site

- BA

Venue sheet completed by: \_\_\_\_\_ Date: \_\_\_\_\_

JO approval: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**DEVONSHIRE COURT**

Status: TBC - not authorised until completed and signed

Venue name	Devonshire Court
What3words	
Directions / access	(to be completed)
Primary training types	BA
Key hazards (summary)	
Controls (summary)	

**Exercises that can be done on site**

- BA

Venue sheet completed by: \_\_\_\_\_ Date: \_\_\_\_\_

JO approval: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### HMP FOSSEWAY

Status: TBC - not authorised until completed and signed

Venue name	HMP Fosseway
What3words	
Directions / access	(to be completed)
Primary training types	BA
Key hazards (summary)	
Controls (summary)	

#### Exercises that can be done on site

- BA

Venue sheet completed by: \_\_\_\_\_ Date: \_\_\_\_\_

JO approval: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### SOUTHERN TOWER

Status: TBC - not authorised until completed and signed

Venue name	Southern Tower
What3words	
Directions / access	(to be completed)
Primary training types	Working at height
Key hazards (summary)	
Controls (summary)	

#### Exercises that can be done on site

- Working at height

Venue sheet completed by: \_\_\_\_\_ Date: \_\_\_\_\_

JO approval: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### MARKET HARBOROUGH STATION TOWER

Status: TBC - not authorised until completed and signed

Venue name	Market Harborough Station Tower
What3words	
Directions / access	(to be completed)
Primary training types	Working at height
Key hazards (summary)	
Controls (summary)	

#### Exercises that can be done on site

- Working at height

Venue sheet completed by: \_\_\_\_\_ Date: \_\_\_\_\_

JO approval: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### SOUTH LEICESTERSHIRE COLLEGE

Status: TBC - not authorised until completed and signed

<b>Venue name</b>	South Leicestershire College
<b>What3words</b>	
<b>Directions / access</b>	(to be completed)
<b>Primary training types</b>	Working at height
<b>Key hazards (summary)</b>	
<b>Controls (summary)</b>	

#### Exercises that can be done on site

- Working at height

#### Notes / constraints

Not in term time

Venue sheet completed by: \_\_\_\_\_ Date: \_\_\_\_\_

JO approval: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### SADDINGTON RESERVOIR

Status: TBC - not authorised until completed and signed

<b>Venue name</b>	Saddington Reservoir
<b>What3words</b>	
<b>Directions / access</b>	(to be completed)
<b>Primary training types</b>	Working from open water
<b>Key hazards (summary)</b>	
<b>Controls (summary)</b>	

#### Exercises that can be done on site

- Working from open water

Venue sheet completed by: \_\_\_\_\_ Date: \_\_\_\_\_

JO approval: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### COUNCIL OFFICES

Status: TBC - not authorised until completed and signed

Venue name	Council Offices
What3words	
Directions / access	(to be completed)
Primary training types	Ladders
Key hazards (summary)	
Controls (summary)	

#### Exercises that can be done on site

- Ladders

#### Notes / constraints

Venue to confirm

Venue sheet completed by: \_\_\_\_\_ Date: \_\_\_\_\_

JO approval: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### STOWLIN

Status: TBC - not authorised until completed and signed

Venue name	Stowlin
What3words	
Directions / access	(to be completed)
Primary training types	Hazmat
Key hazards (summary)	
Controls (summary)	

#### Exercises that can be done on site

- Hazmat

Venue sheet completed by: \_\_\_\_\_ Date: \_\_\_\_\_

JO approval: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### LEICESTER AIRPORT

Status: TBC - not authorised until completed and signed

<b>Venue name</b>	Leicester Airport
<b>What3words</b>	
<b>Directions / access</b>	(to be completed)
<b>Primary training types</b>	Hazmat, BA (potential combined scenario)
<b>Key hazards (summary)</b>	
<b>Controls (summary)</b>	

#### Exercises that can be done on site

- Hazmat
- BA (potential combined scenario)

Venue sheet completed by: \_\_\_\_\_ Date: \_\_\_\_\_

JO approval: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 10. References

- Health and Safety Executive (HSE). Managing risks and risk assessment at work (simple guide). Accessed 25 Feb 2026. <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>
- Health and Safety Executive (HSE). Steps needed to manage risk. Accessed 25 Feb 2026. <https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm>
- Skills England. Occupational map: Operational firefighter (OCC0486). Accessed 25 Feb 2026. <https://occupational-maps.skillsengland.education.gov.uk/maps/occupation/OCC0486>
- Skills England. Operational firefighter apprenticeship standard (ST0486). Accessed 25 Feb 2026. <https://skillsengland.education.gov.uk/apprenticeship-standards/st0486-v1-3>