



# Ginge-Kerr

## Training

Health and Safety at Work

Fire

First aid

Evacuation

Audit





**“Security training may not be everyone’s top priority, but it is yours.**

**Don’t hesitate to join us and train with a dynamic team that truly listens to your needs!”**

# The various training

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# FIRE TRAINING

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## First Fire Witness (F.F.W)

- Training objective:
  - Be trained in the use of different types of fire extinguishers
  
- Training process:
  - Theory:
    - The fire triangle
    - Fire category
    - Extinguishing agents
  
  - Practice:
    - Putting fire extinguishers into service
    - Attacking fires using fire extinguishers
    - Extinguishing exercise on real fire using CO2 and water + additive extinguishers
    - Using a fire blanket on a pan fire
  
- Prerequisite: None
  
- Concerned staff: All audiences
  
- Refresher course: To be scheduled according to mandatory legal requirements and the employer's internal guidelines.

Duration	Training location	Language	Number of participants
2 hours	At Ginge-Kerr or on the client's site	French English German	Max. 10 people

A personalized training certificate will be issued to the employer at the end of the course.

## First Intervention Team Member (F.I.T.M)

- Training objective:
  - Be trained to fight an initial fire outbreak, send the alert, and evacuate the building
  
- Training process:
  - Theory:
    - Definition of the role of a First Intervention Team Member
    - Alarm, warning
    - Fire safety signage
    - Human risks
    - Different types of fire extinguishers and Fire Hose Reels (FHR)
  
  - Practice:
    - Raising the alarm, alerting emergency services
    - Choosing and using the appropriate fire extinguishers
    - Fire extinguishing on live fire with CO2 and water + additive extinguishers
    - Using a fire hose reel
    - Using a fire blanket on a pan fire
  
- Prerequisite: None
  
- Concerned staff: All audiences
  
- Refresher course: To be scheduled according to mandatory legal requirements and the employer's internal guidelines

Duration	Training location	Language	Number of participants
4 hours	At Ginge-Kerr or on the client's site	French English German	Max. 10 people

A personalized training certificate will be issued to the employer at the end of the course.

## Self-Contained Breathing Apparatus (SCBA)

- Training objective:
  - Training to work in unbreathable atmospheres with the appropriate equipment
  
- Training process:
  - Theory:
    - Risks associated with lack of oxygen
    - Dangers associated with unbreathable atmosphere zones
    - Nomenclature of equipment
    - Rules for use, pre-intervention checks, donning procedure, routine maintenance
    - Managing equipment, role of the work supervisor
    - Physiological effects of wearing the SCBA
  
  - Practice:
    - Knowledge test (multiple-choice quiz)
    - Knowledge assessment through observation of behaviors during practical training
  
- Prerequisite: Possessing a valid medical certificate from Occupational Health stating fitness to wear the SCBA
  
- Concerned staff: Individuals required to operate in unbreathable atmospheres with an SCBA
  
- Refresher course: Every 2 years

Duration	Training location	Language	Number of participants
8 hours	At Ginge-Kerr or on the client's site	French English German	Max. 8 people

A personalized training certificate will be issued to the employer at the end of the course.

## Fire perimite

- Training Objectif:
  - Recognizing and managing risks associated with hot work to prevent the onset of a fire
  
- Training process:
  - Theory:
    - Recognizing and managing risks associated with hot work to prevent the onset of a fire
    - Different types of fire
    - Different modes of fire propagation
    - Behavior of fire
    - Human's behavior
    - Personal protective equipment (PPE)
    - Filling out a fire permit
  
  - Practice:
    - Scenario-based training
    - Drafting the fire permit prevention plan
    - Debriefing
  
- Prerequisite: None
  
- Concerned staff: Anyone involved in hot work activities
  
- Refresher course: According to mandatory legal provisions and employer requirements

Duration	Training location	Language	Number of participants
4 hours	At Ginge-Kerr or on the client's site	French English German	Max. 10 people

A personalized training certificate will be issued to the employer at the end of the course.



## Mobile unit for fires

- Training objectives:
  - Training in the use of different types of fire extinguishers
- Training process:
  - Theory:
    - Fire triangle
    - Classes of fire
    - Extinguishing agents
  - Practice:
    - Commissioning of fire extinguishers
    - Fighting fires with fire extinguishers
    - Fire extinguishing exercises on live fires using CO2 and water + additive extinguishers
    - Using a fire blanket on a pan fire
- Prerequisite: None
- Concerned staff: All audiences
- Refresher course: To be planned according to mandatory legal provisions and internal employer requirements



**Available to people with reduced mobility**

**Plan for truck access of 12 x 4 m, maximum slope of 5%, and minimum height of 3.5 m**

Duration	Training location	Language	Number of participants
2 hours	At Ginge-Kerr or on the client's site	Frenchs English German	Max.48 people per day

A personalized training certificate will be issued to the employer at the end of the course.

# FIRST AID TRAINING

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## First Aid

- Training objective:
  - Be trained to provide assistance to a victim following a workplace accident until help arrives
  
- Déroulement de la formation:
  - Theory:
    - Protecting the victim, responders, and bystanders
    - Alerting emergency services
    - Providing first aid based on the victim's injuries
  
  - Practice:
    - Scenario-based exercises on various accidents tailored to the participants' work environment: hemorrhages, choking, medical emergencies, burns, cardiopulmonary resuscitation, defibrillation, etc
    - Application of various first aid techniques
    - Practice exam
  
- Prerequisite: None
  
- Concerned staff: All audiences
  
- Refresher course: Every 5 years

Duration	Training location	Language	Number of participants
16 hours	At Ginge-Kerr or on the client's site	French English German	Max. 10 people

A personalized training certificate will be issued to the employer at the end of the course.

## First Aid Refresher

- Training objective:
  - Be trained to assist a victim following a workplace accident until emergency services arrive.
  
- Training process:
  - Theory:
    - Review of essential first aid techniques
  
  - Practice:
    - Scenario-based exercises on various accidents, adapted to the participants' work environment: hemorrhages, choking, medical emergencies, burns, cardiopulmonary resuscitation, defibrillation, etc
    - Application of various technical first aid techniques
  
- Prerequisite: Any person holding a first aid certificate that is less than 5 years old
  
- Concerned staff: All audiences
  
- Refresher course: Recommended for maintaining technical skills

Duration	Training location	Language	Number of participants
4 hours	At Ginge-Kerr or on the client's site	French English German	Max. 10 people

A personalized training certificate will be issued to the employer at the end of the course.

## Introduction to the use of the Automated External Defibrillator

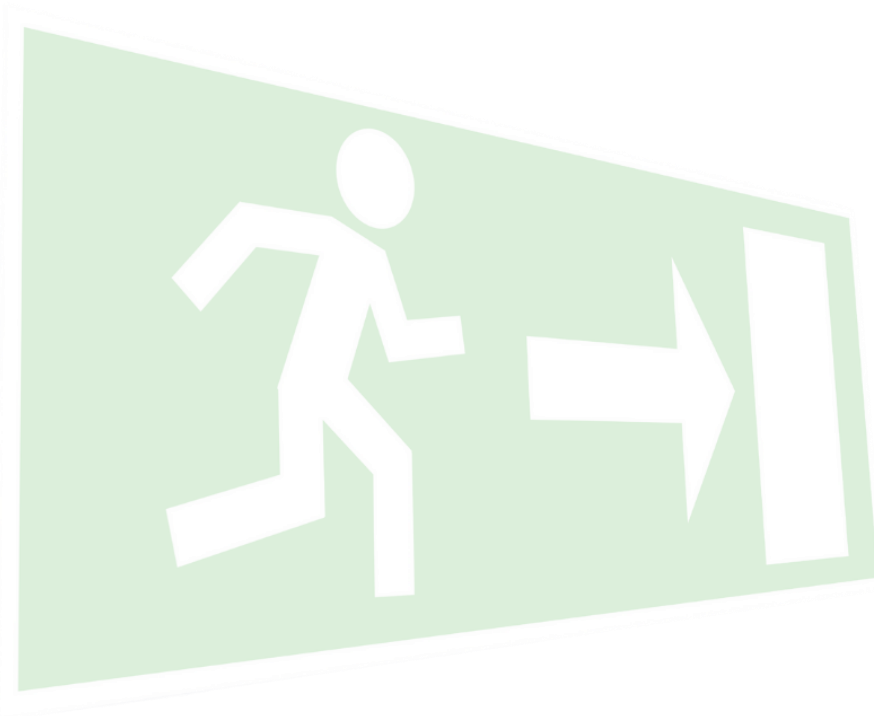
- Training objective:
  - Be trained to perform cardiopulmonary resuscitation using an automated external defibrillator
  
- Training process:
  - Theory:
    - Protecting the victim, responders, and others involved
    - Alerting emergency services
    - First aid measures for an unconscious but breathing victim
  
  - Practice:
    - Scenario-based exercises on various cases
    - Using the automated external defibrillator (AED)
  
- Prerequisite: None
  
- Concerned staff: All audiences
  
- Refresher course: Every 2 year

Duration	Training location	Language	Number of participants
4 hours	At Ginge-Kerr or on the client's site	French English Germany	Max.10 people

A personalized training certificate will be issued to the employer at the end of the course.

# EVACUATION TRAINING

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## Permanent Fire Safety and Prevention Agents (M1)

This training complies with fire prevention regulations as stated in Article 46 of the ITM-SST 1500.3

- Training objectives:
  - Understanding the origin and dangers of a fire
  - Knowing how a fire spreads and understanding its development
  - Knowing how a fire spreads and understanding its development
  - Understanding the use of various fire-fighting methods
  - Knowing the responsibilities of relevant personnel regarding fire prevention and preparedness
  - Knowing how to implement the evacuation of the public and staff
- Training process:
  - Fire Module
  - Evacuation Module
  - Alarm Module
  - Legal Module
  - Regulatory Module
- Prerequisite: Hold a first aid certificate that is less than 2 years old
- Concerned staff: All personnel working as security agents and covered by ITM-SST 1500.3
- Refresher course: Every 5 years

Duration	Training location	Language	Number of participants
3 days Test included	At Ginge-Kerr or on the client's site	French English German	Max. 10 people

A personalized training certificate will be issued to the employer at the end of the course.

## Non permanents Fire Safety and Prevention Agents (M2)

This training is in accordance with fire prevention regulations as outlined in Article 46 of ITM-SST 1500.3

- Training objectives:
  - Understand the origins and dangers of a fire
  - Know how a fire spreads and understand its development
  - Know the measures to take in case of a fire or emergency
  - Understand the use of various fire-fighting methods.
  - Understand the responsibilities of relevant personnel regarding fire prevention and preparedness.
  - Know how to implement the evacuation of the public and staff
  
- Training process:
  - Fire Module
  - Evacuation Module
  - Alarm Module
  - Legal Module
  - Regulatory Module
  
- Prerequisite: Hold a first aid certificate that is less than 2 years old.
  
- Concerned staff: Tout le personnel travaillant en qualité d'agents de sécurité et visé par l'ITM-SST 1500.3
  
- Refresher course: Every 5 years

Duration	Training location	Language	Number of participants
2 days Test included	At Ginge-Kerr or on the client's site	French English Germany	Max. 10 people

A personalized training certificate will be issued to the employer at the end of the course.



## Service and Evacuation Prevention Agents (M3)

This training complies with fire prevention regulations as outlined in Article 46 of ITM-SST 1500.3

- Training objectives:
  - Understand the origins and dangers of a fire
  - Know how a fire spreads and understand its development
  - Know the measures to take in case of a fire or emergency.
  - Understand the use of various fire-fighting equipment.
  - Understand the responsibilities of relevant personnel regarding fire prevention and planning
  - Know how to implement the evacuation of the public and staff
  
- Training process:
  - Fire Module
  - Evacuation Module
  - Regulatory Module
  
- Prerequisite: None
  
- Concerned staff: All staff working as security agents and covered by ITM-SST 1500.3
  
- Refresher course: Every 5 years

Duration	Lieu de Formation	Langues	Number of participants
8 hours	At Ginge-Kerr or on the client's site	French English Germany	Max. 10 people

A personalized training certificate will be issued to the employer at the end of the course.

## Evacuation training

- Training objectives:
  - Be able to apply and communicate evacuation instructions in the event of a fire
  - Test the established evacuation instructions and procedures to confirm their validity
  
- Training process:
  - Theory:
    - Identify evacuation methods
    - Know the role of each responder.
    - Alarm and Warning
    - Welcoming external emergency services  
Know how to evacuate safely.
  
  - Practice:
    - Tour of the premises with the trainees.
    - Simulation for an evacuation exercise
  
- Prerequisite: None
  
- Concerned staff : All individuals designated as guides, rear guards, or evacuation leaders.
  
- Refresher course: To be planned according to mandatory legal requirements and internal regulations of the employer.

Duration	Training location	Language	Number of participants
4 hours	At Ginge-Kerr or on the client's site	French English German	Max.10 people

A personalized training certificate will be issued to the employer at the end of the course.

# AUDIT



## Fire Prevention Regulations Training.

This training complies with fire prevention regulations as stipulated in the following ITMs:

- ITM-SST 1503.3: General definitons
- ITM-SST 1501.5: General Provisions for Low-Rise Buildings
- ITM-SST 1502.4: General Provisions for Medium-Rise Buildings
- ITM-SST 1503.4: General Provisions for High-Rise Buildings
- ITM-SST 1506.3: Specific Provisions for Covered Parking Facilities with More than 20 Vehicles
  
- Training Objectives:
  - Understand the origin and dangers resulting from a fire
  - Understand the dangers and damages resulting from a fire
  - Evaluation and compliance of buildings according to regulations
  
- Training process:
  - Theory:
    - Explanation and use of ITM documents.
    - Study of the different regulations in force
  
  - Practice:
    - Practical application on different residences.
  
- Prerequisite: None
  
- Concerned staff: All audiences
  
- Refresher course: To be planned according to mandatory legal provisions and the employer's internal requirements.

Duration	Lieu de Formation	Language	Number of participants
12 hours (8h Theory 4h Practice)	At Ginge-Kerr or on the client's site	French English German	Max. 10 people

A personalized training certificate will be issued to the employer at the end of the course.

## Audited Evacuation Drill

- Drill objectives:
  - Evaluate the operation of the alarm control systems
  - Responsiveness of the staff
  - Evaluate the evacuation procedure with its participants
  
- Drill process:
  - Evacuation drill of the building
  - Debriefing with the participants of the evacuation
  - Report issued at the end by the observers
  
- Staff to contact:
  - Site security company
  - Firefighters
  - The company responsible for the various systems that may encounter issues
  
- Concerned staff: All employees on site
  
- Prerequisite: Have completed evacuation training and be familiar with the evacuation procedures in effect on the site.

A minimum of one drill must be conducted each year - ITM recommendation.

Duration	Training location	Language	Number of participants
As needed	on the client's site	French English German	All people on site

A report will be prepared by the observers and sent in the weeks following the exercise.

## Safety Audit

- Objective:

Ensure that all occupants of the building are safe in the event of a fire by checking the equipment and fire-fighting means, in accordance with the regulations in force in Luxembourg.

- Process:

- Verification of current fire prevention regulations.
- Verification of fire-fighting equipment (location, signage).
- Verification of alert, alarm, and detection systems.
- Verification of evacuation routes (signage, evacuation plans, emergency lighting).
- Verification of compartmentalization and firestop tightening.
- Verification of staff training (First Aid, Fire Safety, Evacuation, etc)

A report will be prepared by the auditor and sent in the weeks following the exercise.

## Development of an internal emergency plan

According to ITM-SST 1500.3 (Fire Prevention Regulations – General Definitions), an Internal Emergency Plan is a set of information made available only to personnel, at all times, which clearly indicates the actions to be taken immediately in case of an alarm.

- Objectives:

Design pragmatic procedures that adapt to the company's operational mode, activity, and size, while taking into account the risks associated with fire or other damages, as well as evacuation procedures.

The requirements in the event of an incident are numerous and expose companies, regardless of their size, to unforeseen challenges. In this case, effective crisis management includes identifying and analyzing the crisis situation, developing appropriate strategies to address the crisis, and implementing and monitoring suitable countermeasures.

- Mission details:

- Situations or scenarios requiring their activation
- Organizational measures (on-call duty, alerting, etc.)
- Human and material resources needed
- Intervention methods
- The triggering criteria for the Internal Emergency Plan
- The geographical location of the main at-risk or protected installations
- The identification of potential hazards and sensitive points
- The inventory and characterization of possible accident scenarios
- The assessment of the severity of the consequences on the targets
- The definition of the intervention means that may be necessary
- The determination of assembly points and access routes
- Support for equipping the crisis room
- The definition of the internal emergency organization: roles and responsibilities of each participant

The Internal Emergency Plan includes the measures and actions to be implemented during an alarm and evacuation. It contains the following information:

- A set of reduced-scale plans indicating the main and secondary exit routes, technical rooms, safety equipment, and others
- The various behaviors that may be adopted in the event of an alarm, the emergencies, and their respective priorities
- The basic firefighting procedures
- The removal of materials, substances, and items that could exacerbate the dangers
- The methods and means for triggering the evacuation and emergency plans
- The transportation of individuals with reduced mobility and the available resources
- The monitoring of the premises and the accounting of individuals present
- The supervision of people outside
- The end of the alarm

Access to the site and premises is necessary for the assessment of security measures and any useful elements for the development of the Internal Emergency Plans. The client will provide all security information (contact persons, sensitive areas, hazardous materials, etc.), plans (layout, building levels, evacuation routes, energy networks such as gas, electricity, and water), and any other relevant information in electronic format, either in DWG and/or PDF format.

Legislation requires the organization of an Audited Evacuation Drill at least once a year to familiarize staff with specific procedures and evaluate those procedures.

**The Internal Emergency Plan, written in French, will be submitted within a maximum of two months after the client's order validation in both PDF and WORD formats.**



## Development of an external emergency plan (Firefighters' Documentation)

According to ITM-SST 1500.3 (Fire Prevention Regulations – General Definitions), the External Emergency Plan, or Firefighters' File, is directed towards fire and rescue services and may be required by the fire and rescue service.

It specifically relates to fire extinguishment, risk elimination, as well as major rescue and recovery operations. It consists of a written section and a graphical section.

- Written section:
  - General information (site occupancy, emergency contact persons, distribution of plans)
  - Additional information (installation of emergency equipment, fire service installations)
  - Potential risks (at-risk areas, hazardous products, potential hazards)
  - Building information (energy sources, technical description)
  
- Design section :
  - General site plan with legend
  - Plan of all levels, annexes, and extensions in DIN A3 size
  - Representation of fire access points, main and secondary entry routes to the building, fire compartmentalization, technical installations, fire safety installations, access routes, assembly points, technical rooms, and high-risk areas.
  - Photos

Access to the site and premises is necessary for the assessment of security measures and any useful elements (fire hydrants and connections, etc.) for the development of the External Emergency Plan. The client will provide all security information (contact persons, sensitive areas, etc.), plans (layouts, building levels, evacuation routes, energy networks), and any other relevant information in electronic format, either in DWG and/or PDF format.

The External Emergency Plan will be submitted to the company's safety manager for review before the document is presented to the CGDIS for final validation.

The delivery of the External Emergency Plan will be as follows:

- Client: 2 paper copies and 2 USB drives
- CGDIS: 2 paper copies and 2 USB drives.

The estimated start time for the development of the External Emergency Plan is one week after the offer is validated and the information and plans are provided.