

## Kingfisher Access –Joining Instructions – Hornchurch

### VENUE

KINGFISHER ACCESS  
UNIT 5 STAFFORD INDUSTRIAL ESTATE  
HILLMAN CLOSE, HORNCHURCH ESSEX. RM11 2SJ

### REGISTRATIONS AND COURSE TIMINGS

Our training centres are open from 08.00. You should aim to be at the centre a minimum of 15 minutes prior to the course start time for a short registration

<b>FULL DAY COURSE</b>	08.30 am to 4.30 pm (approx)
<b>MORNING COURSES</b>	08.30 am to 12.30 pm (approx)
<b>AFTERNOON COURSES</b>	12.30 pm to 4.30 pm (approx)

**If you arrive late for a course we reserve the right to refuse to accept you for training, in all such cases the full course fee remains payable. If you are running late, in fairness to other delegates that may be on the course, please telephone our main office on 07956 831539 or 0333 666 1881 to advise (open from 7am)**

### LANGUAGE, LITERACY & FITNESS

Courses are conducted in English. Anyone attending training **MUST** be able to read and understand safety notices, course literature, test questions and answers, verbal instructions and manufacturers technical literature. Independent translators may be allowed to attend on some courses, by prior arrangement.

You should be reasonably fit and in good health with no uncorrected issues likely to endanger or hinder yourself or anyone else attending the training venue.

If you have any problems with literacy or language comprehension or have any doubts about the level of fitness required, please telephone to discuss further on **0333 666 1881**

### PARKING FACILITIES

The Centre has car parking facilities which are available free of charge for delegates.

### REFRESHMENTS

We will supply fresh-brewed tea and coffee, chilled filtered water, squash, biscuits.

Lunch will be provided on all full day training courses held at our training centre. Delegates with special dietary requirements should make their own arrangements.

### PPE REQUIREMENTS

Delegates **MUST** bring PPE (to include Safety Boots Hi-Viz Waistcoat and Safety Helmet) for all courses that contain a practical element. Delegates should also bring weather protective clothing, some of the training may be outside. You may be able to purchase some items at the training centre however this is subject to availability, if you think this may apply to you please contact us to check prior to arriving on the course

Delegates are not required to bring PPE for any theory based courses where the training is confined to a classroom environment.

**For any further information or clarification please call 033 666 1881 or 07956 831539**

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