

course objectives

On completion of the course, delegates will be able to demonstrate an understanding of:

- Fire Safety Legislation – Health & Safety At Work Act, Management of Health & Safety at Work Regulations, Care Standards Act, Regulatory Reform (Fire Safety) Order.
- Fire Risk Assessment – Overview of the requirements, What is a Fire Risk Assessment, Why carry one out, When to re-assess, Enforcement by Fire & Rescue Service.
- Identification of Persons With Specific Duties – Responsible Person, Fire Safety Manager, Competent Person, Relevant Person.
- Building Regulations – Building Regulations 2000, BS9999:2008, Planning Permission, Listed Buildings.
- Record Keeping – Fire Log Book, Certification, Maintenance Work, Offences.
- Staff Training and Drills
- Testing and Maintenance of Fire Safety Facilities
- Means of Escape – Definition, Lifts, Refuge Areas, Evacuation Strategy
- Safety Signs – Health & Safety (Safety Signs & Signals) Regulations, BS5499, What, where and why.
- Contractors – Control of Contractors, Log Book, Hot Work Permits, Isolating Systems.

who is the course for?

For managers and those people responsible for the maintenance and management of fire safety in premises (either as the responsible person or the fire safety manager) are fully aware of their responsibilities, what to maintain, inspect and test, how to conduct the inspection and testing of fire safety systems and equipment and what records need to be kept. It is particularly suited to building managers and/or their deputies.

duration / format / assessment

6 hour - 1 day programme

instructor / trainee ratio

Min 1: 6

Max 1:12

awarding body / certification

Certificate of attendance

course content

- Fire safety legislation
- Fire risk assessment
- Identification of persons with specific duties
- Building regulations
- Record Keeping
- Staff training and drills
- Testing and maintenance of fire safety facilities
- Means of escape
- Safety signs
- Contractors

course requirements / notes

It should be noted that this is not a fire risk assessment course

further information / contact us

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training timetable

Time	Activity	Duration
09:00 – 09:10	Domestics, Review timetable for the training session	10 mins
09:10 – 09:15	State SMART Aims and Objectives for the day	5 mins
09:15 – 09:45	Fire safety legislation	30 mins
09:45 – 10:45	Fire risk assessment	60 mins
10:45 – 11:00	Break	15 mins
11:00 – 12:30	Building regulations and record keeping	90 mins
12:30 – 13:00	Lunch	30 mins
13:00 – 13:30	Identification of persons with specific duties	30 mins
13:30 – 14:30	Staff training, fire drills, means of escape	60 mins
14:30 – 15:00	Management and testing of fire safety systems, safety signage	30 mins
15:00 – 15:15	Break	10 mins
15:15 – 15:45	Dealing with and understanding contractors	30 mins
15:45 – 16:00	Review aims and Objectives, questions and feedback	15 mins
	Close	

Please note that the above is for guidance only. Actual course timings may differ.

pre-course reading

None.

awarding body contact details