

## *course objectives*

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

- State the key legislation affecting fire safety in a residential home and their responsibilities
- Demonstrate the key requirements of a fire safety risk assessment
- State the roles, responsibilities and differences of a responsible person, competent person and relevant person
- State the key building regulations pertaining to fire safety and their responsibilities
- Demonstrate the key responsibilities for record keeping
- State what staff training and drills are required, their frequency and recording
- Demonstrate how to conduct the inspection and testing of fire safety systems and equipment
- Develop an evacuation strategy
- Demonstrate how the actions of contractors can be controlled
- Demonstrate what precautions can be taken to protect against arson

## *who is the course for?*

This course is designed to ensure those persons 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 with regard to fire safety facilities in their buildings

## *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
- Arson

## *course requirements / notes*

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

## *further information / contact us*

Cognet Limited  
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### *training timetable*

<b>Time</b>	<b>Activity</b>	<b>Duration</b>
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	<b>Break</b>	15 mins
11:00 – 12:30	Building regulations and record keeping	90 mins
12:30 – 13:00	<b>Lunch</b>	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 – 14:50	Management and testing of fire safety systems, safety signage	20 mins
14:50 – 15:00	Arson	30 mins
15:00 – 15:15	<b>Break</b>	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*

### *awarding body contact details*