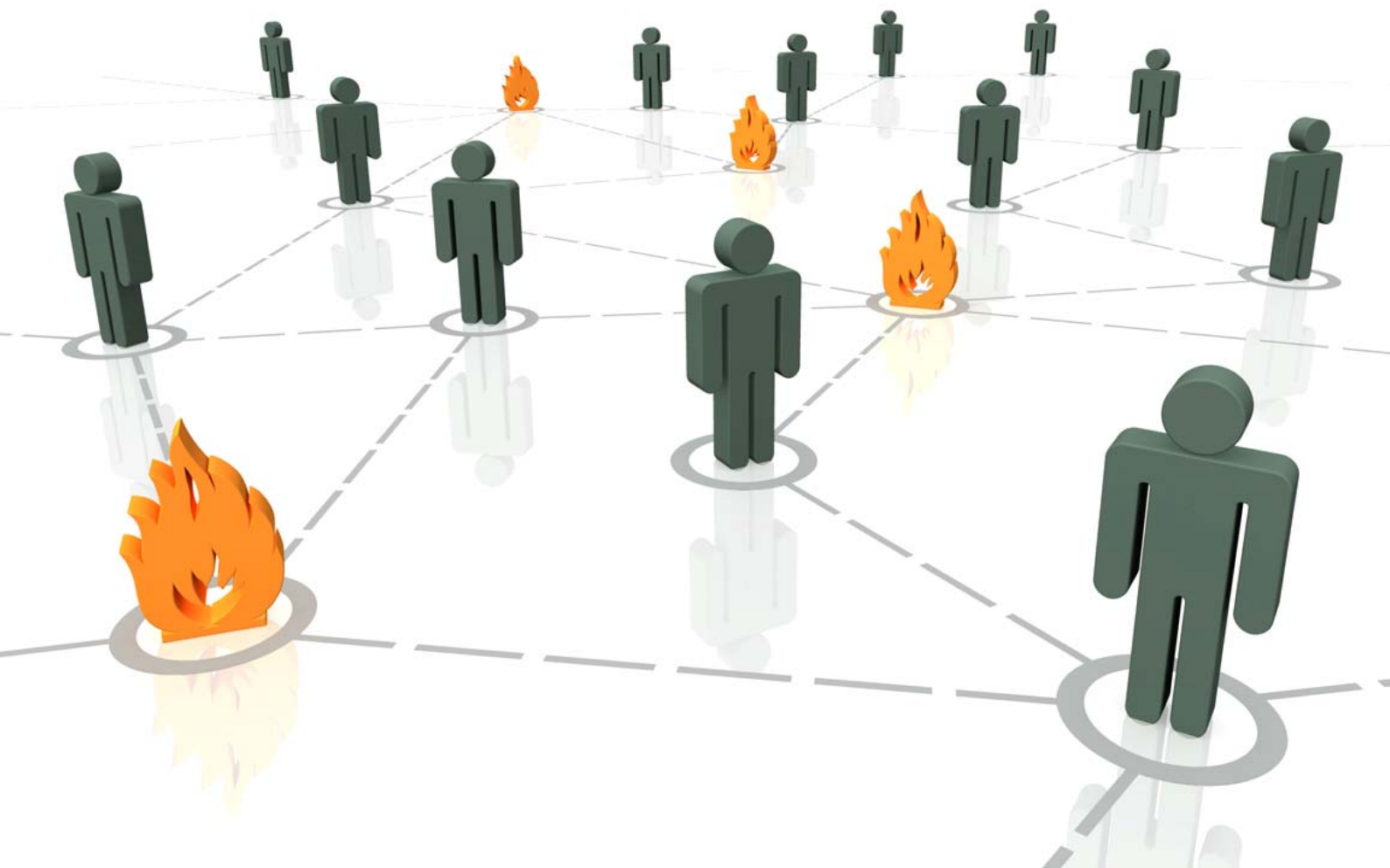


# Fire Service

Fire safety training courses





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## Introduction

This document is designed to help fire services inform their training procurement decisions by presenting the standard courses we offer, their content, costs and our flexible methods of delivery.

We start by listing existing courses before offering details of their content (Appendices A to H). Information about course costs can be found in Appendix I.

Our aim is to give customers what they want. This means we are happy to adapt any aspect of our courses to meet their requirements in terms of duration, content, assessment, venue, delivery and date.

### **National Occupational Standards (NOS)**

The National Occupational Standards for fire safety have now been approved. The content of this document takes account of this.

### **Courses for Fire Safety Officers**

The courses have been designed so fire safety officers can obtain the knowledge, understanding and skills they require for the following roles:

- Fire safety inspector (Watch Manager) – auditing premises and providing advice
- Fire safety inspector (Station Manager) – auditing complex premises, building regulations applications and providing advice on complex premises

For details, see flow chart on following page detailing how courses build on each other

### **Qualifications**

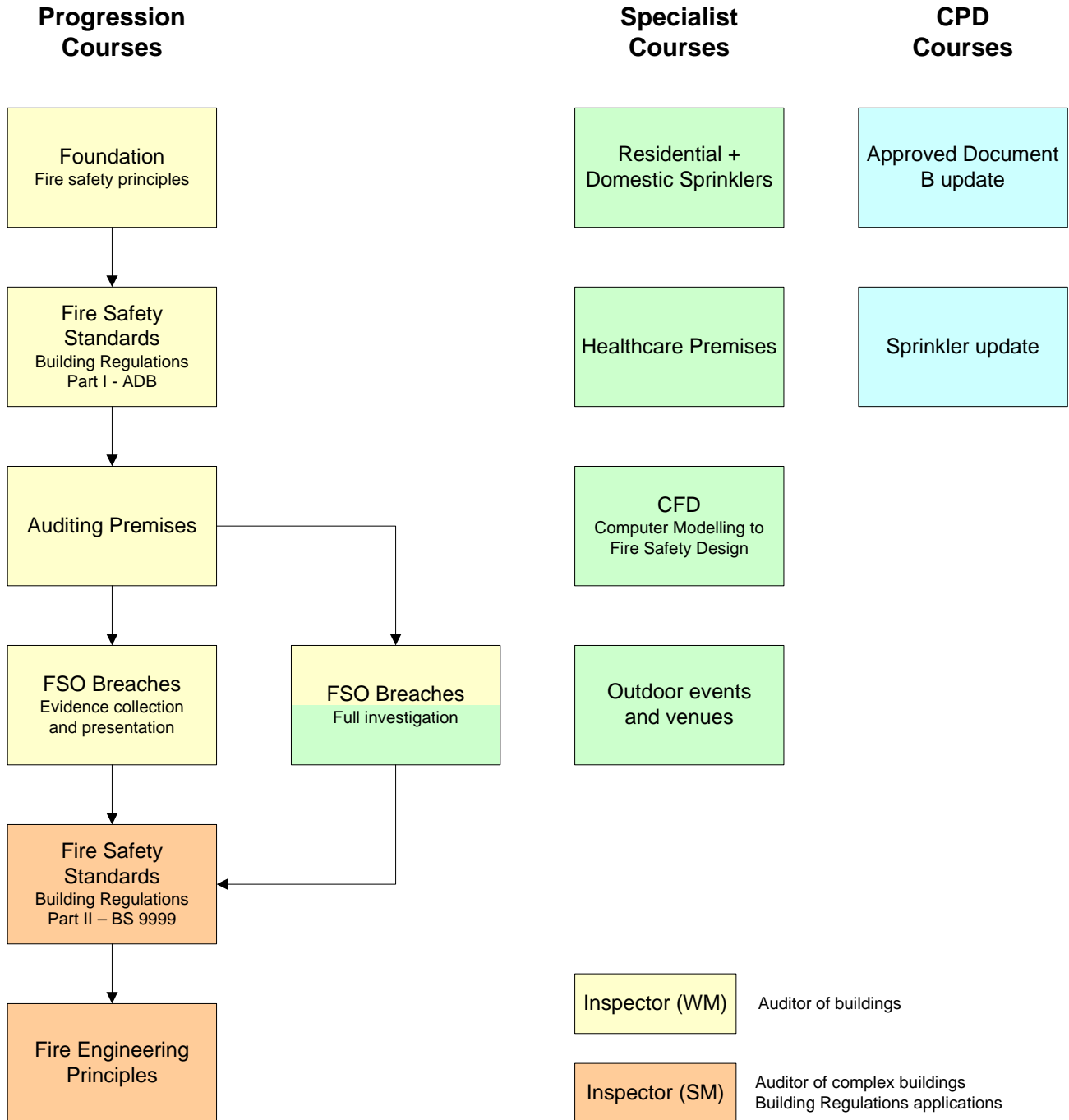


Xact provides BTEC qualifications on a number of courses. Fire safety qualifications for Watch and Station Managers are available

Register your interest by completing and submitting our enquiry form (See Appendix L). We guarantee a prompt response and look forward to hearing from you.

**Course Structure**

Courses stand alone, building on the previous one. Overlap and duplication are avoided to make learning as smooth-running and cost-effective as possible.



## Foundation: Fire Safety Principles

### Target audience

Fire Safety Officers, Inspectors and professionals new to fire safety

### Aim

To provide delegates with an understanding of the principles of fire safety in buildings

### Course target

This course enables delegates to:

- understand the principles of fire safety which underpin fire safety standards and codes of practice, such as ADB and BS 9999
- apply standards, such as those relating to fire alarms, emergency lighting, signs and notices and firefighting equipment in the workplace

### Subject areas

- **Fire alarm systems** – BS 5839
- **Emergency lighting** – BS 5266
- **Portable firefighting equipment** - BS 5306
- **Signs and notices** - BS 5499
- **Interpreting plans** - BS 1635
- **Principles of fire safety** – means of escape, single and two way travel, protected routes, floor space factors, storey exits
- **Building construction** and structural fire protection

### Delivery

Sessions will be delivered using PowerPoint, flipchart, group discussion, individual tuition, plan-based and practical exercises to reinforce outcomes

### Prior learning

None

### Delegate numbers

16

### Duration

5 days

# Fire Safety Standards: Building Regulations Part 1

## **BTEC Level 4: Professional Certificate: Building Regulations - Fire Safety Part 1**

### **Target audience**

Fire Safety Officers and Inspectors, Building Control Surveyors and Approved Inspectors

### **Aim**

To enable delegates to assess building design, submissions and give advice

### **Main topic areas**

- Building Regulations and Procedural Guidance
- Horizontal and vertical means of escape
- Internal and external fire spread
- Access and facilities for the fire service
- Access to and use of buildings

### **Core course documents**

The Building Regulations and Fire Safety Procedural Guidance, Approved Document B, Approved Document M, BS 9999:2008 Section 6 + Annex G

### **BTEC qualification**

Professional Certificate in Building Regulations - Fire Safety course leads to a Level 4 qualification on completion on Fire Safety Standards II (BS 9999 + Annex's)

### **Delivery**

Sessions will be delivered using PowerPoint, flipchart, group discussion, individual tuition, plan-based and practical exercises to reinforce outcomes

### **Prior learning**

Principles of fire safety or equivalent

### **Delegate numbers**

16

### **Duration: 2 modules**

A: Distance learning - 10 hours

B: Approved Documents B + M - 9 days

## Approved Document B: Update

### Target audience

Fire Safety Officers and Inspectors, Building Control Surveyors and Approved Inspectors  
For those who use Approved Document B but require an update or refresher

### Aim

To enable delegates to assess building design, submissions and give advice

### Content - main changes in ADB 2006

- Regulation 16B and Fire Safety Order
- Management
- Sprinkler Systems and water supplies
- Material alteration - conflict with Fire Safety Order
- References to BS 5588 series – implications
- Small premises - horizontal escape
- Residential care homes - Sprinklers
- Small premises - vertical escape and discounting rules
- Compartmentation
- Sprinklers in Flats
- Storage Volume – Local Acts clarifications
- B5 Access and facilities for the fire service

### Delivery

Sessions will be delivered using PowerPoint, flipchart, group discussion, individual tuition and plan-based exercises to reinforce outcomes

### Prior learning

The Building Regulations: Approved Document B

### Delegate numbers

16

### Duration

2 days

## Auditing premises

### Target audience

Fire Safety Officers, Inspectors and Fire Engineers

### Aim

To enable delegates to audit premises

### Outcomes

To enable delegates to understand:

- Regulatory Reform (Fire Safety) Order - roles and responsibilities
- How to protect a building in event of fire
- How to ensure safety of people in event of fire
- Fundamentals of fire risk assessments

Delegates will also learn to:

- Audit premises and fire risk assessment reports

### Course format

The course consists of 3 sections:

- Section A: Regulatory Reform (Fire Safety) Order 2005
- Section B: Principles of fire risk assessment auditing
- Section C: Auditing premises – practical includes auditing two types of premises, such as an office/shop and a sleeping risk

### Delivery

Exercises feature throughout the course to allow each stage of learning to be practised. This includes 2 practical exercises where delegates audit premises

### Prior learning

Delegates should have experience of fire safety principles and standards

### BTEC qualification

Level 3: Professional Award in Auditing Premises consisting of 40 guided learning hours.

### Delegate numbers

8 - 16

### Duration

5 days

## Fire Safety Order Breaches: Evidence collection and presentation

### Target audience

Fire Safety Officers, Inspectors and Fire Safety Managers.

The course is designed for those who are likely to encounter breaches of the Fire Safety Order. They are provided with skills to manage the situation, take notes and collect evidence, make a witness statement and appear in court. For those who undertake the full investigation, see FSO Breaches II (Appendix H)

### Aim

To enable delegates to manage Fire Safety Order breaches when inspecting & auditing premises

### Outcomes

To enable delegates to understand:

- How to define objectives in relation to inspection and enforcement
- Identification of potential offences in accordance with Parts 3 & 4 of Fire Safety Order
- Impact of other relevant legislation such as Human Rights, PACE, CPIA upon process
- Required public interest test and evidential test
- Court procedures and being a witness in court
- How to identify the 'responsible person(s)'

Delegates will also learn to:

- Communicate with potential suspects at premises in question
- Describe the terms of the caution and when it should be used
- Take notes in accordance with PACE and accepted best practice
- Obtain evidence & digital images of potential offences to standard required for Court
- Handle and store exhibits in accordance with evidential requirements
- Write a structured witness statement to include all relevant details

### Core legislation

Delegates gain a working knowledge of:

- Regulatory Reform (Fire Safety) Order 2005
- Human Rights Act 1998
- Police and Criminal Evidence Act 1984 (PACE)
- Criminal Procedures and Investigations Act 1996 (CPIA)

### Prior learning

Auditing premises course or equivalent

**Programme**

Day	09.00	10.45	11.00	12.45	13.30	15.15	15.30	17.00
1	Introduction ----- Fire Safety Order Parts 3 + 4	Fire Safety Order Parts 3 + 4	Planning Inspections	Establishing objectives	PACE Caution Note taking Code B Notices	PACE Section 76 + 78 Challenges to evidence	Obtaining exhibits Digital images	Evidence management
2	Inspection + Note keeping practice	Inspection + Note keeping practice	Witness statement exercise	FSO inspection review Inspection plan review	Evidence and disclosure file	Evidence test Public interest test	Court procedures Witness in Court	Establishing responsible person debrief

Learning

Practice

Debrief

**Professional DVD**

Exercises include the use of a professional video of a Fire Safety Officer responding to a complaint about a blocked fire exit

**Delivery method**

PowerPoint presentations, flipchart explanation, group discussion, individual tuition, case studies, syndicate work, interviews and practical exercises

**Resources**

Xact will provide:

- Specialist tutors
- Comprehensive delegate manuals
- Professional DVD
- Syndicate exercises
- Evidence labels and logs
- Course certificates

**Delegate numbers**

12

**Delegate numbers**

2 days

## Fire Safety Standards: Building Regulations Part II

### **BTEC Level 4: Professional Certificate: Building Regulations - Fire Safety Part II**

#### **Target audience**

Fire Safety Officers and Inspectors, Building Control Surveyors and Approved Inspectors

#### **Aim**

To enable delegates to assess building design submissions and give advice

#### **Main topic areas**

This unit covers the following topic areas:

- Application of BS 9999 to a range of building
- Comparison between ADB and BS 9999
- Assembly buildings (theatres, cinemas etc) – BS 9999: Annex E
- Shopping Complexes – BS 9999: Annex E
- Atria – BS 9999: Annex B + C

#### **Core course documents**

BS 9999:2008

#### **BTEC qualification**

The Professional Certificate in Building Regulations - Fire Safety course leads to a Level 4 qualification on completion

#### **Delivery**

Sessions will be delivered using PowerPoint, flipchart, group discussion, individual tuition and plan-based exercises to reinforce outcomes

#### **Prior learning**

Building Regulations Part I: Approved Document B

#### **Delegate numbers**

16

#### **Duration**

5 days

# Fire Engineering Principles

## Target audience

Fire Safety Officers and Inspectors, Building Control Surveyors, Approved Inspectors, Fire Risk Assessors and Fire Engineers

## Aim

To enable delegates to monitor fire engineered design submissions and give advice

## Subject areas

The subject areas include:

- Commercial sprinklers – BS EN 12845
- Design fires
- Smoke control systems
- Radiated heat/fire separation
- Modelling fires and evacuation
- Atria

## BTEC qualification (under development)

Level 4 Professional Award in Fire Engineering Principles consisting of 40 guided learning hours

## Delivery

Exercises feature throughout the course to allow each stage of learning to be practised. They involve each delegate using computer based smoke control software to design smoke control systems (laptops provided)

## Prior learning

Delegates should have experience applying Approved Document B + BS 9999

## Delegate Numbers

16

## Duration

5 days

## BS 9251: Residential and Domestic Sprinklers

### Target audience

Fire Safety Officers and Inspectors, Building Control Surveyors, Approved Inspectors, Fire Risk Assessors and Fire Engineers

### Aim

To enable delegates to check designs and installations for residential and domestic sprinkler systems to BS 9251:2005

### Outcomes and content

On completion, delegates should have an understanding of:

- Codes of practice
- Water supply requirements
- Types and positioning of sprinkler heads
- System components
- Alarm requirements
- Documentation
- Purpose and advantages of sprinklers
- Functional design freedoms and trade-off

They will also learn to:

- Offer advice
- Assess a design submission

### Delivery

Sessions will be delivered using PowerPoint, flipchart, group discussion, individual tuition and exercises to reinforce outcomes

### Prior learning

Understanding of the principles of sprinkler systems

### Delegate Numbers

20

### Duration

1 day

## Fire Safety Order Breaches: Full Investigation

### Target audience

Fire Safety Officers, Inspectors and Fire Safety Managers

Delegates are guided through a complete investigation of a breach of the Fire Safety Order from identification of the breach to prosecution and cross-examination in court

### Aim

To investigate contraventions of the Regulatory Reform (Fire Safety) Order 2005

### Main topic areas

- Conducting investigations
- Interview witnesses and suspects
- Prepare, submit and present investigation findings

### Course content

- Legal powers, duties and responsibilities
- Investigation best practice
- Investigation planning
- Evidence gathering, evaluation and continuity
- Taking statements
- Investigative interviewing
- Investigation case file report
- Giving evidence in Court

### Legislation

Delegates gain a working knowledge of:

- Human Rights Act 1998
- Public Interest Disclosure Act 1998 (Whistleblower)
- Data Protection Act 1998
- Police and Criminal Evidence Act 1984 (PACE)
- Criminal Procedures and Investigations Act 1996 (CPIA)
- Regulation of Investigatory Powers Act 2000 (RIPA)

### BTEC Level 4 Professional Award

Level 4 Professional Award in Core Skills for Investigators consists of 40 guided learning hours

**Programme**

	09.00	10.45	11.00	12.45	13.30	15.15	15.30	17.00
1	Introduction ----- Investigation Legislation	Investigation Legislation	Human Rights RIPA PIDA CPIA DPA	Managing investigations	Planning Policy logs Referrals (PIDA CPIA)	PACE Code B  Evidence management	Searching Continuity  Search exercise	Search exercise ----- De-brief
2	Information gathering Collection planning	Powers + Techniques ----- Interviewing	Witnesses Interviews	Suspect interviews  Questioning styles	Managing topics PACE Code C PACE Code E Taped interviews	Interview preparation	Interview preparation	Managing third parties ----- De-brief
3	Interviews		Interviews		Interviews		Witness statements	Feedback ----- De-brief
4	Investigator witness statements	Witness statements ----- Evidence	Evidence labelling, Logs/register	Investigation report	Investigation report	Investigation report CPIA statement	Case file preparation	Case file preparation ----- De-brief
5	Lawyers perspective of investigation process		Magistrate Court Hearing		Magistrate Court Hearing		Magistrate Court Hearing	De-brief ----- Feedback

Learning

Practice

Debrief

**Learning methods and syndicates**

Facilitated by tutors, delegates conduct exercises in groups of up to 4 to fully engage in the interactive experiential learning process and so they can share existing experience and skills. In syndicates, they conduct investigations after receiving packs covering different contraventions and containing details of previous events, records, pictures and statements. Tutors and actors offer syndicates support and feedback.

**Learning methods and syndicates**

Facilitated by tutors, delegates conduct exercises in groups of up to 4 to fully engage in the interactive experiential learning process and so they can share existing experience and skills. In syndicates, they conduct investigations after receiving packs covering different contraventions and containing details of previous events, records, pictures and statements. Tutors and actors offer syndicates support and feedback.

- Day 1 AM** - Investigation legislation and best practice. Planning and managing investigations, managing whistleblowers and anonymous information
- PM** - Decision making and recording decisions. Code B Notices, managing initial evidence and carrying out initial searches
- Day 2 AM** – Planning and collection of further evidence. Witness and suspect interviews. Cautioning of suspects and tape recorded interviews
- PM** - Working in syndicates, delegates prepare for interviews the following day.

**Day 3 AM-PM** - Delegates interview witnesses and “responsible persons” (actors) at the centre of investigations. Witness statements are taken

Interviews involve procedures, facilities and equipment that form the components of real-life investigative interviews, namely:

- Using NEAL twin tape PACE interview machines
- Interviewing witnesses
- Unsealing of tapes
- Notifying suspects of their rights
- Interviewing suspects
- Labelling master tapes

Tape-recorded interviews are transcribed for Magistrates Court on Day 5

**Day 4 AM** – Investigators compile witness statements; bag, label and log evidence; discuss findings, write reports with conclusions and recommendations and complete CPIA statements and case files

**Day 5 AM** – Process in a Magistrates Court, managing cross-examination and introducing documents in witness box

**AM-PM Magistrate Court Hearings** Chaired by a magistrate, reconstructions of hearings take place for each syndicates’ investigation. Investigators are led through their findings before cross-examination by a lawyer in front of the rest of the cohort

### Delivery method

PowerPoint presentations, flipchart explanation, group discussion, individual tuition, case studies, syndicate work, interviews and practical exercises

### Delegate numbers

12 - 16

### Course duration

5 days

## In house course costs

Please note that costs are based on customer provision of teaching facilities as outlined in Appendix K

	<b>Course</b>	<b>Duration</b>	<b>Cost <sup>1</sup></b>	<b>BTEC <sup>2</sup></b>
A	Foundation: Fire Safety Principles	5 days	6,800	
B1	Fire Safety Standards: Building Regulations Part I – ADB <sup>3</sup>	9 days	12,100	195
B2	Approved Document B: Update <sup>4</sup>	2 days	2,600	
C	Auditing Premises	5 days	8,300	160
D	Fire Safety Order Breaches: Evidence collection & presentation	2 days	2,500	
E	Fire Safety Standards: Building Regulations Part II BS9999 <sup>5</sup>	5 days	7,800	Inc in B1
F	Fire Engineering Principles	5 days	7,800	170
G	BS 9251: Residential & Domestic Sprinklers	1 day	1,300	
H	Fire Safety Order Breaches: Full Investigation	5 days	12,800	170

### Discount

Discounts are available on multiple course bookings. Please contact us to discuss details

### Notes:

<sup>1</sup> Inclusive cost for each course (except BTEC). E.g. notes, course resources (see Teaching facilities) tutor travelling and accommodation. VAT will be added

<sup>2</sup> Cost per delegate for BTEC qualification, includes Edexcel registration, assessments and issue of certificate

<sup>3</sup> Includes delegate copy of Building Regulations Approved Document B: Volume 2

<sup>4</sup> Does not include delegate copy of Approved Document B

<sup>5</sup> Does not include delegate copy of BS 9999:2008

Payment terms: Within 30 days of invoice date

## Teaching facilities for courses

### All courses:

Require a main teaching room with following facilities:

- Delegate chairs and desks (minimum 0.75m x 0.75m per delegate)
- Tutor table and chair
- Whiteboard, dry marker pens and eraser (or flipchart)
- Data projector for PowerPoint with either:
  - Computer which can upload PowerPoint from a memory stick, *or*
  - Connection for laptop
- Projection screen for data projector
- 240v electrical supply for laptop
- Tutor and teaching staff refreshments during teaching day

### Additional requirements for specific courses:

#### A: Foundation

- Venue for practical exercise on assessing fire safety elements of premises – the teaching venue can be used for this exercise

#### B1: Building Regulations Part I

- Venue for practical exercise on access and egress from a building – the teaching venue can be used for this exercise

#### B2: Approved Document B: Update

- Delegate copy of current Approved Document B – Volume 2

#### C: Auditing premises

- Venues for practical exercises - premise audits (days 3+4)
- Transport to exercise venues
- Access to FRSMIS system (or equivalent) to complete audit correspondence

**Note:** Premises include: shop, factory, HMO, hotel, residential care

#### D: Fire Safety Order Breaches – evidence collection and presentation

- DVD player with sound

**E: Building Regulations Part II**

- Copy of BS 9999:2008 for each delegate

**Note:** Xact can provide delegates with a copy at a reduced rate of £165 (normally £270)

**F: Fire Engineering Principles**

- During days 3-5 of the course each delegate will need a laptop to complete the exercises using smoke control software. Xact's own smoke control software programme runs on Microsoft Office Excel. Xact is only able to provide laptops for 10 delegates. The customer must provide the remainder with laptops. Xact will provide the smoke control software programme for all laptops.

**H: Fire Safety Order Breaches: Full investigation**

- 3/4 interview/syndicate rooms
- Internet access to upload PACE interviews onto a secure website for transcribing

## Course support information

### National Occupational Standards and IPDS modules

Courses are designed to cross-map with the relevant National Occupational Standard (NOS) for Watch, Station and Group Managers and have been updated to the new standards.

For example, courses now include new NOS units such as: FS1, FS2, FS3, FS4, FS5, FS6, FS7, FS8, FS9, FS10, FS11, FS12, FS13, FS14

### Qualifications



Xact provides BTEC qualifications on courses. As soon as the new NOS are issued, qualifications for fire safety Watch and Station Managers will be available

### QA Associates

Our partner QA Associates, which has BTEC Approved Centre status, provides:



- Qualification design
- Development of BTEC approval with Edexcel
- Internal verification for qualifications

### Continual Professional Development

Xact is a member of the Continual Professional Development (CPD) Certification Service.



Courses are independently assessed by the Service and comply with their professional standards. CPD Certification Service "branded" certificates are issued to delegates for 6-7 hours per day

### Courses

Courses consist of three phases:

- Learning – acquiring knowledge, understanding and skills
- Practising learning – using real-life reconstructions designed to replicate workplace activities of delegates
- Comprehensive debrief – to confirm learning

### Delivery method

PowerPoint presentations, flipchart explanation, group discussion, individual tuition, practical and plan-based exercises to reinforce outcomes

**Site visits**

Some training may require site visits to premises to enable learning outcomes to be achieved e.g. foundation, auditing premises and building regulations. Xact will work with the customer to identify suitable training locations

**Delegate numbers**

Xact restricts delegate numbers to allow an optimal level of interaction between delegates and tutor. This provides delegates with the best opportunity to achieve learning outcomes

**Assessment**

Most courses are assessed. Assessment standards are based on delegates National Occupational Standard workplace role

**Xact provision**

On courses, Xact provides:

- Tutor with experience and expertise in course subject areas
- Specialist teaching staff such as lawyers, magistrates and trained actors
- Course design
- Comprehensive delegate manuals
- Delegate exercises to practise learning outcomes
- Specialist equipment
- Course assessment
- Course evaluation

**Location and dates**

To suit customer. Please call to discuss options

**Enquiries**

Please call us on 08545 0941 885 or complete enquiry form (Appendix L)

## Enquiry form

**Your contact details:**

Fire Service:

Name:

Role:

Telephone:

Email address:

**Course details:**

Course subjects:

Require training designed to meet a specific need? Please state subject areas:

How many delegates for each course?

Preferred training dates?

Message:

Please complete and:

- Fax to 0845 0941 887, *or*
- Scan and email to [courses@xact.org.uk](mailto:courses@xact.org.uk), *or*
- Post to Xact Consultancy & Training Limited, PO Box 42, Chipping Campden, Gloucestershire GL55 6WL

## Xact Consultancy and Training Limited

Company Registration No: 05295715  
VAT Registration No: 855 4570 04  
Web site: [www.xact.org.uk](http://www.xact.org.uk)  
Email: [info@xact.org.uk](mailto:info@xact.org.uk)

### Insurance

Xact are insured for:  
  
Public and Employers Liability  
Professional Indemnity

### Office

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