

# Fire Safety Order: Investigating contraventions



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# Investigating Fire Safety Order contraventions

## Target audience

Fire Safety Officers, Inspectors and Fire Safety Managers

## BTEC Level 4 Professional Award



Successful candidates achieve a Level 4 BTEC professional award qualification in: **Core Skills for Investigators**

## Aim

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

## 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

## Delivery method

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

## Learning process

In groups (syndicates) of up to 4, delegates investigate 4 different reconstructions of FSO contraventions. Actors feature in this skills-based practice where syndicates:

- Analyse evidence and formulate investigation plans
- Conduct formal interviews and take statements
- Produce an investigation case file with summary and supporting evidence
- Face cross-examination about their investigation findings 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)

## 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	Managing hearings		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 to 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 overnight 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

### Course duration

5 days

### Training venue

Yarnfield Park Training and Conference Centre, Staffordshire (10 minutes from J14, M6). See Appendix B for more information

### Dates

16 – 20 November 2009

### Costs

See Appendix A

### Resources provided:

- Main teaching room and break-out room for each syndicate of 4
- A lawyer
- Magistrate
- Professional actors for interviews
- Specialist tutors
- Comprehensive delegate manuals
- Syndicate exercises
- Investigation scenarios for each syndicate
- NEAL twin tape interview machines for each syndicate
- Cassette tapes, evidence labels and logs
- Transcribing service for interview tapes
- Laptops for case file report-writing
- Printing and photo copying facilities
- 3-course lunch and course refreshment

### Booking

To book a place on this course please:

- use on-line booking form, *or*
- complete booking form (Appendix C). Fax, email or post completed form to Xact

## Costs

Inclusive course costs per delegate <sup>1</sup>	£1,380
Overnight accommodation costs – Monday - Friday <sup>2</sup>	£55 per night
Overnight accommodation costs – Sunday <sup>3</sup>	£43

### Notes

<sup>1</sup> Includes BTEC qualification and course resources (see previous page)

<sup>2</sup> Includes 3-course dinner, en-suite room, full breakfast and use of leisure centre

<sup>3</sup> Includes en-suite room, full breakfast and use of leisure centre (no evening meal)

VAT at the current rate will be added to the above charges

Payment terms: Within 30 days of invoice date

## Yarnfield Park Training and Conference Centre

### Venue address

Yarnfield Park Training and Conference Centre, Yarnfield Lane, Yarnfield, Stone, Staffordshire ST15 0NL.



Entrance



Reception area



Dining area



Training room

### Facilities – day delegates

Included:

- Main teaching room and syndicate rooms
- 3-course lunch and course refreshments

### Facilities – 24 hour delegates

Additional to day delegates facilities:

- 3-course evening meal
- En-suite double rooms
- Full or continental breakfast
- Leisure centre

### Travel

Good access by road - 10 minutes from J14, M6

Near to main line railway stations – Stafford and Stoke on Trent

# Booking form

Delegate numbers:  Overnight accommodation Yes  No

Delegate name/s:

Dates overnight accom. required:

Fire Service:

Contact:

Email + telephone:

Order No:

Invoice to:

Invoice address:

Message/special requirements:

Signed .....

Date .....

Print name .....

Please complete this form and either:

- 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

### Previous experience

We have provided training to 45 Fire Services in UK and Ireland in past 18 months

Company Registration No: 05295715  
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Web site: [www.xact.org.uk](http://www.xact.org.uk)  
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### Insurance

Xact are insured for:

Public and Employers Liability  
Professional Indemnity

### Office

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