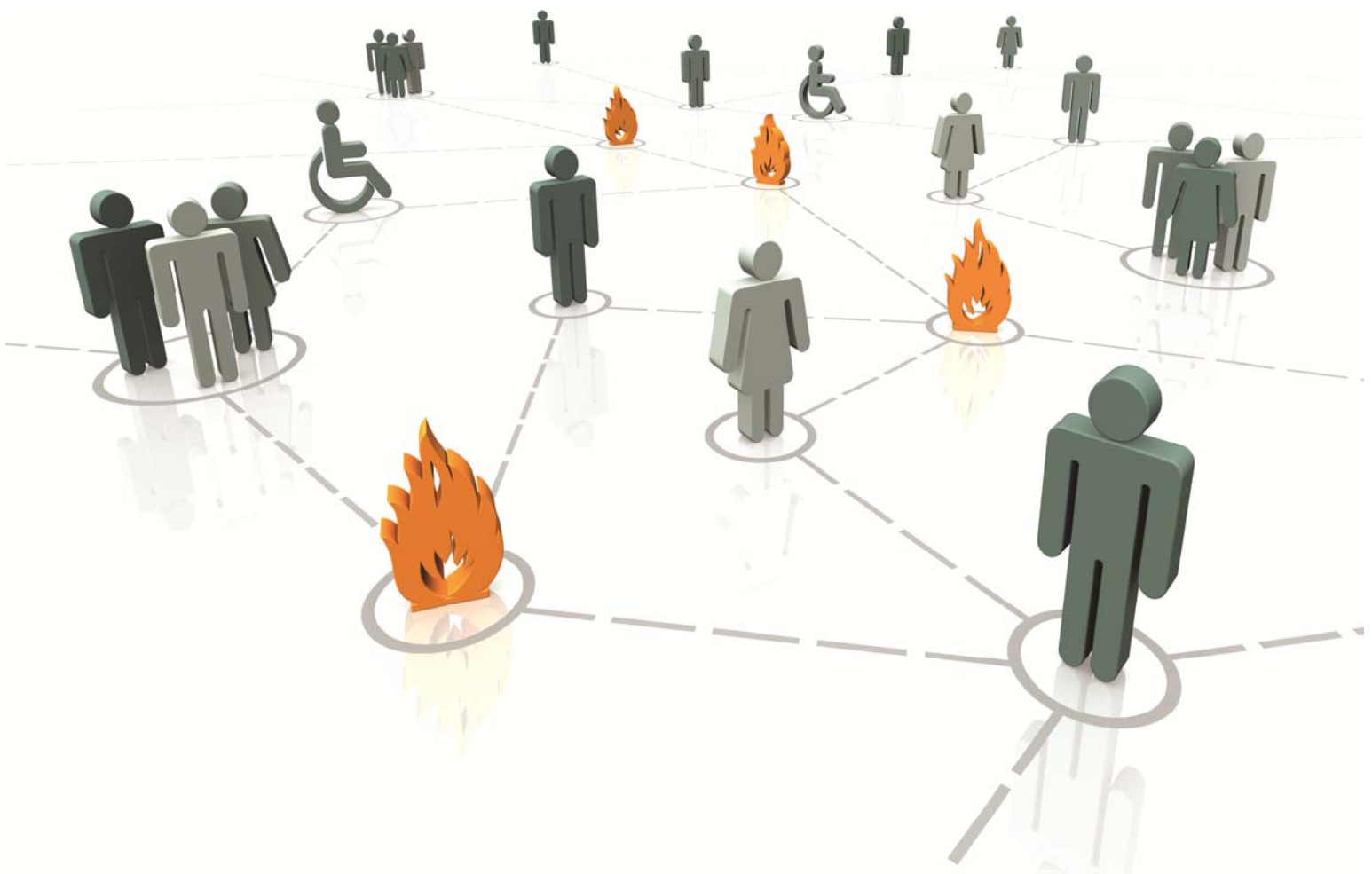


Specialist Fire Safety Courses



Contents

1.	Introduction	1
2.	BS 9991: Fire Safety in Residential Buildings	2
3.	BS 9999: Fire Safety in Commercial Buildings	3
4.	HTM: Healthcare Premises	4
5.	BB100: Fire Safety in Schools	6
6.	Historical Buildings	7
7.	Costs	8
8.	Open courses: Stone conference centre	9
9.	In-house courses: Teaching facilities	10
10.	Distance learning	11
11.	Course support information	12
12.	Company details	14

1. Introduction

This document is designed to help individuals and organisations inform their training decisions about the specialist fire safety courses we offer, their content, costs and methods of delivery.

1.1 Target Audience

These qualifications are for building control officers, approved inspectors, fire engineers, fire safety auditors, inspectors, risk assessors, managers, surveyors and fire safety professionals.

They build on previous experience in applying fire safety guidance such as Approved Document B and BS 9999 fire safety in the design, management and use of buildings or equivalent experience

1.2 Competency Framework for Business Fire Safety Regulators

These courses enable attendees to develop an understanding and understanding in specialised areas of fire safety.

1.3 Assessment to National Standards

All courses are assessed to Level 4 Certificate and Diploma National Occupational Standards (NOS). They can also be used as evidence towards these qualifications.

1.4 Delegate numbers: In-house courses

A maximum of 16 delegates.

1.5 Location and dates

1.5.1 In-house courses: Premises arranged by customer. Dates to be agreed.

1.5.2 Open-courses: Yarnfield Park. See Section 6. For dates see website: www.xact.org.uk/open-course-dates-and-costs/

1.6 Booking

1.6.1 In-house courses: Please contact Xact on: qualifications@xact.org.uk

1.6.2 Open-courses: Please use on-line booking form: www.xact.org.uk/open-course-dates-and-costs/

1.7 Terms and conditions

Terms and Conditions apply, please see our website link at www.xact.org.uk/Terms_and_Conditions for a copy of our Terms and Conditions or contact us on courses@xact.org.uk to request a copy. All orders and bookings made will be subject to our Terms and Conditions.

2. BS 9991: Fire Safety in Residential Buildings

Target Audience

Design Engineers, Building Managers, Fire Safety Professionals, Building Control Officers, Fire Safety Officers and Fire Risk Assessors.

Aim

To provide delegates with an understanding of BS 9991, a risk-based approach to the fire safety design and management of residential buildings.

Core content

- Means of escape and provision for rescue from houses
- Fire alarms in flats and maisonettes and BS 5839-6 proposed changes
- Internal planning and MoE from flats and maisonettes
- Smoke control systems to protect MoE and fire-fighting access in flats
- BRE Project Report 79204: Smoke Shafts
- Sprinklers in houses, flats and maisonettes and variations from guidance
- Construction FR and variations of guidance using sprinklers & ventilation
- Heating, ventilation and air conditioning systems
- Compartmentation, linings and concealed spaces
- Access and facilities for fire-fighters and permitted variations for sprinklers
- Atria in residential buildings
- Fire safety design for sheltered, extra care and other specialist housing
- Roof gardens and balconies
- Management of flats, maisonettes and other housing

Duration

3 days

Course assessment

This course includes the assessment criteria for FS2.3, FS3.2, FS7.3 and FS7.4 of Level 4 Certificate and Diploma qualifications in Fire Safety.

Prior learning

Delegates should have a working knowledge of Approved Document B Volume or equivalent.

3. BS 9999 Fire Safety in Commercial Buildings

Target audience

Design Engineers, Building Managers, Fire Safety Professionals, Building Control Officers, Fire Safety Officers and Fire Risk Assessors.

Aim

To provide delegates with an understanding of BS 9999, a risk-based approach to the fire safety design and management of buildings.

Core content

- ASET – time based analysis
- Risk profiling
- Minimum fire protection measures
- Variation of risk profile
- Additional measures and their limits – sprinklers, AFD, ceiling height
- Management levels
- Progressive levels of horizontal evacuation
- Staircase options
- Ventilation factors effecting levels of fire resistance
- Functional design freedoms
- Options for a flexible design approach
- Part 2: To enable delegates to apply the standard to:
 - Annex D: Theatres, cinemas and similar venues
 - Annexes B + C: Atria
 - Annex E: Shopping complexes

Duration

5 days

Course assessment

This course includes the assessment criteria for FS2.3, FS3.2, FS7.3 and FS7.4 of Level 4 Certificate and Diploma qualifications in Fire Safety.

Prior learning

This course is designed for professionals who are have experience in application of fire safety guidance such as Approved Document B.

4. HTM Healthcare Premises

4. HTM Healthcare Premises

Target audience

Fire safety officers, inspectors, fire engineers, building control officers, risk assessors, building managers, fire safety professionals, hospital fire safety managers and advisers.

Aim

To provide delegates with a knowledge of the Firecode series so they can apply them to design, management and use of healthcare premises.

Core topic areas

On course completion, delegates should have an understanding of:

- Health Technical Memorandums (HTMs) series
- HTM 05.01: Managing healthcare fire safety
- HTM 05.02: Functional provisions in healthcare
- HTM 05.03: Part A General Fire Safety
- HTM 05.03: Part D Commercial enterprises
- Lessons from previous hospital case studies
- Responding to a 3-storey hospital ward extension
- Assessing suitability of a Hospital Fire Policy
- Audit planning for healthcare premises

The course focuses on:

- Firecode Guides: Functional provision in healthcare
- Application of Firecode Guides to design, fire risk assessment and auditing of healthcare premises
- Areas include geriatric, secure mental health, infectious diseases, obstetrics and gynaecology. Day surgeries, clinics, pharmacy, outpatients, radiotherapy, operating theatres, administration blocks and shops.

Duration

4 days

Course assessment

This course includes assessment criteria for NOS: FS2*, FS3* FS6* and FS7* of qualification: Level 4 Certificate/Diploma in Fire Safety. * Evidence from more than one course is required to complete NOS.

Delivery

Sessions will be delivered using PowerPoint, flipchart, interactive group discussion, individual tuition and practical exercises.

4. HTM Healthcare Premises

Prior Learning

This course is designed for professionals who are experienced in application of fire safety guidance such as Approved Document B and BS 9999

Pre-course module

There is a distance learning module for this course

5. BB 100 Fire Safety in Schools

5. BB 100 Fire Safety in Schools

Target audience

Design Engineers, Building Managers, Fire Safety Professionals, Building Control Officers and Fire Safety Officers.

Aim

To provide delegates with a knowledge of Building Bulletin 100: Design for fire safety in schools.

Core topic areas

On course completion, delegates should have an understanding of:

- BB 100: Design for fire safety in schools
- Fire Risk Analysis Tool
- Cost Benefit Analysis Tool
- Technical Bulletin 221: Sprinkler Protection of Schools
- BS EN 12845 and LPC Sprinkler Rules

Delegates apply the standard using a number of exercises to assess a school for compliance with BB 100.

The course focuses on:

- Functional requirements of the building regulations
- Compartmentation
- Places of special fire hazard
- Application of Fire Risk Analysis Tool
- Sprinkler protection

Duration

3 days

Course assessment

Course includes assessment criteria for NOS: FS2*, FS3* FS6* and FS7* of qualification: Level 4 Certificate/Diploma in Fire Safety. * Evidence from more than one course is required to complete NOS.

Delivery

Sessions will be delivered using PowerPoint, flipchart, interactive group discussion, individual tuition and practical exercises.

Prior Learning

This course is designed for professionals who are experienced in application of fire safety guidance such as Approved Document B and BS 9999.

6. Historical Buildings

6. Historical Buildings

Target audience

Fire Safety Officers, Fire Risk Assessors and Historical Building Managers and Conversation Officers.

Aim

To enable delegates to identify alternative solutions for historical buildings so that they achieve compliance with fire safety legislation.

Core topic areas

On course completion, delegates should have an understanding of:

- Legislation
- Working with regulators
- Risk to historical buildings
- Value of Heritage
- Assessing risks
- Fire prevention and protection
- Alternative solutions; Compartmentation; Protection provided by traditional materials and construction; Fire doors; Flues and duct; Detection
- Automatic fire suppression
- Managing fire safety
- Damage limitation
- Emergency Planning

Duration

2 days (in-house or open course options)

Extended course: In addition a four day option can be provided. This will include:

- Guest speaker from heritage sector
- Main exercise to identify alternative solutions to resolve fire safety issues and compiling an emergency planning
- Visit to historical building to identify how fire safety and emergency planning is managed

Delivery

Sessions will be delivered using PowerPoint, flipchart, interactive group discussion, individual tuition and practical exercises.

Prior Learning

This course is designed for professionals who are experienced in application of fire safety guidance such as Approved Document B and BS 9999.

7. Costs

7. In-house and open course costs

Please note that in-house course costs are based on customer provision of teaching facilities as outlined in Section 9.

Page	Course	Duration	In-house	Open
2	BS 9991: Fire Safety in Residential Buildings	3 days	4,500	480
3	BS 9999: Fire Safety in Commercial Buildings	5 days	7,900	790
4	HTM: Healthcare Premises	4 days	6,000	620
6	BB 100: Fire Safety in Schools	3 days	4,500	450
7	Historical Buildings	2 days	3,000	320
	Historical Buildings	4 days	5,200	NA

Notes:

- Note 1: In-house courses** - Inclusive cost for course e.g. notes, guidance documents, exercises, tutor travelling and accommodation. Does not include teaching facilities provided by customer. See Appendix C. Any charges for car parking and tutor refreshments during each teaching day will be added at cost
- Note 2: Delegate numbers** –Maximum 16 delegates for in-house courses unless stated on course details
- Note 3: Open courses** - cost includes teaching facilities, refreshments and lunch during teaching day. Additional charge for bed, breakfast and evening meal – see below.
- Note 4: Open courses** are normally located at Yarnfield Park Training and Conference Centre, Yarnfield Lane, Yarnfield, Stone, Staffordshire ST15 0NL.
- Note 5: Overnight accommodation** with en-suite facilities is available at Yarnfield Park at £59 for bed, breakfast and evening meal. **Note** Sunday night rate is £47 because no evening meal is available. Snacks such as soup, sandwiches and pies can be purchased from the bar between 6-9 pm.
- Note 6: Open courses** are also provided at other locations. Accommodation charges at these venues will differ from those quoted above
- Note 7: VAT** will be added at the current rate.
- Note 8: Payment terms:** Within 30 days of invoice date.

8. Open courses: Stone conference centre

8. Open courses: Stone conference centre

Address

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



Meals

Breakfast, lunch and evening meals are provided in the restaurant



Overnight accommodation

This includes:

- Evening meal
- En-suite bedroom
- Breakfast



9. In-house courses: Teaching facilities

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 and videos 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

10. Distance Learning

10. Distance learning

Delegates need the following resources to complete on-line distance learning options:

- Computer with internet access
- Adobe reader software
- Access to a printer

Some courses require delegates to have access to their organisations' policies and procedures

Distance learning module

When part of the course is completed on-line by pre-course study or post course assignment or both:

On-line courses

Delegates are provided with:

- Online course guide to the module
- Reading material for course
- Module work book for completion before course commences

Post course assignment

Delegates are provided with all resources during the course to complete assignments.

11. Course support information

National Occupational Standards and IPDS modules

Courses are designed to cross-map with the relevant National Occupational Standard (NOS).

For example NOS: FS2, FS3, FS7, FS9, FS12.

Legislation, British Standards and technical guidance documents



Delegates have access to a wide range of Technical Guidance, British Standards, best practice and reference material on courses. Hard copies for classroom work and on-line versions for distance learning and study programmes are available.

Approved Assessment Centre and National Awarding Bodies

Xact is an Approved Assessment Centre and provides qualifications via national awarding bodies. We are externally audited by the awarding bodies which are regulated by OFQUAL, the regulator of qualifications, examinations and assessments.

Continual Professional Development

All delegates receive CPD certificates on course completion. All courses are designed and assessed to approved centre standards.

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

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

Courses are assessed. Assessment standards are based on delegates National Occupational Standard workplace roles

11. Course Support Information

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
- Reference documents
- Specialist equipment
- Course assessment
- Course evaluation

Location and dates

To suit customer. Please call to discuss options

Enquiries

Please call us on 01386 277980 or use on-line booking forms. See Section 1 Introduction.

12. Company details

12. Xact Consultancy and Training Limited

Company Registration No: 05295715
VAT Registration No: 855 4570 04
Web site: www.xact.org.uk
Email: info@xact.org.uk

Insurance

Xact are insured for:

Public and Employers Liability
Professional Indemnity

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