

Level 4 Certificate in Fire Safety

Fire Risk Assessors



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Introduction

This document is designed to help individuals and organisations inform their training decisions by presenting the core courses we offer, their content, costs and our flexible methods of delivery to achieve the qualification.

1. Qualification: Level 4 Certificate in Fire Safety

A national qualification recommended by CFOA (Chief Fire Officers Association) to achieve competency to be able to fire risk assess complex buildings. This document identifies courses available for delegates to achieve this qualification.

2. National Occupational Standards (NOS) and qualification units

There are five fire safety National Occupational Standards within this qualification. For more details please see table on following page.

3. Target audience

The qualification is suitable for **Fire risk assessors**.

4. Premises type

This qualification applies to those who conduct fire risk assessments in complex premises and environments e.g. office blocks, hotels, residential premises, factories, shops and shopping centres, places of assembly, theatres, cinemas, night clubs and open air events.

5. Courses

Three courses form this qualification. For more details, please see the following pages for cross-mapping with the National Occupational Standards, qualification units, course content and costs.

6. Delegate numbers: In-house courses

A maximum of 16 delegates.

Location and dates

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

Open-courses: Yarnfield Park. See website:

Booking

In-house courses: Please use on-line booking form to proceed.

Open-courses: Please use on-line booking form to proceed:.

7. Level 4 Certificate in Fire Safety

The table below cross-maps the qualification units, National Occupational Standards with courses

NOS	Title	Credit	GLH	Xact course	Page
FS2	Assess risks associated with fire in complex premises and environments	5	20	Principles of fire safety Assessing complex premises	5 8
FS3	Ensure measures are in place to protect people from fire in complex premises and environments	5	21	Principles of fire safety Principles of means of escape Assessing complex premises	5 7 8
FS7	Review fire protection systems in complex premises and environments	5	28	Principles of fire safety	5
FS9	Review safety measures at locations that are regulated and or licensed	4	28	Regulated and licensed venues	10
FS12	Visit complex premises and environments for the purposes of fire safety regulation	4	15	Assessing complex premises	8
Total guided learning hours			112		

Notes

Note 1: NOS – National Occupational Standard number

Note 2: Credit - number of educational credits awarded for the unit on the QCF (Qualifications and Credit Framework)

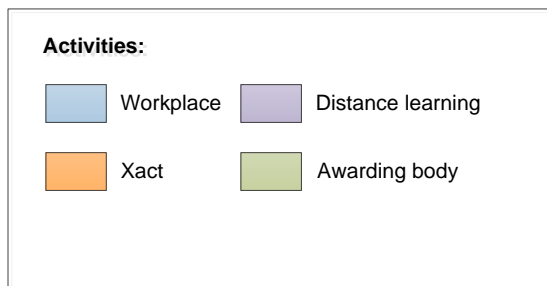
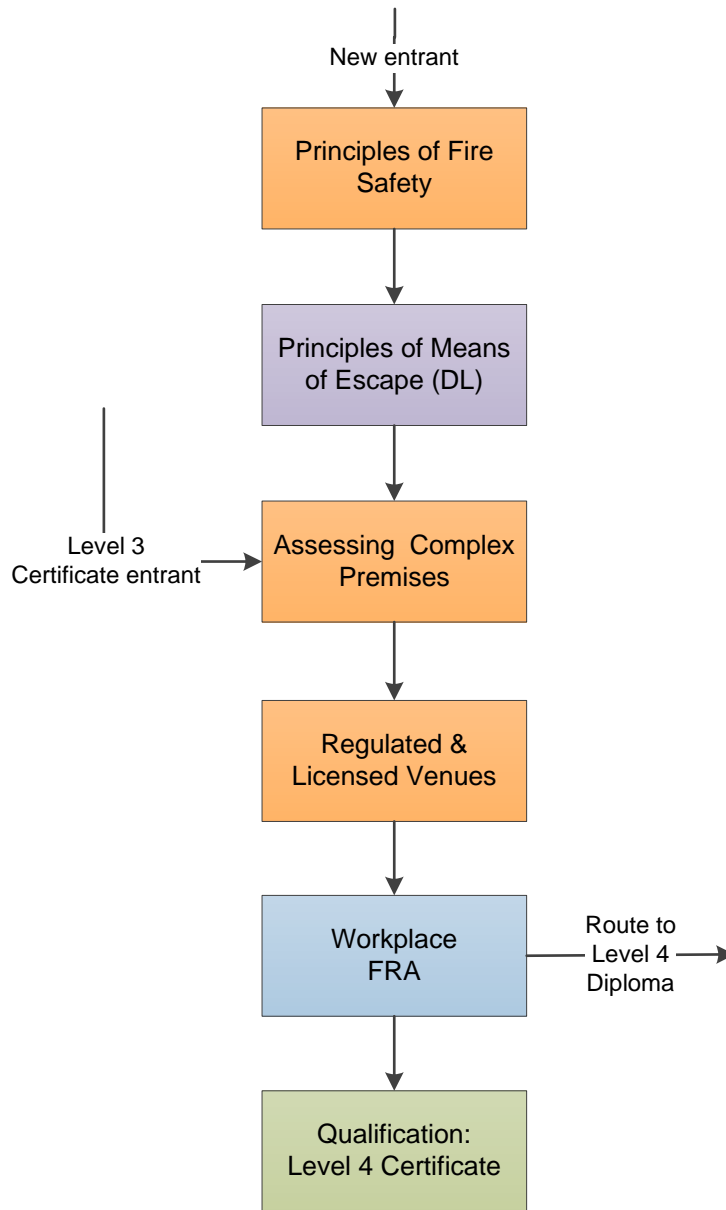
Note 3: GLH, Guided learning hours - number of hours with specific guidance towards unit learning outcomes

Note 4: Page – page number of course

Note 5: Evidence from two courses is required to complete FS2 and FS3

8. Level 4 Certificate course flowchart

The flowchart below illustrates the progression of courses from start to finish.



9. Cross mapping of courses to qualification units and national occupational standards

The table below cross maps Xact’s Level 4 courses with the qualification units

Title	Days	Level	NOS	Page
Level 4 Certificate courses				
Principles of fire safety	5	4	FS2*, FS3*, FS7	5
Principles of means of escape	DL	4	FS3*	7
Assessing complex premises	5	4	FS2*, FS3*, FS12	8
Regulated and licensed venues	4/5	4	FS9	10

Notes

Note 1: Days - course duration in days

Note 2: Level - qualification level of units

Note 3: NOS – National Occupational Standard number

Note 4: Page – page number of course

Note 5: Regulated and licensed venues – option for additional day on Sports Grounds

Note 6: * Evidence from two courses is required to complete FS2

Note 7: * Evidence from three courses is required to complete FS3

Principles of fire safety

Aim

To enable delegates to identify, assess and report hazards and assess risks associated with fire in complex premises.

Main topic areas

- Fire Safety Legislation
- Human behaviour in fire
- Causes and effects of fire
- Fire detection and alarm systems
- Emergency escape lighting
- Fire safety signs, notices and routines
- Extinguishing media
- Fire safety management
- Fire risk assessment

Core course documents

- Regulatory Reform (Fire safety) Order 2005
- CFA Fire Safety Guidance
- BIS: Regulators' Code, HSE: Enforcement Management Model
- DCLG: Fire Safety Risk Assessment Guides
- BS 5839, BS 5266, BS 5499, BS 5306, BS 9999 (management)

Qualification and units

This course includes assessment criteria for NOS FS1, FS2*, FS3* and FS7 of qualification: Level 3 Certificate in Fire Safety. * Evidence from two courses required to complete FS2 and FS3.

Delivery

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

Duration

5 days

Prior learning

Before the course, delegates are required to have the ability to recognise typical fire safety measures in buildings e.g. smoke detectors, fire extinguishers, exit signs. They also need to have an understanding of a fire risk assessor's role. Plus, delegates should also have experience of observing a fire risk assessor assessing a building's fire safety measures.

Level 4: Principles of fire safety

Pre-course distance learning

Course includes pre-course distance learning modules on principles: Fire Safety Legislation, Automatic fire alarm systems and Emergency escape lighting.

Post course

Delegates must complete workbooks within four weeks of course completion.

Course assessment

Assessment of all course work is to National Occupational Standards.

Principles of means of escape

Distance learning module

The module is a prior learning module for: Assessing complex premises course

Note: This module is not required if delegates have already achieved a Level 3 Certificate

Aim

To enable delegates to understand the principles of means of escape in premises.

Main topic areas

- Compartmentation
- Exits: widths, direction, discounting, alternative, inner rooms, corridors
- Travel distance
- Floor space factors
- Horizontal means of escape
- Vertical means of escape

Core course documents

Extracts:

- CLG: Fire Safety Risk Assessment Guides
- Approved Document B

Qualification and NOS

This course includes assessment criteria for NOS FS3 of qualifications: Level 4 Certificate in Fire Safety.

Course assessment

Assessment of all course work is to National Occupational Standards.

Duration

10 hours

Prior learning

Delegates must have completed: Principles of fire safety course.

Assessing Complex Premises

Aim

To enable delegates to:

- Confirm measures are in place to protect people from fire in complex premises
- Visit complex premises for purpose of fire risk assessment

Main topic areas

- Risk profiling of occupancy
- Compartmentation and ventilation
- Horizontal and vertical means of escape
- Means of escape in: Offices and shops, Factories and warehouses, Hotels, Atria, Houses in multiple occupation (HMO), Residential care premises, Shopping complexes
- Fire risk assessment planning
- Fire risk assessment of complex premises

Core course documents

- DCLG: Fire Safety Risk Assessment Guides
- Approved Document B, BS 9999
- LACORS Housing Fire Safety Guide
- CFOA Fire Safety Guidance Notes

Qualification and units

This course includes assessment criteria for NOS *FS2, *FS3 and FS12: Level 4 Certificate in Fire Safety. * Evidence from two courses required to complete FS2 and three for FS3.

Delivery

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

Duration

5 days.

Prior learning

Delegates must have completed:

- Principles of fire safety course
- Distance learning module: Principles of means of escape

Level 4: Assessing Complex Premises

Post course

Delegates must complete workbooks within four weeks of course completion.

Course assessment

Assessment of all course work is to National Occupational Standards.

Regulated and licensed venues

Aim

To enable delegates to review fire safety matters relating to locations which are regulated and licensed.

Core subject areas

- Legislation and working with other enforcement agencies
- Crowd behaviour, safety and control
- Assembly buildings and performance venues
- Theatres and cinemas
- Night clubs and casinos
- Outdoor events and firework displays
- Pop concerts
- Sports ground (optional)

Core course documents

- CLG: Fire Safety RA Guides, Places of Assembly
- CLG: Fire Safety RA Guides, Theatres, Cinemas and Similar Places
- BS 9999 Annex D: Theatres, Cinemas and Similar Venues
- CLG: Fire Safety RA Guides, Open Air Events and Venues
- HSG 123: Working together on firework displays
- HSG 154: Managing crowds safely
- HSG 195: The event safety guide (Purple Guide)
- Guide to safety at Sports Grounds (Green Guide)

Qualification and units

This course includes assessment criteria for NOS FS9 of qualifications: Level 4 Certificate in Fire Safety.

Delivery

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

Duration

4 - 5 days.

Prior learning

Delegates must have completed: Assessing complex premises course

Level 4: Regulated and licensed venues

Post course

Delegates must complete workbooks within four weeks of course completion.

Course assessment

Assessment of all course work is to National Occupational Standards.

In-house and open course costs

Please note that in-house course costs are based on customer provision of teaching facilities as outlined in Appendix C

Page	Course	Duration	In-house	Open
5	Principles of fire safety	5 days	7,900	790
7	Principles of means of escape	DL	NA	0
8	Assessing complex premises	5 days	7,900	790
10	Regulated and licensed venues	4 days	6,320	630
10	Sports grounds (optional day for above course)	1 day	1,500	150

Qualification fees

Registration fee for Level 4 Certificate Fire Safety	55.00
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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.
- 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: VAT** will be added at the current rate.
- Note 5: Payment terms:** Within 30 days of invoice date.
- Note 6: Open courses** are normally located at Yarnfield Park Training and Conference Centre, Yarnfield Lane, Yarnfield, Stone, Staffordshire ST15 0NL.
- Note 7: 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 8: Open courses** are also provided at other locations. Accommodation charges at these venues will differ from those quoted above

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. They complete the last phase in their workplace by completing a: Workplace fire risk assessment.

Post course workplace FRA

On completion of the “Regulated & Licensed Venues” course, delegates submit a workplace fire risk assessment which should fulfil the following criteria:

- a) FRA should have taken place in last 12 months
- b) Fire safety matters at premises were not suitable and sufficient
- c) Advice on compliance, with options and prioritisation of actions, was provided

Delegates are provided with a proforma (evidence collection guide) for the collection of evidence from your FRA. The evidence can be provided electronically or posted to the above address.

Teaching facilities for in-house 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

Terms and conditions

Booking terms and conditions

These are the terms and conditions for booking in-house courses provided by Xact Consultancy and Training Limited (Xact)

Course booking

To secure a course, a booking form must be completed with. Once we have received your booking form we will send you confirmation

Deposit

Where booking instructions indicate a deposit is required the course is not confirmed until the deposit is paid

Payment

Xact will invoice the customer for the course cost on course completion. Xact makes an additional charge per person for qualifications. VAT (UK mainland only) is added to the amount at the current rate. Invoices must be paid with 30 days of invoice date

Payment must be made in full before course commencement where a customer has either no credit history record or does not have a positive credit rating.

Course resources

The course requires resources to be provided by both the customer and Xact. Please ensure you provide the resources detailed in the proposal/agreement

Health and safety

Please inform Xact of any risk assessments, health and safety matters and requirements which Xact needs to be aware of or comply with during the courses delivery, at least 5 days before course commences

Please inform Xact of any delegate who has mobility, visual, hearing or cognitive impairment or condition which may affect their learning, so that we can work with you/the impaired person to identify ways in which we can support learning. Please inform us at least 10 days before course commences

Cancellation by customer

Xact may exercise its right to charge the following percentages of the total amount for pre-booked courses:

- Cancellation 5-9 weeks before event, cancellation charge 25%
- Cancellation 2-4 weeks before event, cancellation charge 50%
- Cancellation 0-1 weeks before event, cancellation charge 100%

Cancellation by Xact

Xact reserves the right to cancel or modify any training event. In the event of a cancellation where an alternative cannot be provided any payment received in respect of that course will be refunded in full

Xact Consultancy and Training Limited

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