

# Specialist Fire Safety Courses





## Contents

Introduction	1
<b>Specialist Fire Safety Courses</b>	
BS 9991: Fire Safety in Residential Buildings	2
BS 9999: Fire Safety in Commercial Buildings	3
HTM: Healthcare Premises	4
BB100: Fire Safety in Schools	6
Historical Buildings	8
Appendix A: In-house and open course costs	9
Appendix B: Distance learning	10
Appendix C: Teaching facilities for in-house courses	11
Appendix D: Course support information	12
Appendix E: Stone conference centre – open courses	13
Appendix F: Company details	15

## 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. 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

### 2. Competency Framework for Business Fire Safety Regulators

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

### 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.

### 4. Delegate numbers: In-house courses

A maximum of 16 delegates.

### 5. Location and dates

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

**Open-courses:** Yarnfield Park. See Appendix D, for dates see website:

### 6. Booking

**In-house courses:** Please contact Xact on: [qualifications@xact.org.uk](mailto:qualifications@xact.org.uk)

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

## 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 II or equivalent.

## 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 have experience in application of fire safety guidance such as Approved Document B.

## 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

HTM: Healthcare Premises

## **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.

## **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



## 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 so they can 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.

## BB 100: Fire Safety in Schools

### **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

## Historical Buildings

### **Target audience**

Fire Safety Officers, Fire Risk Assessors and Historical building managers.

### **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:

- Value of Heritage
- Compartmentation.
- Protection provided by traditional materials and construction
- Fire doors
- Flues and ducts
- Means of escape
- Detection
- 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.

## 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
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
8	Historical Buildings	2 days	3,000	320
8	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: 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 on course: Auditing complex premises; Workplace fire risk assessment or audit.

## 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

## 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

## Appendix D: 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 introduction.



## Stone conference centre – open courses

### **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



## 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**

Telephone: 01386 277980  
Fax: 0845 0941 887  
Address: 3 Abbey Lane Court  
Evesham  
Worcestershire  
WR11 4BY

### **Contact**

Trevor Norwood: 01386 277980  
Email: [trevor.norwood@xact.org.uk](mailto:trevor.norwood@xact.org.uk)