

Introduction

The **Regulatory Reform (Fire Safety) Order 2005 (RRFSO)** is a consolidation of nearly all existing fire safety legislation and places a greater emphasis on organisations' taking an active role in the management of fire risks. **The new law:**

- ◆ Emphasises preventing fires and reducing risk (you need to carry out fire risk assessments and act upon the findings)
- ◆ Makes it your responsibility to ensure the safety of everyone who uses your premises and in the immediate vicinity (the ownership of fire safety in premises passes from the Fire Service to the 'responsible person'; the role of the Fire Service becomes one of enforcement only)
- ◆ Fire certificates are no longer valid

So, if you're an employer and/or building owner or a contractor with a degree of control over any premises - you need to get up-to-date with the requirements of this new law.

ACT has established a portfolio of courses tailored to suit the needs of employers, management and employees with fire safety responsibilities; so whether your looking for a professional qualification or a more practical approach, ACT will have a course appropriate for you!

NEBOSH Certificate in Fire Safety and Risk Management

The updated duties under the Regulatory Reform (Fire Safety) Order 2005 place the responsibility on employers and those in control of premises to ensure that they assess fire risks, take steps to minimise those risks and safeguard people in the event of a fire. The NEBOSH Fire Safety and Risk Management Certificate is designed to equip holders to help their organisations to meet these legal duties.

Designed for: Managers and supervisory staff who need to ensure that their organisation meets its legal duties and safeguards its people and its business. Suitable for those progressing into Fire Safety Advisor roles. Beneficial to fire service personnel developing their underpinning knowledge as part of the Integrated Personal Development System.

Outline: The NEBOSH Certificate in Fire Safety and Risk Management syllabus consists of three units: **Unit NGC1 - Management of Health and Safety, Unit FC1 - Fire Safety and Risk Management and Unit FC2 Practical Fire Risk Assessment.** Delegates may gain access to the National Diploma qualification by using their attendance on this course as accredited prior learning (APL).

Detail: Delegates will find this course to be highly participative using diverse learning methods including guided study, group work, overnight tasks and work between the weeks. Comprehensive development programme includes mock assessments (for both written and practical) and provision of a copy of the appropriate RMS NEBOSH Study Book for this course.

Assessment: There are two assessment elements:

1. **Written** - formal exams: NGC1 and/or FC1 - 2 hrs each written papers (set and marked by NEBOSH)
2. **Practical** - a 45 minute fire risk assessment of a workplace, followed by a summary of the fire risk assessment and a handwritten report to be completed in 90 minutes. This exercise takes place after the course, in advance of the written exam. ACT set and mark the practical in accordance with NEBOSH criteria. Referral in one or more elements now allowed.

Optional Exam Tutorial: (Separate fee). Focused tutoring on specific syllabus areas using a revision checklist. Delegate exam technique developed through practice questions and answers. An invaluable contribution to a delegate's personal training programme. External delegates and/or referrals may join this tutorial day and sit the NEBOSH Certificate in Fire Safety and Risk Management examination with improved insight and confidence.

For those of you who have already achieved: the NEBOSH National General Certificate (Paper NGC1), OR a pass in a NEBOSH Part 1 or Part 2 Diploma, OR a pass in Unit A of the NEBOSH National Diploma - within the last 5 years - are all exempt from Unit NGC1. Such delegates can take advantage of the **Fire Conversion course**, this fast track route to achieve the qualification of the NEBOSH Certificate in Fire Safety and Risk Management (on successful completion of Units FC1 and FC2) in a shorter time period and for a reduced rate.

Duration: **Full course (NGC1 and FC1)** 9 days study period + optional 2 day exam tutorial + examinations.
Conversion course (FC1) 4 days study period + optional 1 day exam tutorial + examinations.

West Midlands

NGC1 w/c	14 Jun 2010	13 Sep 2010
FC1 w/c	05 Jul 2010	11 Oct 2010
Exam tutorial:		
NGC1	09 Aug 2010	08 Nov 2010
FC1	09 Jul 2010	15 Oct 2010
Examinations:		
NGC1 am	10 Sep 2010	10 Dec 2010
FC1 pm	09 Sep 2010	09 Dec 2010

Manchester and Leeds

NGC1 w/c	14 Jun 2010	13 Sep 2010
FC1 w/c	19 Jul 2010	11 Oct 2010
Exam tutorial:		
NGC1	11 Aug 2010	10 Nov 2010
FC1	23 Jul 2010	15 Oct 2010
Examinations:		
NGC1 am	10 Sep 2010	10 Dec 2010
FC1 pm	09 Sep 2010	09 Dec 2010

Bristol and Cardiff

NGC1 w/c	21 Jun 2010	20 Sep 2010
FC1 w/c	05 Jul 2010	18 Oct 2010
Exam tutorial:		
NGC1	09 Aug 2010	15 Nov 2010
FC1	09 Jul 2010	22 Oct 2010
Examinations:		
NGC1 am	10 Sep 2010	10 Dec 2010
FC1 pm	09 Sep 2010	09 Dec 2010

Scotland and Newcastle

NGC1 w/c	14 Jun 2010	20 Sep 2010
FC1 w/c	12 Jul 2010	01 Nov 2010
Exam tutorial:		
NGC1	09 Aug 2010	16 Nov 2010
FC1	16 Jul 2010	05 Nov 2010
Examinations:		
NGC1 am	10 Sep 2010	10 Dec 2010
FC1 pm	09 Sep 2010	09 Dec 2010

London

NGC1 w/c	21 Jun 2010	20 Sep 2010
FC1 w/c	19 Jul 2010	18 Oct 2010
Exam tutorial:		
NGC1	04 Aug 2010	17 Nov 2010
FC1	23 Jul 2010	22 Oct 2010
Examinations:		
NGC1 am	10 Sep 2010	10 Dec 2010
FC1 pm	09 Sep 2010	09 Dec 2010

COURSE FEES:

London Fees:
Full Course: (NGC1 and FC1) £1,695 + VAT + NEBOSH fees
Unit FC1 only: £835 + VAT + NEBOSH fees

Exam Tutorial:
1 Day (NGC1 or FC1) £380 + VAT
2 Days (NGC1 and FC1) £759 + VAT

Other Venue Fees:
Full course: (NGC1 and FC1) £1,430 + VAT + NEBOSH fees
Unit FC1 only: £750 + VAT + NEBOSH fees

Exam Tutorial:
1 Day (NGC1 or FC1) £265 + VAT
2 Days (NGC1 and FC1) £525 + VAT

NEW Updated 3rd Edition

A Study Book for the NEBOSH Certificate in Fire Safety and Risk Management

Free of charge to those attending the above courses!

Also available for separate purchase: **£27.95 + Carriage** (bulk purchase discounts available)

- ◆ Edited by Patrick G. Cox Bsc, MA, MIFire E, ASAESI, AIOSH, CFEI, CFII
Fire Safety Consultant and Fire Investigator

- ◆ Paperback: 224 pp x A4 / ISBN-13: 978-1-906674-05-2

- ◆ Follows NEBOSH syllabus (Units FC1 and FC2).
- ◆ Text directed to exam needs with practical explanations.
- ◆ Useful charts and tables.
- ◆ Supported by photographs and sketches.
- ◆ Sample NEBOSH exam questions and answers.
- ◆ Practical assessment sample (FC2).

- ◆ **Also available: The Study Book for the NEBOSH National General Certificate**

(ISBN-13: 978-1-900420-97-6) which fulfills the criteria for Paper NGC1 (management in health and safety) and counts towards the award of the Fire Safety and Risk Management Certificate..

Contact the ACT Enquiry Team for details.



Fire Safety Briefing

Designed for: Management within companies with the responsibility for fire safety issues.

Outline: This interactive workshop is designed to give management an overview of fire safety issues, so that they can review fire safety policies within their organisation. By doing so you will ensure compliance with fire safety legislation and help to protect against business losses.

Programme:

- ❖ Fire safety legislation (the RRFSo)
- ❖ Fire risk assessment
- ❖ Fire prevention
- ❖ Fire protection
- ❖ Business protection
- ❖ Practical assessment of workplace

Dates: *in-company only*

Fee: £100.00/delegate + expenses & VAT
minimum of 8 delegates

Summary:	
Duration:	1 day (in-company only)
Style:	Tutor led / syndicates
Entry requirements:	No
Assessment:	No



Use of Fire Extinguishers

Designed for: Staff who may be required to use fire extinguishers.

Programme:

- ❖ How fires (combustion) takes place
- ❖ Extinguishing fires
- ❖ Application and use of fire extinguishers
- ❖ Practical use of fire extinguishers

Dates: *in-company only*

Fee: £60.00/delegate + expenses & VAT
minimum of 10 delegates

Summary:	
Duration:	Two hours (in-company only)
Style:	Tutor led / strong practical element
Entry requirements:	No, just physically fit
Assessment:	No

**Also available - other fire safety services:
Fire Safety Auditing & Fire Risk Assessments**



Managing Fire Safety

Designed for: Staff within companies with the responsibility for the management of fire safety issues. **Companies should appoint 'competent person(s)' to attend this course in order to be compliant with the Regulatory Reform (Fire Safety) Order 2005 (RRFSO).**

Outline: Covers a broad knowledge base of fire safety issues; enables delegates to undertake a fire risk assessment, then develop and implement good fire safety policies within their workplace. **Delegates will receive a complete fire risk assessment package as part of the course, plus a two level fire safety audit system.**

MFS Programme:

- ❖ Fire / combustion
- ❖ Fire hazards
- ❖ Fire prevention
- ❖ Fire evacuation
- ❖ Staff roles in evacuation
- ❖ Means of escape
- ❖ Fire barriers
- ❖ Fire alarm / detection
- ❖ Emergency lighting systems
- ❖ Fire fighting equipment
- ❖ Flood systems - new innovations
- ❖ Smoke control systems
- ❖ Security issues / access
- ❖ Fire safety signage
- ❖ Fire safety legislation
- ❖ Fire risk assessment
- ❖ Plan based exercises
- ❖ Assessment

Duration: 5 days

Dates: *in-company only*

Fees: £100.00/delegate + expenses & VAT
minimum of 8 delegates

Summary:	
Duration:	1 week (in-company only)
Style:	Tutor led / syndicates / individual work
Entry requirements:	No
Assessment:	Yes

Fire Marshal Training

Designed for: Those with the responsibility for the evacuation of others.

Outline: Designed to give delegates an understanding of the role of a Fire Marshal, so that they can return to their workplace & undertake this role.

FMT Programme:

- ❖ Role of Fire Marshal
- ❖ Causes and dangers of fire
- ❖ Fire alarm systems
- ❖ Actions in the event of a fire
- ❖ Fire routines / evacuation
- ❖ Floor sweep systems
- ❖ Human behaviour in fire
- ❖ Fire safety inspection systems
- ❖ Fire prevention
- ❖ Fire fighting equipment

Duration: 1 day

Dates:

FMT 158 20 Apr 2010

FMT 159 22 Jun 2010

FMT 160 05 Aug 2010

FMT 161 05 Oct 2010

Fee: £265.00 + VAT per delegate
(Optional assessment £25 + VAT per delegate)
Maximum of 16 delegates

Summary:	
Duration:	1 day
Style:	Tutor led / syndicates / individual work
Entry requirements:	No
Assessment:	No

Fire Risk Assessment Training

Designed for: Those responsible for undertaking fire risk assessments.

Outline: Gives delegates insight into - the need for, the method, and the subjects to be included in, a fire risk assessment. **Delegates will receive a complete fire risk assessment package as part of the course.**

FRA Programme:

- ❖ Legal requirements (the new RRFSo)
- ❖ Fire Risk Assessment process / checklists
- ❖ Fire Safety Audit system
- ❖ Practical exercise

Duration: 1 day

Dates: **FRA 342** 19 Apr 2010

FRA 343 21 Jun 2010

FRA 344 04 Aug 2010

FRA 345 04 Oct 2010

Fees: £265 + VAT per delegate.

Summary:	
Duration:	1 day
Style:	Tutor led / syndicates / individual work
Entry requirements:	No
Assessment:	No