



the **key** consultancy limited

## Fire Risk Assessment for Low to Medium Risk Environments

### Aims

This two day programme aims to provide delegates with the information and skills necessary to enable them to conduct fire risk assessments in low and medium risk environments.



I'm Kevin Griffin the Programme Manager for our Fire Risk Assessment course. In the first instance speak to a member of our sales and marketing team and should you need any further advice and support they will arrange for me to contact you and discuss the course in greater depth.

### Objectives

At the end of the course each delegate should be able to:  
State the requirements of The Regulatory Reform (Fire Safety) Order  
Outline the requirements of legislation relating to fire precautions and fire risk assessment  
Identify hazards associated with flammable materials and ignition sources  
Outline the requirements for fire alarm and fire detection systems  
Outline requirements for provision of a safe means of escape  
Advise on the measures necessary for reducing the risk of fire starting and spreading  
Advise on the measures necessary for improving fire precautions and means of escape  
Outline a suitable strategy for the management of fire risks  
Carry out a fire risk assessment and record the findings and recommendations

### Programme content

#### Day 1

##### Fire Risk Assessment

Identification of flammable substances in the workplace and ignition sources  
Fire spread  
Effects of fire – persons at risk  
Fire drill  
Exercise – fire drill

##### Fire Legislation

Brief review of old legislation  
Dangerous Substances Explosive Atmosphere Regulations 2002  
Exercise – DSEAR requirements  
Regulatory Reform (Fire Safety) Order  
Summary of Order  
Application, scope, requirements and enforcement

#### Day 2

##### Fire Risk Assessment – Hazards

Storage of flammable materials  
Ignition sources – sparks, naked flames, hot surfaces

Alarm and detection – BS5839 requirements  
Prevention of fire spread  
Building regulation approved code B  
Compartmentation  
Maintaining fire integrity  
Sprinkler systems  
Smoke venting

##### Means of Escape

Premises risk and escape times  
Travel distances, corridors, emergency lighting  
Fire fighting equipment  
Exercise – safe means of escape

##### Managing Fire Safety

Fire procedures  
Staff training - evacuation, fire prevention, equipment maintenance  
Purchase controls  
Fire drills  
Fire inspections  
Exercise – fire inspections checklist  
Record keeping  
Lone working  
Fire recovery plan  
Exercise – fire risk assessment

*Programme may be subject to change without prior notification*

### Fees

**£330 + VAT** per place (non-residential).

### Dates

16 – 17 February 2012  
18 – 19 June 2012  
11 – 12 October 2012

### The venue

This course is delivered at our training centre The Mount School in Bromsgrove, Worcestershire.



Alternatively, if you have a group of people we can deliver this course at your premises. Talk to us about your requirements and our competitive in-company training rates.

### To reserve a place

Call us on **01527 575182** to check availability and reserve places on this course.

### Why choose key?

.....because we care about the products we deliver; we care about our delegates; and we care about our profession and its impact upon our clients' effectiveness.

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Registered in England No. 2943873. Registered office as above

# The Key Consultancy Limited – Course Booking Form

(Please note our booking conditions and cancellation policy below).

## Course and delegate details

Course title:		
Course fee:	Course dates:	
First name:	Surname:	Mr/Mrs/Ms/Dr/Miss
Position in company:		
Company name:		
Address:		
Postcode:	Tel:	Fax:
e-mail:		
I have read and agree to the cancellation policy set out below		
Authorised signature:		
Print name:		

Please let us know if you have any special requirements eg, dietary, access
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<b>CONDITIONS OF BOOKING</b>	
An invoice and joining instructions will be sent on receipt of this booking form and a copy of the purchase order (if applicable). <b>Invoices must be settled prior to attendance.</b> Interest may be charged on late payments. Please read our cancellation policy below.	
<b>Name and address to send the invoice</b>	<b>Purchase order number</b>

## Cancellation Policy

We will make every effort to accommodate changes to your schedule if for any reason you cannot attend your confirmed programme but please note our cancellation charges.

When **cancellation** is made more than 20 working days before the start of the course, the fees will be refunded in full. If less than 20 working days notice is given fees will be subject to 50% deduction. **Where less than 6 working days notice of cancellation is given fees will not be refunded and transfers cannot be considered.**

**Substitutions** may be made free of charge up to the last minute.

We will waive your cancellation fee and transfer your registration to a future programme under the following conditions:

- At least 6 working days notice from the start of the course has been given
- You pay your invoice in full

We will hold your account in credit and assign it to the next available programme which you must attend. If you cannot attend at the next opportunity your registration will lapse and your fees will not be refunded.

Fax back this form to 01527 576288, scan and e-mail to [key@thekeyconsultancy.co.uk](mailto:key@thekeyconsultancy.co.uk), or post it to: The Key Consultancy Limited, The Mount School, 277 Birmingham Road, Bromsgrove, Worcestershire, B61 0EP. Tel: 01527 575182.