

Fire risk assessment

– principles and practice

Get to grips with fire risk assessment through hands-on experience

Programme

An outline of current UK fire legislation

- General fire precautions
- Law and fire risk assessment

Other key legislation and guidance

- UK building regulations
- Approved Documents, technical handbooks and technical booklets
- Government guidance
- British Standards

Case studies

- Enforcement action
- Success stories

Preparation and planning

- Documentary evidence and records
- Access and equipment

Five steps to fire risk assessment

- Fire hazard identification
- People at risk
- Risk evaluation and controls
- Recording, communication and action planning
- Keeping the assessment up to date

Risk assessment techniques

- Gathering evidence
- Confirming your information
- Site visits

Key fire risk assessment components

- Management of fire safety
- Primary hazards
- Compartmentation and fire spread
- Fire alarm and detection systems
- Means of escape and firefighting equipment
- Fire service access and liaison
- Contractors and future works

Recording a 'suitable and sufficient' risk assessment and action plan

- What to include
- Prioritisation
- Closing-out actions

The programme includes syndicate and individual exercises, as well as an assignment once you've returned to work.

Who'll benefit

Managers, health and safety professionals and anyone who's involved with fire risk assessment.

What you'll learn

After the course, you'll be able to:

- identify the requirements of current fire safety legislation and guidance
- define the fire risk assessment process
- state the requirements when recording a fire risk assessment
- outline the contents of an effective action plan
- conduct a basic risk assessment
- review and revise fire risk assessments as part of a fire safety management strategy.

"Probably the best course I've attended – the tutor had vast knowledge of the subject"



Tutor	Dates	Duration	References	Fees
Andy Furness	05–06 June 2013 02–03 October 2013	two days	CPDI25/141027 CPDI25/141028	IOSH members £468 (£390+£78 VAT) Non-members £528 (£440+£88 VAT)

Professional development course registration: 1 of 2

Please print out and complete this form in capitals and send it, with your payment, to the Bookings team at the address on the next page. Please send us a separate registration form for each delegate.

Course details

Course title **Fire risk assessment – principles and practice**

Date(s) *(please tick one box)*

05–06 June 2013

CPDI25/141027

02–03 October 2013

CPDI25/141028

Delegate details

Are you a member of IOSH? Yes No Membership number

Title *(please circle)* Dr Mr Mrs Miss Ms Other

Surname

First name

Position

Mailing address

Postcode

Home phone Work phone

Mobile Fax

email

If you have any dietary or special requirements, please list them:

Company *(if relevant)*

Department

Invoice address

Postcode

Company registration no. VAT registration no.

Please enclose your cheque (made payable to 'IOSH Services Ltd') or provide your payment card details – see next page.

Name of person responsible for payment

Phone no. of person responsible for payment

All courses are held at IOSH's head office in Wigston, Leicestershire.

Professional development course registration: 2 of 2

How did you find out about this course?

<input type="checkbox"/> CPD brochure	<input type="checkbox"/> IOSH website	<input type="checkbox"/> Branch event	<input type="checkbox"/> Group event
<input type="checkbox"/> Training course provider	<input type="checkbox"/> SHP	<input type="checkbox"/> Other websites	<input type="checkbox"/> HSE
<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Connect		
<input type="checkbox"/> Other (please specify)	<input type="text"/>		

Fees

Course fees include lunch, refreshments and a delegate pack. All IOSH courses are subject to VAT.

<input type="text" value="IOSH member: £"/>	<input type="text" value="Non-member: £"/>
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Payment

There's limited space on our courses and we allocate places on a first come, first served basis. If we don't receive your payment with your booking, we can't guarantee your place.

Please pay the full fee for your course at least 30 days before it starts. If you're booking within 30 days of the start of your course, please pay by cheque or payment card. We'll confirm your place once we've received your payment. If you have any questions, please contact the Bookings team on +44 (0)116 257 3197.

- I enclose a cheque payable to 'IOSH Services Limited'
- Please charge my payment card *(see details below)*

Card type <i>(please circle):</i>	Visa	MasterCard	Eurocard	Switch	Maestro
<input type="text" value="Card number"/>	<input type="text" value="Security code <i>(last three digits on signature strip)</i>"/>				
<input type="text" value="Valid from date"/>	<input type="text" value="Expiry date"/>		<input type="text" value="Issue number <i>(Switch/Maestro)</i>"/>		
<input type="text" value="Cardholder's signature"/>					
<input type="text" value="Cardholder's name and address"/>					
<input type="text"/>					
<input type="text"/>				<input type="text" value="Postcode"/>	

Terms and conditions

Please read the 'Terms and conditions' on the final page of this PDF.

<input type="text" value="I agree to the terms and conditions (please sign)"/>
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Please keep a copy of this form for your records.

Contact details

Please send this form and payment to:

Bookings Team, IOSH, The Grange, Highfield Drive, Wigston, Leicestershire, LE18 1NN, UK
t +44 (0)116 257 3197 f +44 (0)116 257 9197 bookings@iosh.co.uk

We may use your personal information for promoting IOSH and marketing our courses and products. We'll disclose your data only to organisations that are associated with IOSH (including branches, groups and partnership organisations) and not to any other organisation. IOSH and its associated organisations may use your personal information to tell you about other services and products that may interest you. Please tick this box if you'd prefer not to receive details of other products and services.

Professional development training in-house

If you'd like to run one of our courses in-house, please print out and fill in this form in capitals and send it to the Bookings team at the address below.

Course details

Course title	Fire risk assessment – principles and practice
Your organisation	
Address	
	Postcode

Contact name

Title <i>(please circle)</i>	Dr	Mr	Mrs	Miss	Ms	Other
Surname						
Forename						
Work phone						
email						
Mobile						Fax
Suggested course dates						
Venue <i>(if different from the address above)</i>						
						Postcode
Number of delegates						

Please keep a copy of this form for your records.

Contact details

Please send this form to:

Bookings Team
IOSH
The Grange
Highfield Drive
Wigston
Leicestershire
LE18 1NN
UK

t +44 (0)116 257 3197
f +44 (0)116 257 9197
www.iosh.co.uk

We may use your personal information for promoting IOSH and marketing our courses and products. We'll disclose your data only to organisations that are associated with IOSH (including branches, groups and partnership organisations) and not to any other organisation. IOSH and its associated organisations may use your personal information to tell you about other services and products that may interest you. Please tick this box if you'd prefer not to receive details of other products and services.

For your information

Course bookings

You can book courses and pay by credit card by phoning +44 (0)116 257 3197 or emailing bookings@iosh.co.uk – you'll need to send us your booking form too. We'll send you an acknowledgment, more details about the course, a map and hotel information when we receive your payment. We'll send your receipt separately. Course places are limited – if the course you want is full, we'll try to offer you alternative dates.

Reservations

If you're an IOSH member, you can make a reservation by phone. We'll hold your booking for seven working days. Sorry, but if we don't receive your booking form and payment within this time, we can't guarantee your place.

Fees

Please pay the full course fee 30 days before the start of the course. If you're booking a course within the 30-day period, please send us a cheque or payment card details with your booking form.

All fees include lunch, tea, coffee, course paperwork and, where appropriate, marking and moderating assessment papers and issuing certificates.

Accommodation and travel

Accommodation and travel aren't included in the fees. We've negotiated discounts with local hotels – we'll send you a list when we confirm your registration.

We recommend you call us two weeks before your course to make sure it hasn't been changed or cancelled. We aren't responsible for your travel cancellation charges.

Special requirements

The Grange welcomes course delegates with disabilities. The conference rooms have induction loops and are accessible by wheelchair.

Please tell us about any special needs on the registration form. Our meals are provided by a catering company, so we need to have details of dietary requirements – including food allergies and vegetarian or vegan diets – in advance.

Copyright

Course notes, handouts and some presentation print-outs are included in your fees. Course literature is protected by copyright and can't be reproduced without the tutor's permission.

Terms and conditions

Course cancellations and changes

We sometimes have to cancel courses, move their dates or change content for reasons beyond our control. If this happens, we'll contact you at least two weeks before the course is due to start and offer you either a transfer to another course or a full refund. Sorry, but we can't meet any consequential losses.

Fees

Please pay the full course fee 30 days before the start of the course. If you're booking a course within the 30-day period, please send us a cheque or payment card details with your booking form.

Cancelling your booking

If you want to cancel your booking, please write to the Bookings team.

Cancellation charges

Notice of cancellation	Percentage of course fee charge
More than 28 working days	No charge
15–27 working days	50 per cent
0–14 working days	100 per cent
<i>If you don't arrive for your course, you'll still have to pay the full fee.</i>	

Transferring to another course

If you'd like to move your booking to another course, please write to the Bookings team. You can transfer only to courses in the current programme. If your new course costs more, please pay the difference before coming.

Charges for transferring

Notice of transfer	Percentage of course fee charge
More than 15 working days	No charge
6–14 working days	Additional 25 per cent
0–5 working days	Additional 50 per cent
<i>If you don't arrive for your course, you'll still have to pay the full fee.</i>	

Changing a delegate name

If you want to change the name of a delegate, please contact us in writing at least a week before the course starts. Course prices are lower for IOSH members, so if you transfer a booking from a member to a non-member, you'll need to pay the difference before the start of the course. If you transfer a booking from a non-member to a member, we'll refund the difference.

Course fees

Number of days	IOSH members	Non-members
1	£234 £195 + £39 VAT	£294 £245 + £49 VAT
2	£468 £390 + £78 VAT	£528 £440 + £88 VAT
3	£702 £585 + £117 VAT	£762 £635 + £127 VAT
4	£936 £780 + £156 VAT	£996 £830 + £166 VAT
5	£1,170 £975 + £195 VAT	£1,230 £1,025 + £205 VAT