

# Health & Safety Certification & Services Ltd

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HSE/ITSSAR National Training Provider No 3:10005

Registered in England No 06991213

Certification, Training & Consultancy Services - Industrial - Construction - Warehousing - Timber - Staff - Supervisory - Management - Policy Formulation

## Fire Warden / Marshal

## TRAINING, CERTIFICATION & SERVICES



**A NATIONAL SERVICE with LOCAL TRAINERS  
and INDIVIDUAL CARE**

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## Regulatory Reform (Fire Safety) Order 2005 (RRFSO)

During 2006 this new law came into force. The main effect of this will be to abolish Fire Certification and to put greater emphasis on fire prevention. Most non-domestic premises will be covered and in all cases the "responsible person" (usually the employer) must carry out a Fire Risk Assessment. The need for "adequate" staff fire training is strongly emphasised. All training carried out is designed to comply with the RRFSO.

# Fire Marshal - Warden Training & Certification Courses

Fire Staff Marshal & Warden Courses			
<b>Description</b>	The course will raise awareness concerning the threat posed by fire to the continuity of your business. It will support an essential part of your legal responsibilities by providing specific levels of fire safety training. This course will also raise awareness concerning the behaviour of people in a fire, emergency fire evacuation procedures, the prevention of arson or an outbreak of fire and the appropriate action to take in the event of a fire. The Fire Warden option will also enable delegates to risk assess their working environment.		
<b>Brief Content</b>	Legal Duties	Emergency Evacuation of premises	<b>Availability</b>
	The nature and behaviour of fire	Types of extinguishers	On Site
	Discovering a fire	Uses of extinguishers	<b>Examinations</b>
Raising the alarm	Methods of extinguishing	<b>Certification</b>	Knowledge
Action upon hearing the alarm	Types of extinguishers and uses		HSE Standard
Calling Emergency Services	Fire Warden Training		
Fire evacuation drills.			
<b>Notes</b>	We prefer to limit the number of delegates per course in order to maintain the quality of our Training Programme and to ensure understanding of the subject.	<b>Duration</b>	1 Day
	In Company courses will be tailored to the working environment		
	A Training room suitable for the number of delegates will be required as will a practical area if the practical use of extinguishers (option2) is required	<b>Course Style</b>	Knowledge
Reduced rates are available for multi-site or multi-course bookings.			

The content of this document is not exhaustive and we would welcome the opportunity of discussing your individual requirements with you.

Finally I would thank you for this opportunity of introducing ourselves to you, and assure you of our best attention at all times.

**John Steel**  
National Manager

# WARDEN / MARSHAL TRAINING COURSES

## OBJECTIVE

Designed for all levels of staff who have (or will have) the responsibility of Fire Marshal/Fire Warden. On completion of this training course delegates will have a clear understanding of their responsibilities and roles as Fire Marshals within the context of their own company.

Our fire marshal course will provide the delegates with a comprehensive review of knowledge and practical understanding of the typical functions of a fire marshal within a workplace. This course will additionally give delegates an understanding of how fires start and propagate within differing environments together with the tools to assist with the development and implementation of emergency evacuation arrangements.

## By the end of the course delegates will be able to:

- Have an understanding of their roles
- Have an understanding of the Regulations and Legal Obligations
- Demonstrate knowledge and practical application

## Key Areas

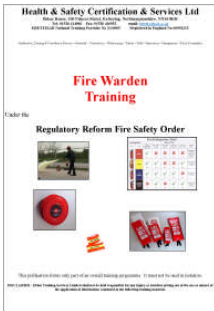
- Fire precautions regulations/legislation
- Chemistry of fire and how fire spreads
- Common causes of fire
- Safety features within buildings
- Action on discovering a fire
- Calling the Fire Service
- Hazard spotting/hazard reduction/Risk Assessing
- Fire Notices
- Evacuation procedures
- Evacuating people with special needs
- Liasing with Fire Controllers/Fire Service
- Daily and Weekly Fire Checks
- Record Keeping
- Staff induction
- Dealing with bomb threats

The above course contents are based on a standard approach, we will ensure that each client receives the correct levels of training and certification and where appropriate will adjust the programme for their own operating environment.

Our fire marshal course will provide the delegates with a comprehensive review of theoretical and practical understanding of the typical functions of a fire marshal within a workplace. This course will additionally give delegates an understanding of how fires start and propagate within buildings together with the tools to assist with the development and implementation of emergency evacuation arrangements.

## COURSE DOCUMENTATION

All courses will carry with them the following documentation **as a minimum**. Copies of the candidate & course report and examination sheets are sent to our clients as a matter of course. These will carry all the information required by HSE, EHO's insurance companies etc,



**Fire Marshal Handbook**, this will give the insight into the requirements of a fire warden / marshal. Typically this will include chapters on Aims of The course, Warden Responsibilities, Causes of fires, Fire Risk Assessing, Fire Certification, Inspections, Drills, Evacuation, Raising Alarms, pro active and reactive duties, etc etc.

For larger users this operators manual can incorporate the client companies own logos, policies, safe systems of work, risk assessments, example company documentation etc.

**Candidate And Course Assessment Sheet**, this key document will record the training undertaken, the assessments used, the candidates details, the host companies details, the skills and knowledge examinations outcome, the level of certification, the instructors registration number, specialist applications and the candidates register number.

The details on this document meet (and exceed) the requirements for clients to correctly record the training as per HSE requirements. This documentation will form an integral part of the authorisation process for successful candidates.

**Knowledge Examination Test Sheet**, this records the candidates answers to the knowledge questions associated with the safe practices and working knowledge required to safely undertake Warden/Marshal duties for which training has been administered.

This knowledge test is as laid down to meet the reform requirements. This document can be used to confirm a delegates knowledge and ability.

## CERTIFICATION

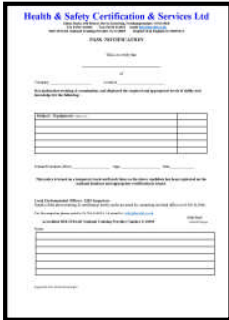
Certification will be issued to candidates who can demonstrate the required levels of skill, safety and knowledge. The certification issued is that referred to in HSE publications as valid proof of training.



**Operators Certificate**, (A4) this gives the required details of the operators training dates, the venue, the Loader type, any attachments, the client company, the operators registered number, the registered trainer / instructor / examiner name and registered number, the training provider (HSCS) their address and contact details.

As can be seen this is a positive identification document that carries the registered operators photograph. This certificate is signed by the Accredited training provider authorised signatory (HSCS Ltd) and then laminated to avoid tampering and / or fraudulent use.

**Positive ID Card**, this is issued in addition to the certificate. Where certification will be held in the personnel department, or training record files, the ID card is credit card sized and is designed for the operator to carry at all times. The card details the warden training, and again carries relevant details of training etc. This is time limited within HSE's requirement for refresher training and testing at 3 to a maximum 5 years.



**Temporary Pass Notification**, due to the accreditation process, quality systems and the registration process of delegates, it can take up to two weeks for certification to be forwarded to clients, HSCS recognise that clients often need to set delegates tasks relating to the Warden training as soon as they have achieved certification (subject to the client issuing an authorisation), we have therefore introduced the temporary pass notification, this demonstrates achievement and also lists contact numbers for HSE or EHO's should they visit sites / premises between achievement and certification being in place. The temporary pass notification is duration limited to 14 days from issue.

### What's Included

Training and certification courses are carried out at your designated mainland UK site/s and include all the above as well as all travel and expenses. **Why pay a mileage fee just because your location does not coincide with your training providers?** As long as the course / service is held on the UK mainland, all travel and expenses are included in course fees, any expenses incurred for non mainland training are charged at cost.

### What Facilities Do We Require

A suitable room/office/area to administer course documentation, knowledge sessions and safety test with a 13amp 3 pin 230v power supply. HSCS will supply all course documentation, training DVD's course manuals and even a portable DVD player.

### POST COURSE

HSCS believe in offering a full and complete service, that does not stop once we have issued certification. We offer full telephone, fax and email support that backs up the training courses and acts as an advisory service for clients with queries regarding any aspect of materials handling.

We thank you for this opportunity of introducing our services to you, and hope that we will be working together to meet your training and certification requirements.

Should you have any queries regarding the above, our services across the spectrum of Health and Safety, or would like to discuss your specific requirements, please do not hesitate to contact us.

Best regards

John Steel  
National Manager