

## FAQs – Medium-Risk Fire Risk Assessment Training Course

### Contents

1) Why do I need this qualification? .....	2
2) Will I be competent to undertake fire risk assessments after I have completed/passed the course?.....	2
3) Will I be qualified to undertake fire risk assessments after I have completed the course? .....	2
4) Can I undertake fire risk assessments of high-risk premises after I have completed the course? .....	2
5) I am new to fire risk assessments; can I still enrol on the course? Are there any pre-requisites? .....	2
6) Can I undertake fire risk assessments in Scotland and Northern Ireland as well as England after I have completed the course? .....	3
7) I am attending from Northern Ireland. Which course should I undertake? .....	3
8) Can I just participate in the six day element of the training and not take the qualification? .....	3
9) How many CPD hours is the in-person training?.....	3
10) How many CPD hours is the one day virtual training? .....	3
11) What topics are covered during the course? .....	3
12) Will there be an assessment after the one day virtual training course? .....	4
13) Do I have to attend the one day virtual training before the in-person training? .....	4
14) What happens if I am unable to attend the one day virtual training? .....	4
15) What are the timings of the one day virtual training?.....	4
16) Is the one day virtual training pre-recorded or live?.....	4
17) Are there multiple training date options for the one day virtual training course? .....	4
18) What arrangements are there for delegates with special needs? .....	4
19) Can I pay in instalments?.....	5
20) Is the course part refundable if I only participate in the in-person training? .....	5
21) Will this course be offered again? .....	5
22) Is this course offered closer to where I live? .....	5
23) How long before the course begins do I need to register? .....	5
24) Will my qualification need to be updated? .....	5
25) What materials will I need to bring? .....	5
26) How long do I have to complete the course? .....	5
27) What happens if I am unsuccessful?.....	5
28) How long is each class? .....	6
29) What are low-risk premises?.....	6
30) What are medium-risk premises? .....	6

31) What are high-risk premises? .....	6
32) If I do the medium-risk course, am I also qualified for low-risk premises? .....	7
33) What is reflective learning? .....	7
34) What is a professional interview? .....	7
35) Do my fire risk assessments have to be completed using the PAS 79 template? .....	7
36) Is there an appeals process? .....	7
Glossary of Terms .....	8

### **1) Why do I need this qualification?**

This qualification covers the knowledge that underpins fire risk assessments, the concepts involved, including legal, regulatory and enforcement practices, and the methods and practices to undertake a fire risk assessment for a medium-risk building.

### **2) Will I be competent to undertake fire risk assessments after I have completed/passed the course?**

The course provides an underpinning framework for an assessor to undertake a fire risk assessment for medium-risk buildings, as specified in BS 8674: *Built environment - Framework for competence of individual fire risk assessors - Code of practice* (currently in draft). It should be stressed that competence is an ongoing process, and methods and sources of information to enhance the competency levels of assessors will be discussed during the course.

### **3) Will I be qualified to undertake fire risk assessments after I have completed the course?**

While there is no legally required formal qualification for fire risk assessors, this course provides a qualification that is recognised by the fire industry.

### **4) Can I undertake fire risk assessments of high-risk premises after I have completed the course?**

The course will explain fire safety principles, and the process required for the recognition of hazards and risk that form the basis for all levels of fire risk assessment. However, the formal qualification is limited to medium-risk buildings, as defined later.

### **5) I am new to fire risk assessments; can I still enrol on the course? Are there any pre-requisites?**

There are no pre-requisite entry requirements for registration and completion of this qualification. However, candidates should be proficient in core skills: literacy, numeracy, and communication. If you are new to the industry, although not a requirement, it is recommended you start with the low-risk fire risk assessment course.

**6) Can I undertake fire risk assessments in Scotland and Northern Ireland as well as England after I have completed the course?**

While the England and Wales course provides the basic framework required to carry out a fire risk assessment, it does not cover the specific legislation applicable to Scotland and Northern Ireland. Should candidates want to undertake assessments in these areas of the UK, they would need to apprise themselves with the different legislation, as applicable, or, for Scotland, attend our Scottish fire risk assessment course.

**7) I am attending from Northern Ireland. Which course should I undertake?**

It is strongly recommended that you attend the Scottish course, due to the similarities between the relevant legislation in Scotland and Northern Ireland.

If you book the Scottish course, you will receive a hard copy of the Scottish notes when attending the course. However, you can request an electronic copy of the Northern Ireland notes, which will be sent approximately one week before the course (any printing is your responsibility). You can then choose to take the assessment based on either Northern Ireland or Scottish legislation. This must be selected at the time of booking.

If you book the English course, you will receive a hard copy of the English notes when attending the course. However, you can request an electronic copy of the Northern Ireland notes, which will be sent approximately one week before the course (any printing is your responsibility). You can then choose to take the assessment based on either Northern Ireland or English legislation. This must be selected at the time of booking.

Qualification certificates, whether Level 3 or Level 6, do not refer to legislation, but CPD certificates do refer to the legislation of the assessment.

**8) Can I just participate in the six day element of the training and not take the qualification?**

Yes, although the delegate must state this intention on their initial application.

**9) How many CPD hours is the in-person training?**

You will receive 32 FIA and IFSM CPD hours for attending the in-person training.

**10) How many CPD hours is the one day virtual training?**

You will receive six hours CPD for attending the virtual training on Specialised Housing, Residential Care and Hotel Sleeping Risks.

**11) What topics are covered during the course?**

The one day virtual training will be specific to Specialised Housing, Residential Care and Hotel Sleeping Risks. Over the six day training course you will develop:

- An awareness of relevant fire safety legislation
- An understanding of the principles, and scope of fire risk assessments
- An understanding of hazard and risk
- An understanding of means of escape and fire protection measures
- A pragmatic approach that can be adopted towards the assessment of fire prevention, fire protection and management of fire safety

**12) Will there be an assessment after the one day virtual training course?**

At the end of the one day virtual training course you will be asked several multiple-choice questions. There is not a written assessment paper on this day, but your understanding will be assessed on day five of the in-person training and during your professional interview.

**13) Do I have to attend the one day virtual training before the in-person training?**

Yes. You are required to attend the one day virtual training prior to the five day in-person training.

**14) What happens if I am unable to attend the one day virtual training?**

If you are unable to attend the one day virtual training course you will need to attend a medium-risk course running on different dates.

**15) What are the timings of the one day virtual training?**

The course starts at 9am, finishing at approximately 5pm, with suitable refreshment and lunch breaks.

We suggest you log on or join ten minutes early to the training session to ensure you have no IT issues and the training will not be delayed.

**16) Is the one day virtual training pre-recorded or live?**

The one day virtual training course will be live and delivered by one of our trainers.

**17) Are there multiple training date options for the one day virtual training course?**

No, there is only one date option for the one day virtual training, which will take place a few weeks prior to the in-person training. You need to ensure you can attend all six dates at the time of booking.

**18) What arrangements are there for delegates with special needs?**

As a training provider, the Equality Act 2010 places a positive obligation on C.S. Todd & Associates Ltd (CSTA) to make reasonable adjustments to ensure that learners who are disabled (as defined in the Act) are not placed at a substantial disadvantage in comparison to non-disabled learners. The duty arises in relation to any:

- service provision, criterion or practice
- physical features particular to the service
- provision of auxiliary aids or support

Full consideration will be given to each adjustment to determine whether it:

- reduces or removes the disadvantage faced by the disabled individual; and
- it is reasonable for CSTA to make

As part of our ongoing commitment, CSTA will undertake periodic reviews of agreed adjustments to ensure these remain suitable and have the continued required effect. The outcome of any review may be that the adjustment in place continues, is altered, or alternative adjustments are introduced.

**19) Can I pay in instalments?**

No. Full prepayment is required four weeks prior to the start date of the in-person training element of this course.

**20) Is the course part refundable if I only participate in the in-person training?**

No.

**21) Will this course be offered again?**

CSTA aim to run this course three to five times a year. Details can be found on our website or by emailing [office@cstodd.co.uk](mailto:office@cstodd.co.uk).

**22) Is this course offered closer to where I live?**

The virtual one day training course can be attended in any location of your choosing, based on the requirement of a strong internet signal and your camera being switched on for the duration of the training. The in-person training element of this course will be based in Surrey or Edinburgh and is not offered remotely. Full venue details can be found on our website or by emailing [office@cstodd.co.uk](mailto:office@cstodd.co.uk).

**23) How long before the course begins do I need to register?**

Registration and payment of this course is required no later than four weeks prior to the start date of the in-person training.

**24) Will my qualification need to be updated?**

No formal update of the qualification is required, although it is incumbent on the delegate to carry out regular CPD activities. The course will cover these activities and suggested methods of how to record this. There is a requirement to undertake regular re-assessments conducted by any professional bodies with which you may register.

**25) What materials will I need to bring?**

A hard copy of the course notes and presentation is provided. If you request additional course notes, these are only provided to you electronically and it will be your responsibility to print if a hard copy is required during the course. You should bring pens and a notebook. A black pen is required for the assessment.

**26) How long do I have to complete the course?**

Candidates have two years from the start date of the virtual training course to submit their portfolios of evidence. This includes the professional interview.

**27) What happens if I am unsuccessful?**

If you fail to meet the criteria of this qualification, you have the option to begin the referral process. During this process you will be offered a mentoring session with one of our trainers. Normally, this involves a discussion of around one to two hours, in which each section of qualification, and the answers within your portfolio of evidence, is carefully analysed, with a view to addressing any areas of misunderstanding of the subject matter. Following this process, you are offered the opportunity to participate in a second assessment, or where applicable, professional interview.

## **28) How long is each class?**

The class work starts at 9am each morning, finishing at approximately 5pm, with suitable refreshment and lunch breaks.

## **29) What are low-risk premises?**

FireQual specify that low-risk premises may include, but are not limited to:

Residential buildings with family or familiar occupancy<sup>1</sup> of less than 15; or retail and commercial buildings occupied by less than 30 staff and the public; and are,

- less than 3-storeys in height above ground floor level with no occupied basements
- with internal travel distances of less than 30 metres
- with no abnormal hazards or substantial quantities of controlled products, and
- of floor area less than 300 square metres
- constructed of traditional, or lightweight timber frame

## **30) What are medium-risk premises?**

FireQual specify that medium-risk premises may include, but are not limited to:

Residential buildings occupied by less than 50 persons, who may include temporary or transient residents who may be unfamiliar with the building, or residents who have some impairments; or retail and commercial buildings occupied by less than 100 staff and the public; and are,

- less than 7-storeys in height above ground level and have no occupied basements
- with internal travel distances of less than 60 metres
- with no abnormal hazards
- of floor area less than 600 square metres
- constructed of traditional, or lightweight timber frame, or external wall system

## **31) What are high-risk premises?**

FireQual specify that high-risk premises may include, but are not limited to:

Residential buildings occupied by more than 50 persons, who may be persons unfamiliar with the building, or have impairments or specialised needs, or retail and commercial buildings occupied by over 100 staff and the public, or certain industrial premises, or premises involved with healthcare activities, or particular heritage properties; and may contain one or more of the features below:

- exceed 7-storeys in height above ground level or have occupancy below ground that has no direct egress to ground level
- with internal travel distances that exceed 60 metres
- with abnormal or transient hazards
- with a floor area exceeding 600 square metres
- with single stairways or complicated exit arrangements
- with combustible or unknown cladding
- lack active fire protection or other fire mitigating measures.

---

<sup>1</sup> Familiar occupancy means familiar with the building, namely an HMO or flats. A hotel or bed and breakfast would not incorporate familiar occupancy, as occupants would not know the building.

**32) If I do the medium-risk course, am I also qualified for low-risk premises?**

Yes.

**33) What is reflective learning?**

Reflective learning is the practice of using the experiences that you have gained to further inform your future development.

It may involve applying your critical thinking skills to your past experiences and those on the course, which can help you identify what you can do to further improve your performance.

For this module you will be provided with a short assessment paper to complete in your own time and will need to submit the final version to [training@cstodd.co.uk](mailto:training@cstodd.co.uk)

**34) What is a professional interview?**

The professional interview is the final stage of your portfolio of evidence.

The professional interview will be with one or two of our trainers and last a maximum of two hours. The discussion will assess your overall understanding of the concepts of legal, regulatory and enforcement practices, and the methods and practices to undertake a fire risk assessment within medium-risk premises.

The professional interview will be recorded and transcribed (via Microsoft Teams), and we will keep a copy of the interview transcript for up to seven years (the recording will be destroyed after two years). In addition, this could be subject to auditing by FireQual. Please note that you must have a working camera on the device that is used, and this must be switched on for the duration of the interview.

The trainer(s) will discuss your portfolio of evidence and go through the processes you used to undertake your fire risk assessments. Discussions will cover your decision making process to contextualise your learning. This allows you to demonstrate your full understanding of the fire risk assessment process. This may include questions relating to your written assessment, your decision making process with regard to the submitted fire risk assessments and reflective learning document. Your discussion may include how you quantified risk and standards you have applied. It is suggested that you have copies of your course notes, the redacted fire risk assessments and your reflective learning document whilst you attend the professional interview.

**35) Do my fire risk assessments have to be completed using the PAS 79 template?**

No. You are able to use a template of your choice as long as it covers all the required sections within a fire risk assessment. However, the PAS 79 templates are the industry standard and are endorsed by the NFCC. The PAS 79 templates are available to download, free, on our website ([PAS-79 Templates - C. S. Todd & Associates](#))

**36) Is there an appeals process?**

If you are dissatisfied with an assessment outcome, you have the right of appeal. There are three stages to the appeal procedure and each stage must be exhausted before proceeding to the next one. You are advised to keep copies of all the documents used in the appeal procedure as it progresses.

For more information on the appeals process, please visit the policies section on our website.

## **Glossary of Terms**

BS:	British Standard
CPD:	Continuing Professional Development
CSTA:	C.S. Todd & Associates Limited
FireQual:	Awarding organization providing nationally recognised regulated qualifications
HMO:	House in Multiple Occupation
NFCC:	National Fire Chiefs Council
PAS 79-1:2020:	Fire risk assessment. Premises other than housing. Code of practice.
PAS 79-2:2020:	Fire risk assessment. Housing. Code of practice.